**Classroom Risk Assessment**

**Who can be harmed: staff, pupils, visitors, volunteers, students on work experience, trespassers**

**Completed by:** Alison Wilson and Iqra Zamir **Date: 2/9/21**

**Circulated to:** Governing Body and Staff of Colgate Primary School

**Accessible to:** Parents and Carers of Pupils of Colgate Primary School

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| **Hazards relating to this task: ‘The Risk’** | **Control measures**  | **Date put in place** | **Likelihood of risk occurring****(1= unlikely to occur)** | **Consequence****rating****(1= low risk consequence)** | **Score****Low/Moderate/High risk (Likelihood x consequence)** **5 – Lowest Risk****25 – Highest Risk** |
| Children, staff and other adults unable to maintain social distancing measures. | Posters/displays in class to remind and make children aware.Plan in place for staggered finish times with designated entrance/exit. One child at a time to go to the toilet and children will be allowed to go to the toilet during lesson time to help stagger this. Teachers to communicate new measures with pupils. Separate morning play time for KS1 and KS2. Floor markings in place reminding children of 2 metre rule where applicable.Staggered finish times have been communicated to parents and carers via email.Regular school staff meetings held and open lines of communication to discuss the social distancing measures in place. Staggered use of cloakroom. Small groups of children at a time in the morning and afternoon to limit crowding.Separate keystage assemblies held twice a week with distancing between classes. | 2/9/21 | 4 | 5 | 20. Moderate to High Risk |
| Children sharing resources and potential contamination. | Appropriate resources are available within all classrooms e.g. IT, age specific resources. Sharing of equipment, resources and stationery between pupils will be discouraged but cannot be eliminated entirely. Equipment, resources and surfaces cleaned between users. Each child has their own marked out workstation with stationery.Each keystage to have their own playground equipment. Children to sanitise or wash hands before and after playtime and PE. | 2/9/21 | 4 | 5 | 20 – Moderate to High Risk  |
| Soft furnishings in the classroom being used by children. | Resources which are not easily washable or wipeable have been be removed.These resources are stored away from children - an area out of bounds to pupils. Out of bounds areas referenced within Colgate School Code of Conduct. | 2/9/21 | 1 | 5 | 5 – Low Risk  |
| Touching surfaces that are potentially contaminated | Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.Children and adults to sanitise or wash hands regularly and sanitise hands when entering class.Children and adults to wash hands before and after playtime and PE.Anti-Viral spray readily available and used to clean resources and equipment regularly.2 wash stations in class with soap and hand sanitiser.Children to have set seats and pupils reminded not to swap desks/chairs.Pupils made aware that they should leave personal resources at school to lower the risk of contamination. Importance of handwashing reiterated to children and referenced within Colgate School Code of ConductTeacher to model and regularly encourage hand washing.Children to have their own pack of stationery that will not leave the classroom. Children to wash their hands before and after leaving the toilet. Sanitation Stations are placed throughout the school. | 2/9/21 | 4 | 5 | 20 – Moderate to High Risk  |
| A child or adult comes into school with COVID-19. | Adults to take lateral flow tests twice weekly.Children and adults to have their temperature taken if they are feeling unwell.Parents are to keep children home and get them tested if they have any COVID symptom (persistent cough, high temperature, loss of sense of smell).If a child develops any symptoms during the school day, they will be isolated and parents called to take them home. | 2/9/21 | 4 | 5 | 20 – Moderate to High Risk |
| Difficulty accessing hand washing facilities | Regular hand washing provision in place.Soap and fresh water provided regularly throughout the day. Two stations set out within the classroom.Sanitiser at the entrance to classroom.Washing facilities situated outside the toilets.Washing with water to be done before lunchtime and home time. Hand sanitizer to be used at other times. | 2/9/21 | 2 | 5 | 10 – Low to Moderate Risk  |
| Lack of ventilation. | Windows and/or doors to be open to maintain flow of fresh air when weather permits.CO2 monitors to be used when they have been delivered to the school. If levels rise too much, windows to be opened (if shut) or children to be taken outside for the air to refresh. | 2/9/21 | 4 | 5 | 20 – Moderate to High Risk |
| Staff anxiety | Maintain open communication with all staff. Staff to deploy ‘emotional intelligence’ to assess and recognise colleague’s behaviour and emotions and report unusual or behaviour which may be deemed ‘out of character’. Regular staff meetings held to highlight any concerns or current issues. A network between staff and colleagues to ensure open lines of communication.  | 2/9/21 | 4 | 5 | 20 – Moderate to High Risk |
| Pupil anxiety about returning to school | Plan support and activities. Explain and show child how the school/class will be safe and the measures staff will be taking to ensure their safety.Reporting systems in place so that staff can share any form of concern quickly. Be alert to changes in behaviours.Shared information with pupils and their families prior to the return to school. Use of CPOMs for communications regarding children’s needsUse appropriate resources and staff (ELSA) to reassure child about the safety measures in place for their return to school – can be carried out on a 1:1 basis, maintaining social distancing measures where possible. A plan in place for children who find it difficult to separate from their parents at the start of the day | 2/9/21 | 4 | 5 | 20 – Moderate to High Risk  |
| Anxieties from staff and children escalate rather than reduce over time. | Ensuring all measures are regularly reviewed to ensure wellbeing of the school community/class is sustained. Alert appropriate bodies of support and guidance proactively rather than reactively. Use of CPOMs for communications regarding children’s needsOpen lines of communication between all members of the school community. Regular emails to parents. Networking between staff members. Sharing of information between staff regarding pupils.  | 2/9/21 | 3 | 5 | 15 – Moderate Risk  |
| Pupils/staff suffering bereavement  | Use of CPOMs for communications regarding children’s needsSystems in place to ensure staff are made aware at the earliest opportunity. Use online resources such as Winston’s Wish, ensure that staff supporting the child have additional information needed and support from SLT and others that can provide the support needed for the pupil.Open lines of communication for the family | 2/9/21 | 4 | 5 | 20 – Moderate to High Risk  |
| Children with EHCPs and vulnerable children. | Discuss any changes in child’s wellbeing with parents.Take advice from specialist teams where necessary. Ensure open lines of communication with parents. | 2/9/21 | 3 | 5 | 15 – Moderate Risk  |

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| Review date  | Changes/Comments  |
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