



Denham Village School

Risk Assessment based on 10th May 2021 Guidance from the DfE (in line with the National Road map)

This assessment has been conducted in relation to the new guidance issued by the DfE in line with the National road map and the opening up of the economy on the 17th May. The assessment will be updated as Government guidance changes, and taking into account feedback from the parents, School management and staff, and Governors.

The assessment covers five sections:

Section 1 - Operations

Section 2 - Staff

Section 3 - Health and Safety

Section 4 - Reputation

Section 5 - Financial

No	Hazard/Activity	Persons at Risk	How Harmed	Control Measures	Residual Risk Rating	Comments Actions
Section 1	Operations					
1.1	Arrival at school	Pupils, staff, parents, carers	Transmission of Covid 19 virus	Staggered start to the day <ul style="list-style-type: none"> • Acorns 8.45 • Birch and Willow 8.50 (using separate entrance and exit doors) Staggered start helps to ease congestion and enables parents to socially distance. Parents/carers asked to drop their child off at the playground gates and apply social distancing rules with other children and adults as they arrive.	Low	Times have been amended since prior lockdown to increase length of time in school.

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				<p>Parents to line up outside the school 2m apart. The children will be met by the staff and called by the teacher to go and line up.</p> <p>Parents have been asked to wear masks at drop off and pick up. Parents have been asked to avoid lift sharing unless as part of a bubble.</p> <p>No parents will be allowed on the school premises.</p>		
1.2	Entering School Premises	Pupils, staff, parents, visitors, contractors	Transmission of Covid 19 virus	<p>Pupils go straight into school and enter their work base.</p> <p>The doors will be kept open to minimise physical contact Children will be required to wash their hands immediately on arrival -adults will direct children to a hand washing facility to ensure social distancing is observed.</p> <p>All adults will be required to wash their hands on entry to the building using the staff toilet facilities</p>	Low	Hand sanitiser available in the school as well.
1.3	Cloakrooms	Pupils, staff, parents	Transmission of Covid 19 virus	<p>All children to store coats and lunchboxes as per usual.</p> <p>Parents will be asked to ensure that children do not bring in unnecessary bags/coats etc.</p> <p>Bookbags and PE Kits will not be required in school</p>	Low	<p>17/056/21 - Book bags allowed to be bought in daily to facilitate daily reading at school.</p> <p>Books to be quarantined as usual.</p>
1.4	Classroom teaching	Pupils, staff,	Transmission of Covid 19	Children will not be required to social distance in the classroom but will be expected to maintain good	Low	

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			virus	<p>hygiene routines (handwashing, catch it, bin it, kill it).</p> <p>Not all children in Reception will have tables but any tables will be forward facing.</p> <p>We will aim to try to keep children one metre apart where possible but this cannot be guaranteed, especially in reception.</p> <p>Adults will be expected to socially distance from the children and to remain 2m apart. Teachers and TA's can choose to wear visors when in the class room and doing close work. Teachers/TA's can opt to wear masks when doing close work with children. Children are not required to wear masks.</p> <p>Reception –Children can sit on the floor on either individual mats or a wipe clean surface. They will be sat apart if possible.</p> <p>All children in KS1/2 will be required to sit in their own named places. Classroom windows and doors will be opened by the teacher in the morning and left open throughout the day.</p> <p>Contact points in the classrooms will be wiped down with disinfectant during morning play and lunchtime each day by a member of the class team</p> <p>Provision will be made to teach lessons out of doors as much as possible (subject to building work being completed).</p>		

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				<p>The whole school including classrooms will be thoroughly cleaned and surfaces disinfected at the end of the day by the cleaning staff.</p> <p>A weekly deep clean will also be done at the end of the week.</p>		
1.5	Morning Break Time	Pupils, staff,	Transmission of Covid 19 virus	<p>Children will be able to play within their class bubble normally outside but will only be able to use set equipment each week to minimise cleaning. A rota for this has been established.</p> <p>Acorn 10.15- 10.35 Birch 10.35 – 10.55 Willow 10.55 – 11.15</p> <p>If it rains, children can stay at their desks. We will aim to take children outside as much as possible.</p>	Low	<p>17/05 Break times can return to normal (10:35-10:50) with two members of staff on duty as long as the playground is sectioned into 3 separate areas to accommodate each class.</p> <p>Play equipment rota to remain as is so each class uses one piece of equipment for a week.</p>
1.6	Transition Times	Pupils, staff	Transmission of Covid 19 virus	Children will be required to stay in their seat until instructed to leave the classroom in their bubble by the class teacher. This is to ensure that we keep all of the bubbles separate and to ensure we enable the teaching staff to maintain the 2m distance required.	Low	
1.7	Playtime Equipment and		Transmission of Covid 19	No soft or fabric toys to be allowed.	Low	

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	activities		virus	<p>Playtime toys to be cleaned weekly.</p> <p>Each class will have their own playground equipment box and these need to be sanitised or put to one side for 72 hours.</p> <p>Any equipment used in the playground or classroom needs to be for that class only. If sharing is required, it needs to be fully sanitised between classes.</p>		
1.8	Collection at Home Time	Pupils, staff, parents	Transmission of Covid 19 virus	<p>Staggered collection times: Acorns – 2:45 Birch – 3:50 Willow – 3:00</p> <p>Children will be dismissed from school as usual. Parents wait at playground gates – maintaining suitable social distancing. Teachers will supervise to assure children picked up safely/by right parent/carer. Parents to remain outside the school.</p>	Low	
1.9	Toilet Facilities	Pupil's Staff	Transmission of Covid 19 virus	<p>Whilst building work is being completed Acorns will continue to use their class toilets and Birch and Willow class will use the new KS2 toilets. Once building work has been completed then Birch will use the new KS1 toilets.</p> <p>Children will be reminded of hand-washing routines on a daily basis. Additional signage to be added over the sinks.</p>	Low	17/05/21 0 Birch class can now use the new KS1 toilets which should mean all three bubbles are using different toilets
1.10	Exiting Building	Pupils, staff	Transmission of Covid 19 virus	Acorns and Birch to use the main front door to exit the building. Willow class to exit via the double red doors at the front of the school (usual entry and exit doors). These doors will be left propped open at	Low	

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				appropriate times.		
1.11	Telephone	Staff	Transmission of Covid 19 virus	Calls should be transferred between office staff telephones rather than phones being shared Use loud speaker function Disinfect and handwash after use	Low	
1.12	Photocopier	Staff	Transmission of Covid 19 virus	Staff should wash hands and disinfect touch screen before and after use. Additional signage will be in place to remind staff to do this	Low	
1.13	Water bottles	Pupils	Transmission of Covid 19 virus	Each pupil will have their own water bottle which they bring into school each day for personal use and this will be kept in school on their table. The pupil will take it home at the end of the day to be cleaned.	Med	
1.14	Packed lunch boxes	Pupils	Transmission of Covid 19 virus	Packed lunches should be placed as per usual. Packed lunches are to be eaten in the classroom. Packed lunches will be delivered by our meal provider	Low	<p>17/05/21 – All classes to eat in the hall after half-term. Each class to use a separate row of tables.</p> <p>Acorns 12:00-12:25 – front row</p> <p>Birch 12:25 – 12:50 – middle row</p> <p>Willows 12:50 1:15 – back row (closest to the rear of the hall)</p> <p>Each class must be dismissed all</p>

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						together before the next class is allowed in.
1.15	Maintenance	Staff, Pupils, Maintenance	Transmission of Covid 19 virus	<p>Any Routine/Planned -maintenance will be completed by contractors Following PPE/social distancing guidance and where possible done when children not in school</p> <p>Non-routine/emergency maintenance will also be carried out in line with social distancing guidance. If work required to be carried out during school hours then contractor will need to wash hands on arrival, wear a mask and socially distance.</p>	Low	
1.16	DSL	Children	Safeguarding	Ensure DSL/Deputy in the building in case of any issues or contactable in emergencies.	Low	
1.17	After school clubs	Children and club providers	Health and Safety	<p>Morning and After school club. We are looking to run this club with social distancing as it is not financially viable or possible to run the club for different year groups. Due to the staggered starts children will be taken to their individual classrooms at 8.45 where they will be looked after by the class TA.</p> <p>After School Sports clubs. We are looking to offer these either outside or being socially distanced in the new hall (subject to completion of the building work) We will need to limit the numbers for indoor clubs. Providers will need to bring their own risk assessment with them.</p>	No risk	<p>Clubs will operate as individual bubbles inside or all bubbles outside but kept separate.</p> <p>Morning club to run as per usual.</p>
1.18	Traffic Management	Parents/carers	Traffic incidents	Parents encouraged to park sensibly to ensure that social distancing is possible. Parents to ensure that they do not park near residents drive and to keep a	Low	Reminder to be sent to parents about social

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				safe distance from others.		distancing outside school.
1.19	Books	Pupils/ Families	Transmission of Covid 19 virus	Books will be lent out once per week Book bags can come in on Mondays and books will be sent home. They can be returned the following Monday. Books will be quarantined for a week. Home school books will not be used. The teachers and parents can use the class emails for comments.	Low	
1.20	Clothing	Pupils, staff	Transmission of Covid 19 virus	Full uniform required. PE kits to be worn on PE days for Reception and Willow class only. Warm clothing required as all rooms will be ventilated.	Low	

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Section 2	Staffing					
2.1	Office Staff	Pupils, staff	Transmission of Covid 19 virus	Only one member of staff to work in either the School Office or the HT office. Staff have own desks and telephones which are already 1.5 metres apart. Telephone in school office to be wiped down each day as the Bursar will use the office two days a week. Keyboards and phones to be wiped down with antibacterial wipes regularly.	Low	Where possible office staff may operate a rota for being in school or working from home.
2.2	Caretaking Staff	Headteacher /Cleaner	Transmission of Covid 19 virus	Caretaking duties and regular Health and Safety checks and should be completed prior to pupils and teaching support staff arriving in school	Low	
2.3	Catering Staff	Catering staff	Transmission of Covid 19 virus	Lunch provider will deliver packed lunches to school and those children who usually bring their own packed lunch will continue to do so. Tables will be sanitised before and after lunch.	None	
2.4	Teaching and Teaching Support staffing (for purposes of pupil safeguarding and first aid qualified)	Staff	Transmission of Covid 19 virus	Each classroom is operating a staff 'bubble' policy so the same people are working with the children where possible. <ul style="list-style-type: none"> If a member of staff or pupil displays COVID-19 symptoms, then government guidance will be followed which requires the pupil to go straight home and access a test. Whole class to isolate if the test is positive. Teaching assistants are required to be available for First Aid, playground supervision and to ensure teaching staff are able to take necessary breaks. Break times have been changed so each 	Med	17/05/21 – see changes to lunchtime

				<p>member of staff only has to cover one break time to give staff a chance to have a break.</p> <ul style="list-style-type: none"> • At lunch the staff in the bubble need to ensure that they both have a break. This can be achieved by the TA taking lunch once the children return to the classroom or prior to lunch. • We will need to have a minimum of two of the staff class team in school to supervise the children. On some occasions it may be necessary for a TA to cross bubbles but this should be kept to a minimum or outside. • If this is not possible we will need to close the class temporarily. That decision would out of necessity be taken at short notice and would be communicated to parents via a text message as soon as the decision has been taken. 		
2.5	Staff breaks	Staff	Transmission of Covid 19 virus	Staff will be given designated areas to have their daily breaks and lunch to maintain social distancing. Disinfectant spray and disposable paper rolls will be readily available in the staff areas and staff should use this to clean contact points.		
2.6	Headteacher	Staff, pupils	Transmission of Covid 19 virus	It is likely to be necessary for the headteacher to move between class groups. Before entering any classroom she will wash her hands and whilst in a room observe social distancing.		
2.7	PPE	Staff & pupils	Transmission of Covid 19 virus	<p>PPE has not been recommended for primary children by the government.</p> <p>Staff can choose to wear masks or visors when walking around the building. Teachers to wear visors when teaching and masks or visors for close work with the pupils (although this should be kept to a minimum) and this will be reviewed at after Easter.</p> <p>Reusable face shields and masks have been ordered for staff should they wish to wear them. Gloves, Visors, masks and aprons will be used for applying first aid and intimate care if needed.</p>		17/05/21 – Guidance regarding masks relates to secondary schools. We are still recommending face coverings in class if the teachers require. Parents advised to still wear face coverings.
2.8	Transition Day	Staff, pupils and parents	Transmission of Covid 19 virus	BC have advised all schools that the transition day planned for the 6 th July is to go ahead. This effectively means that the 'bubble system' that we have been	Medium	Different children from a variety of schools will be

				<p>operating will no longer be effective as teachers will be with different classes. This means that if we have an issues with a C19 case then the likelihood is that all pupils and staff will need to isolate.</p> <p>We will look to hold an event for new parents during school hours in July.</p> <p>This will involve a presentation in the hall and then observing children outside.</p> <p>This will have the least impact on learning as this is planned for the end of term.</p>		<p>coming into the school. Teachers will mix with different bubbles so the potential for transmission is increased, however more staff have been vaccinated.</p>
2.9	Testing	Staff	Transmission of Covid 19 virus	<p>All staff required to test twice weekly using lateral flow tests provided by the school. This is not compulsory.</p> <p>Results to be reported to both the school office and the NHS test and trace site.</p>	Low	<p>No change.</p>

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Section 3	Health & Safety					
3.1	First Aid	Pupils, staff	Transmission of Covid 19 virus	There will be a first aid kit in each classroom and the class LSA will administer first aid. Children should not be sent to the office for routine first aid treatment. Ice packs along with disposable coverings will be kept in the staffroom freezer – labelled for each classroom base. Gloves to be worn Sit alongside side pupil rather than facing them where possible	Low	
3.2	Medicines	Pupils	Transmission of Covid 19 virus	Parents of children who need prescribed medicine should hand this over in a named box/plastic food bag to the member of school staff at the gate along with instructions and written consent for the medicine to be administered by school staff. Medicines will be administered by a member of the class team and recorded on the appropriate form. Medicines should be kept either in the fridge where the class icepacks are or in a locked classroom cupboard.	Low	Reminder to be sent to parents
3.3	Contact points	Pupils, staff	Transmission of Covid 19 virus	Doors to be left open where possible - entrance doors to building at start of day and break times –LSA to be responsible for opening and closing and disinfecting contact points.	Low	
3.4	PE	Pupils	Transmission of Covid 19 virus	Children to come into school in their PE kit (Reception only) all other classes to bring in their kit on their allocated days to avoid any issues with clothing being shared.	Low	

				PE equipment will be individual and will be wiped down after use. Team games can be played but only in bubbles.		
3.5	Handwashing	Pupils, staff	Transmission of Covid 19 virus	Sinks in each base will be stocked with additional handwash. Paper towels will be available for drying hands Hand-sanitiser will be offered in all rooms as an alternative although current advice indicates this is not as effective as soap and water.	Low	
3.6	Surface Cleaning	Pupils, staff	Transmission of Covid 19 virus	LSAs to clean surfaces at breaktime, lunchtime bins emptied as well	Low	
3.7	Soft toys and furnishing	Pupils, staff	Transmission of Covid 19 virus	All soft toys/furnishings will be put into a storage area and remain out of use	Low	
3.8	Photocopier	Staff	Transmission of Covid 19 virus	Staff should wash hands and disinfect touch screen before and after use. Additional signage will be in place to remind staff to do this	Low	
3.9	Lunchtimes		Transmission of Covid 19 virus	Children will play in the playground unless it is raining. They will then have their break in their own classes.	Low	
3.10	Lunchtime	Pupils / Staff	Transmission of Covid 19 virus	Children to sit at their tables in the same place each day. Their food will be placed on the table. The class TA will supervise. The Lunchtime supervisor will clean up after each class and sanitise the tables. Children to use their own water bottles and if water is required bottles will be filled by a member of staff	Low	
3.11	School meal delivery	Staff	Transmission of Covid 19 virus	Delivery will be made with no contact with the delivery driver. Drivers will use PPE/maintain social distancing A risk assessment has been provided by the catering	Low	

				company to ensure safe practice is complied with The catering company will be providing a mix of packed lunches and hot meals.		
3.12	End of breaktimes	Pupils staff	Transmission of Covid 19 virus	Children will line up and be called in to wash hands and return to their class.	Low	
3.13	Messages to office		Transmission of Covid 19 virus	Pupils should not take any messages to the office. Where possible support staff should deliver messages to the office and observe social distancing rules	Low	
3.14	Laptops		Transmission of Covid 19 virus	All computers used will be regularly cleaned.	Low	

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Section 4	Reputation					
4.1	Communications to parents and families	Reputation - School community	Confusion, unresponsive	Headteacher will be communicating on a regular basis to advise national guidance, and how being adopted at Denham Village School. Copy of the Risk assessment will be provided for feedback to parents/carers.		
4.2	Local Community	Reputation - Local community	Lack of support for	Communication of plans and precautions to ensure local residents can socially distance at key school arrival and pick up times.		

			school in future			
4.3	Local Community	Reputation - Local community	Lack of support for school in future	Traffic Management – local housing near the school will be advised of the plan for start/end times, car drop-off and pick-ups for school users.		

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Section 5	Financial					
5.1	Budget			<p>Budget increases to cover additional costs related to, for example, enhanced cleaning service and equipment will be monitored by the Bursar and Headteacher through the use of the Local Authority and an application for additional funds submitted in line with government guidance.</p> <p>Parents will be asked to advise if they will be sending their child to school so the right number of lunches etc. can be provided.</p>		
5.2	Hardship			Parents will be communicated to advise if suffering any new financial hardship and the school can advise any support available, including related to school meals.		