

**KATESGROVE AND SOUTHCOTE PRIMARY SCHOOLS  
Risk Assessment for Restricted Opening, January 2021**

HAZARD Activity/equipment/ Possible injury process etc harm	TO WHOM	LIKELIHOOD (L) (1 = not likely) (5 = highly likely)	SEVERITY (S) (1 = impact not severe) (5 = impact serious/fatal)	RISK RATING (LxS)	CONTROLS TO BE PUT IN PLACE / ACTION REQUIRED
Insufficient Pupil / Staff Ratio to operate the school safely	Children Staff	1	5		<p>Exec Head Teacher (EHT) to monitor staff: pupil ratio daily and to adjust the school day as necessary seeking advice from the Local authority (LA) and Public Health England (PHE) as needed. Pupil ratio to be assessed daily and to adjust the school day as necessary seeking advice from the LA as needed.</p> <p>The physical size of the vast majority of Federation Class room dictates that a 1/10 (one class Teacher) ratio will be observed as WE MUST ensure that 2 metre (adult) protocol is observed throughout the school including classrooms.</p> <p>Face masks to be worn by adults in corridors.</p> <p>Federation Staff (Staff who work at both schools) shall rotate and work one full week at each Setting*. *Unless in exceptional circumstances such as serious Medical /Safeguarding/Operational matters etc.</p> <p>Public Health England have published information concerning the most recent Covid variant, which indicates that it spread more easily and quickly than other variants.</p>

					Provide a risk assessment for the clinically vulnerable to ensure their role and location in school keeps them as safe as possible e.g. not working with children. Individual risk assessment for those who demonstrate they or their families are at increased risk to enable them to return to school. HR guidance to be sought where necessary.
School building cleaning	Children Staff	1	4	4	Areas in both schools have been deep cleaned as an ongoing process in preparation for opening in the Spring 2021 Term. Deep Cleaning, Weekly cleaning and a daily cleaning schedule is imbedded within the Premises Team and Staffs every day duties.

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School building not kept thoroughly cleaned during full re-opening	Children Staff	2	3	6	<p>Leadership team have ensured that from June 1<sup>st</sup> 2020, a full complement of cleaners are in place and that the schools are cleaned thoroughly every day, with particular attention to touch points. Additional cleaners employed to be available during the day to clean toilets as and when they are used. Rigid and clear cleaning protocols are in place.</p> <p>All classrooms have disinfectant and wipes. Cleaning protocols to be adapted as and when advice is published by LA / Government / Public Health England guidance.</p> <p>Weekly health and safety checks (including temperatures checks, flushing outlets, emergency lighting and fire panel checks) have continued.</p> <p>Enhanced cleaning of all buildings and frequently touched surfaces.</p> <p>Daily checklists will be completed to ensure safety e.g. windows are open, PPE and cleaning equipment are available (see individual checklists)</p> <p>Any hygiene health and safety issues to be reported to SMT immediately.</p>

<p>Not being able to adhere to social distancing rules and having the correct PPE to carry out Emergency/ Life Saving First Aid</p>	<p>Children Staff</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Risk assessments in place for those children who are not able to socially distance. Addendum to Positive Behaviour Policy for those children who deliberately break social distancing rules.</p> <p>Consideration that offer is withdrawn to pupil who are unable to socially distance or wilfully/deliberately fail to follow the</p> <p>All members of staff to following existing first aid protocol e.g. telephoning for an ambulance. There is a policy addendum in place</p> <p>EHT and caretaking team to ensure that there is the correct amount of PPE and first aid kit available in school for staff to use when carrying out first aid safely.</p>
<p>Lack of necessary resources to enable the school to be safe when it fully re-opens on 2<sup>nd</sup> Sept 2020</p> <p>Safeguarding</p>	<p>Children Staff</p>	<p>2</p> <p>4</p>	<p>3</p> <p>5</p>	<p>6</p> <p>20</p>	<p>EHT &amp; Caretaker team to audit the cleaning supplies and to order as necessary ready for the first day of term, hand soap, disinfectant sprays / liquids, cloths etc.</p> <p>EHT and caretaker team to secure PPE from reliable sources.</p> <p>Regular stock checks of all cleaning/PPE equipment to be maintained and ordered as required e.g. hand soap, disinfectant sprays / liquids, cloths etc.</p> <p>Safeguarding policy to be updated and amended as required.</p> <p>Staff to be aware of identifying signs of abuse and domestic abuse (DA), recognising that incidents of DA have increased over this period. Any concerns to be reported to the Designated Safeguarding Lead or DSO Team.</p> <p>CPOMs to be consistently updated with any concerns</p>



				<p>Meetings to be attended, where possible this will continue virtually via Teams or telephone.</p> <p>If face to face meetings need to take place these must be done in a large well ventilated room with the windows open face masks must be worn by staff and parents/carers, tables and chairs must be sprayed and wiped with anti bacterial spray after the meeting.</p> <p>The Safeguarding Lead or a DSO will be on site at all times when the children are present or will be contactable by telephone/radio.</p> <p>Any updates/advice from BFFC/RBC/local partnership to be disseminated to staff.</p> <p>Staff to continue to follow whistleblowing and safeguarding policies if they have concerns about another member of staff/professional who may pose as a risk to children.</p> <p>Where possible Safeguarding/confidential conversations with parents/carers are to happen away from other parents/carers by guiding them away from others in an outdoor space where other parents can't hear.</p> <p>Staff to update CPOMS with all home calls.</p> <p>Paediatric 1st aid staff will always be on site.</p>
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<p>Not being aware of who is in school due parents declining to return pupils or opting in and out of school attendance.</p>	<p>Children Adults</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Office Teams will continue to use established attendance procedures – first response, Attendance Lead alert, CPOMS alerting and use of schools EWO’s for persistent absence. Staff fully trained in use of both paper and electronic SIMS registration.</p>
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<p>Entry of children / parents / carers into the school grounds / premises at the same time.</p>	<p>Staff Children Parents / carers</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Significant alteration to the pre-covid drop off arrangements at both schools.  Year Six strongly encouraged to attend school on their own.  School Mobile phone policy to be amended and published</p>



					<p>Parents of Years 1 – 6 not to enter school site during drop off times.</p> <p>Elongated school day to reduce the number of parents waiting around pick up points.</p> <p>Identified year specific drop off and collection points around the school.</p> <p>Social marking signage and painted lines to encourage parents to maintain social distancing</p> <p>Staff directed to enter the school premises on a staggered rota and to go directly to their area of work.</p> <p>Walkways marked for social distance and one-way route</p>
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Pupils attending late or arriving after medical appointments etc.	Staff Children	4	1	4	<p>Late attendance will result in non-admittance to a bubble.</p> <p>Parents who contact school advising that they are 'running late' will be informed that children will not be admitted into their respective bubbles.</p> <p>Pupils arriving after Registration (unattended) will be placed in the isolation room and parents / carer contacted to collect.</p> <p>Pupils attending late with a parent / carer will be refused entry into the bubble and be asked to leave with parent / carer.</p>

Exit of children / parents / carers from the school grounds / premises at the same time.	Staff Children Parents / carers	2	3	6	<p>Parents / carers advised that only one parent / carer are permitted to drop off or pick up and that they are not able to congregate by the school gate.</p> <p>Parents / Carers to wear a mask / face shield while on school property. (unless authorised / exempt)</p> <p>Staff allocated to assist / oversee drop off / collection times and encourage social distancing when and if appropriate.</p> <p>Parents to be reminded that mobile telephones are not permitted to be used while on school property</p>
Parents / carers / coming onto the school grounds	Staff Children Parents / carers	3	4	12	<p>Admin to provide clear signage on the front gate explaining about only children and staff permitted on site and explanation given in a letter from EHT.</p> <p>Parents / carers not allowed to enter the school premises and to only communicate with the school through the use of the telephone or email or by prior arranged appointment with the EHT.</p> <p>SLT on gate duty with registers admitting children and parents one at a time.</p>





**SOUTHCOTE**  
PRIMARY SCHOOL

**The Kennet  
Federation**

**Katesgrove  
Primary School**



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<p>Children and staff entering the building carrying the virus on their hands.</p>	<p>Staff Children</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Facilities Manager to ensure that hand sanitiser &amp; soap is in stock and to order as necessary. All taps are checked daily to ensure they are working.</p> <p>Caretaker team to ensure that hand sanitiser to be available at all classroom entry points and that there is always soap in the cloakrooms and classrooms.</p> <p>Teachers and Classroom support staff to ensure that children and staff use the hand sanitiser gel on entry into the classrooms and all staff and children to wash their hands with soap and hot water regularly.</p> <p>Leadership team to ensure hygiene protocols are displayed in all areas of the school used.</p> <p>Staff to bring in minimal personal belongings in ideally a washable bag which should be sanitised regularly and certainly once at home.</p> <p>Staff badges to be regularly wiped and sanitised.</p>
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Children and staff sneezing or blowing noses onto tissues and disposing of tissues without care.	Staff Children	2	5	10	<p>Facilities Manager to order bins (and bin liners) for the disposal of tissues only and one to be placed in each classroom. Material is bagged up and stored for 72 hours before disposing in the usual bins.</p> <p>All members of staff to ensure that these bins are used as specified and that children wash their hands as per the handwashing guidance following the disposal.</p> <p>Caretakers called by staff to empty bins as soon as used.</p>
Classrooms not large enough to accommodate social distancing guidelines or not enough classrooms.	Children Staff	2	5	10	<p>Caretaker and staff to clear unwanted furniture from the classrooms and store safely if possible.</p> <p>Bubble size is set at 10 children to allow 2 metre in class social distancing.</p> <p>Staff, under the direction of the EHT &amp; Leadership Team to Identify dedicated work stations for the children and mark them out. Teachers and Classroom Support Staff to ensure that each child has their own tray of resources on their identified work station for them to use only e.g. pencil, pen, ruler, glue stick, scissors, rubber etc.</p>



					<p>No one shall enter a bubble without specific invitation by the classroom lead.</p> <p>Bubble will remain the same members regardless of whether pupil numbers drop.</p> <p>Communication should be through classroom telephones or radio – entry and egress from classrooms should be kept to the minimum.</p> <p>EHT / Leadership Team to identify a clear one-way system of access throughout the school with appropriate signage when and where appropriate.</p>
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Opening of School to all Year groups	Children Staff	2	4	8	Federation is unable to open fully to all Year groups and is able open to children who are designated 'vulnerable' or with parents/carers identified to be essential workers.  School offer and opening will be constantly reviewed in line with local and national guidelines and Government direction.
Access to and use of toilet / cloakroom facilities (including staff) not adhering to social distancing guidelines.	Children Staff	2	5	10	Caretaking team to provide clear signage on toilet and cloakroom doors to indicate who is to use the particular toilets. All members of staff, including lunchtime assistants, to ensure that staff and children adhere to these rules.
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Entering Class Rooms	Children Staff	2	5	10	All members of staff, to ensure that each group of children enter their designated classroom through an allocated door, that has been clearly identified by the EHT / Leadership Team and to ensure that the children use the area appropriately.  Caretaking team to mark of 2m lines outside of the "classroom" entry point doors for the arriving / departing children / adults

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Working in an enclosed space with little ventilation	Children Staff	3	5	15	All members of staff to ensure that the building is ventilated throughout the day by opening windows and doors where possible.
Not being able to adhere to social distancing rules and having the correct PPE to carry out basic First Aid & Intimate care	Children Staff	4	5	20	EHT and Leadership Team to ensure that the usual practises with regard to carrying out first aid are adhered to e.g. wearing gloves, when carrying out first aid / intimate care safely and to re-order stock as necessary. PPE will be available to those administering 1 <sup>st</sup> Aid Where possible children will administer their own first aid eg wipe a cut and apply a plaster.

<p>Not being able to adhere to social distancing rules and having the correct PPE to carry out Emergency/ Life Saving First Aid</p>	<p>Children Staff</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Risk assessments in place for those children who are not able to socially distance. Addendum to Positive Behaviour Policy for those children who deliberately break social distancing rules.</p> <p>All members of staff to following existing first aid protocol e.g. telephoning for an ambulance. There is a policy addendum in place</p> <p>EHT and caretaking team to ensure that there is the correct amount of PPE and first aid kit available in school for staff to use when carrying out first aid safely.</p>
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<p>A child or a member of staff presenting with COVID-19 symptoms in school.</p>	<p>Children Staff</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Member of SLT to re-issue guidance to all families and members of staff about symptoms and self-isolation, anyone with symptoms must not come to site. Symptoms inc. high temperature, new continuous or persistent cough or loss/change in normal sense of taste or smell (anosmia-smell blindness).</p> <p>Pre COVID-19 symptoms are: being lethargic and general fatigue, tummy upset and sickness in children, sore throat and headache in adults. Staff to ask parents or staff who are off sick if they have any of these symptoms.</p> <p>If a member of staff shows any symptoms they must go home immediately and get tested. A contact list must be made of anyone</p>



				<p>they have had close contact with over the past 48hrs before first symptoms were displayed. The definition of close contact is: direct close contact-face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). Proximity contacts-extended close contact (within 1-2m for more than 15 mins) with an infected individual. Travelling in a small vehicle, like a car, with an infected person. If the member of staff tests positive they must self-isolate for 10 days, any one that has had contact with this person must self-isolate for 10 days, this includes all members of their household.</p> <p>Upon any individual testing positive SLT Lisa / Sue / Karen to call DFE helpline for advice (0800 046 8687). And email <a href="mailto:CV19notifications@reading.gov.uk">CV19notifications@reading.gov.uk</a> with information regarding the positive case. If the person with Covid-19 has been in full PPE there is no need for other people to self-isolate.</p> <p>No action needs to be taken until the test is confirmed as positive. If a child is displaying Covid-19 signs on site staff should alert SLT, collect child, they will immediately put on PPE and bring child to a well ventilated room where no one else is, they will take their temperature and call the parents and care for them until child is collected. If the child deteriorates or in an emergency (99) 999 will be called.</p> <p>The parents need to arrange for a test, if this is negative then the child can return if they are well.</p> <p>If it is positive then the same guidance will be followed as with a member of staff.</p> <p>After the child has been collected the room will be cleaned with antibacterial spray, all PPE equipment and any cloths used for cleaning or tissues must be put in a plastic rubbish bag and tied, this is then put into a second bag which is tied, this will be labelled with the child's name and date and stored in the bin, if the test comes back negative, rubbish can be put in general waste, if positive this must be stored for 72 hours then can be put in general waste.</p>
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					<p>Hands will be washed with soap and water for 20 seconds A contact list will be made to engage with the NHS test and trace process. If more cases are confirmed in the Setting then advice needs to be sought from Public Health England and the local health protection team. Ofsted to be notified.</p> <p>Parents to advise Centre if children are off sick and the reason for this, if no reason is given or there is no call/email then this must be investigated.</p> <p>On receipt of a positive test the bubble will go into isolation for ten days. (or what ever the current National public health guidance dictates)</p> <p>EHT has direct contact with Public Health England and will consult on a case by case basis as and when necessary</p>
The staffroom is not large enough to accommodate staff at break and lunchtimes following social distancing guidelines	Staff	3	4	12	<p>All teachers and classroom support staff to have their break and lunchtimes in their designated staffroom following the team rota. Each year group given a staffroom with social distanced chairs that are identified. All facilities in place in each staffroom. Clean down procedures for every use.</p> <p>EHT, Leadership Team and caretaking team to ensure that a kettle, a microwave, washing up liquid, a tea towel, cutlery, tea, coffee and milk etc. will be available in each area to accommodate this. A fridge and a sink will also be available in each area.</p> <p>All members of staff to use their “own” identified lidded mug all day and to take their own responsibility for washing this up in their identified sink.</p>

					<p>Staff to ensure that they wash, clean and wipe every surface or item that they touch in staff room / kitchen area.</p> <p>Photocopier cleaning protocols to be followed</p>
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Children going out to play and not following current social distancing guidelines	Children Staff	3	4	12	<p>Leadership Team to allocate break times on a staggered basis.</p> <p>All members of staff, to ensure that social distancing guidelines are adhered to where possible when the children are playing.</p> <p>Staff on duty to ensure that access to toilets whilst the children are at break adhere to social distancing guidelines.</p> <p>Children shall only play with their own bubble at break / lunch time. Year group bubbles will not mix.</p> <p>Children to wash hands before and after play / break time.</p>

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Children eating lunch together in the school hall	Children Staff	2	4	8	<p>Children will generally eat food in their own classrooms – remaining in their class ‘bubbles’.</p> <p>The use of school hall eating is to be constantly reviewed as LA / PHE / Governmental advice is amended and published.</p>

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Items of classroom equipment / resources not being cleaned and being used by multiple groups of children	Staff Children	1	3	5	<p>Classroom staff to remove all items of soft furnishing e.g. cushions and soft toys from the classrooms prior to Sept 1st 2020.</p> <p>Classroom staff to disinfect shared equipment after use.</p> <p>The cleaners to disinfect individual work stations at the end of the school day.</p> <p>Cleaning protocols adhered to every time the children leave the classroom.</p> <p>Milton sterilising tubs available in all areas for large equipment and playground equipment. When a child has played with a toy it is placed in a box to be sterilised.</p> <p>Children have their own individual equipment at work stations in trays. Stationary pack, books, pens, paint palettes, learning packs.</p>

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Children attending Wrap Around Care without social distancing rules being followed	Staff Children	2	5	10	<p>Children will attend After school and breakfast clubs in year group bubbles. Staff will follow 2 metre Social Distancing protocol whenever possible Food will be eaten at individual desks Cleaning and Handwashing protocols will remain in place PHE advice will be followed and publicised to parents Play equipment will be cleaned after individual use. Outdoor play and use of outdoor space will be optimised Social Distancing / no physical contact protocol remains for outdoor play.</p> <p>If a child is confirmed positive (test) the rest of the bubble will self-isolate and follow PHE advice. Confidentiality and Sensitive will be observed in regard to identifying individuals who test as Covid positive.</p> <p>The Year group class of any Afterschool / breakfast child who test positive will also self-isolate – following PHE advice.</p>
Curriculum activities which require close pupil / pupil or pupil / staff interaction	Children Staff	1	5	5	Teachers to consider and plan learning activities for the children that do not require close pupil / pupil or pupil / staff interaction e.g. PE lessons in the hall, team games etc.

Large numbers of staff, pupils and parents attending gatherings e.g. assemblies, plays, fayres etc.	Children Parents Staff	1	5	5	EHT to share in communication with all members of the school community that social gatherings such as assemblies, plays, and sports day events will not take place until further notice.
Visitors / Volunteers entering the school building	Children Staff	2	5	10	EHT to ensure that visitors / volunteers are not permitted to enter the school building and that any meetings take place virtually where possible. Social workers will be able to attend school for Safeguarding related work with prior warning and agreement with the SLT.

**Please note this risk assessment is evidencing Risk scoring AFTER control measures are in place.**

**Name of Assessor: Lisa Telling**  
**Position: Executive Headteacher**

**Date : 7<sup>th</sup> January 2021**  
**Review Date : 7<sup>th</sup> Feb 2021**