**Classroom Risk Assessment**

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

**Completed by:** E. Forrest Maple Class **Date:** 2/11/2020

**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. | KS1 Bubble  Classroom has been re/arranged. Tables in small groups or lines depending on age, ability and needs of child. Children are encouraged to face forward. Year 1 to use cloakroom area or library for learning e.g. phonics  Posters/displays in class to remind and make children aware. 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. Video about bubbles will be shown to the class and discussed at start of term.  Children are spoken to and are aware of the routes in and out of the classroom and to different places that they must travel to in the school.  Plan in place for staggered play time and lunch times.  Plan in place for staggered start and finish times.  Key stage assemblies only  New classroom rules referenced within Colgate School COVID Code of Conduct. | 2/11/2020 | 4 | 5 | 20 – Moderate to High Risk |
| Children unsure of ways to enter and exit the classroom | Classroom entry and exit routes have been determined and appropriate signage in place.  Doors and windows to be open/ajar as much as possible.  Children wait by school building wall at start and end of day until all ready to go into class and at home time children line up outside with adult and wait to be called to go home by other adult.  New classroom rules referenced within Colgate School COVID Code of Conduct. | 1/6/2020 | 2 | 5 | 10 – Low to Moderate |
| Children sharing resources and potential contamination. | Appropriate resources are available within all classrooms e.g. IT, age specific resources.  NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected between users and after use.  Specific resources available on different days. Cupboards turned round to stop children accessing other resources.  Maple to use specific iPads only and kept in class for charging.  Reading books to be changed M/W/F by staff only. Any returned books are quarantined for at least 3 days. Reading contact books not to be used at all. | 3/9/2020 | 3 | 5 | 15 – Moderate Risk |
| Soft furnishings in the classroom being used by children. | Resources which are not easily washable or wipeable have been be removed. | 3/9/2020 | 3 | 5 | 15 – Moderate Risk |
| Touching surfaces that are potentially contaminated | Regular cleaning at intervals in the day with cleaning products that remove viruses especially when using shared areas such as the library or ICT suite.  Children to wash hands regularly/sanitise hands when entering class. Water to be changed morning, lunch and afternoon in hand washing bowls.  Children to sit at the same place in the classroom at an appropriate distance from staff members  Teacher to model and regularly encourage hand washing. NHS video to be watched regularly.  Children to have their own pack of stationery.  Any equipment that must be shared needs to be cleaned thoroughly after use.  Children not allowed to go to fridge for cold packs or milk  No water fountain or cups unless absolutely necessary. Drink bottles only. | 3/9/2020 | 4 | 5 | 20 – Moderate to High Risk |
| Access to hand washing facilities | Regular hand washing provision in place.  Soap and fresh water provided regularly throughout the day.  Sanitiser at the entrance to classroom  2 handwashing stations in classroom plus two sinks in toilets.  Wash hands before going home | 3/9/2020 | 4 | 5 | 20 – Moderate to High Risk |
| Staff stress and 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. | 3/9/2020 | 4 | 5 | 20 – Moderate to High Risk |
| Pupil anxiety about returning to school | Plan transition 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  A plan in place for children who find it difficult to separate from their parents at the start of the day.  Temperatures of all pupils to be taken every morning. Late children have temperature taken at the office. | 3/9/2020 | 3 | 5 | 15 – Moderate 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.  Open 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. | 3/9/2020 | 3 | 5 | 15 - Moderate Risk |
| Bereavement support for staff and pupils | Systems in place to ensure staff are made aware at the earliest opportunity.  Use of CPOMs for communications regarding children’s needs  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. | 3/9/2020 | 4 | 5 | 20 – Moderate to High Risk |
| Individual risk assessments for children with EHCPs and vulnerable children. | Discuss changes in child’s wellbeing with parents before their return to school. Take advice from specialist teams where necessary.  Communication with staff about each vulnerable child – staff meeting held to discuss the return of vulnerable children and the support/resources in place to support this return. | 3/9/2020 | 2 | 5 | 10 – Low to Moderate Risk |
| Consider approach to social distancing for individuals who will need to access positive touch as a form of reassurance or to exhibit prosocial behaviours. | Ensure the team are aware of this and planning is in place. Communication with parents and children before they arrive in school via Seesaw, email telephone.  1:1 support in place for the child. | 3/9/2020 | 2 | 5 | 10 – Low to Moderate Risk |
| INSERT ADDITIONAL HAZARDS BELOW | INSERT ADDITIONAL CONTROL MEASURES BELOW: |  |  |  |  |
| Contamination from home | book bags and drink bottles in named group boxes in classroom  Cloakroom pegs and cloakroom only to be used by Year 1 and 2  Lunchboxes stay in cloakroom with coats | 3/9/2020 | 4 | 5 | 20 – Moderate to High Risk |
| Contamination from playground | Wash hands at end of play before coming into building. Trim Trail and climbing wall not to be used due to the intricacies of cleaning them between users. | 3/9/2020 | 2 | 5 | 10 – Low to Moderate Risk |
| Bumping into other bubbles | Possible bumping into other bubbles at beginning of day. Adults to check route is clear before moving past. | 3/9/2020 | 2 | 5 | 10 – Low to Moderate Risk |

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| Review date | Changes/Comments |
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