

COVID-19 Safe System of Work

	Potential Risk	Persons at Risk	Current Measures	Risk Level	Risk Reduction	Target Date
1	Parents gathering at school gate not social distancing	Parents Children Staff on duty	<p>Government guidelines now state that there are no statutory social distancing measures. We do, however, encourage parents to remain vigilant and, should they wish to do so, agree with the continued wearing of face masks when dropping off and collecting children.</p> <p>Children may now be dropped off and/or collected from either entrance before 9am and at 3:15pm each day.</p> <p>In order to encourage independence, we ask that parents of children in Classes 3 and 4 continue to drop their child at the school gate unless the parent needs to speak to the class teacher.</p> <p>There will no longer be an adult on the door of Class 1 in the mornings so parents of children in Class 1 are welcome to enter the cloakroom area to aid their child. Parents of children in Classes 1 and 2 are permitted to bring their children into the building up to the point of the steps at the end of the corridor where they can be seen by a member of staff. This is to further encourage independence in the younger children.</p> <p>At the end of the day, parents are encouraged to continue to line up outside and the children will be dismissed one at a time.</p>	Medium	Although we will no longer be taking daily temperature readings, parents should still keep their child at home should they develop a temperature before coming to school. We will also take temperatures during the school day, should we feel it necessary.	Ongoing

COVID-19 Safe System of Work

2	Increased numbers during lunchtime compromising social distancing	Children staff	There is no 'bubble' system anymore but for the majority of the week, children will continue to eat in their own classrooms as before. When deemed appropriate, we will allow whole-school dining in the school hall once again. Parents no longer need to provide cutlery for their child.	Medium	Regular cleaning of tables will continue to ensure good levels of hygiene.	Ongoing
3	Staff rooms and offices to comply with social distancing and safe working practise	Staff	In order to protect more vulnerable members of staff, children entering the school office should be kept to a minimum.	Low	Reminders to wipe down surfaces touched in office space.	
4	Ventilation to reduce spread	Children staff	Open windows and keep classroom doors open where safe to do so (bearing in mind fire safety and safeguarding). Class one door to be open during drop-off and collection times in order for Class 2 children to enter their own room without the need to touch door handles. Class 1 staff to monitor closely the location of Class 1 children from a safeguarding perspective during these times.	Medium	Reminders not to touch doors and door handles unnecessarily. Staff to remember to prop doors open where safe to do so at the start of each day and close doors as needed during and at the end of the day.	Ongoing
5	Staff capacity with increased numbers of pupils – shortage of teachers to	Children staff	If there are shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Low	Headteacher to monitor staff levels daily. Staff to notify headteacher immediately if they think they will be unable to continue teaching in school. Staff will continue to carry out twice-weekly asymptomatic testing on a rota basis so that a range of staff members are tested throughout	Ongoing

COVID-19 Safe System of Work

	maintain staff to pupil ratio				the week. Results are obtained within half an hour and both the school office and the DfE are notified of the results. Any staff member testing positive must notify the Headteacher immediately so appropriate action can be taken.	
6	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Children staff	Talk to staff about plans (for example, safety measures, timetable changes, etc), including discussing whether training would be helpful. Staff to monitor each other's wellbeing and bring any concerns directly to the headteacher. If a staff member is concerned about the wellbeing of the headteacher, they should notify the chair of governors for advice. Where needed, staff can access counselling through the South England Conference.	Medium	Staff to maintain the excellent levels of communication and support we already share with each other.	Ongoing
7	Contaminated surfaces spreading virus	Children staff	Regular cleaning of high touch/traffic areas by staff members – upper-school teachers to be responsible for loft toilets (used by upper school staff and children) and railings/door handles, etc. down to the church level. Lower-school teachers to be responsible for ladies and gents' toilets and railings/door handles from the basement up to the church level. Class 1 staff to be responsible for regular cleaning of Class 1 toilets and back door handle. All staff to regularly wipe down tables/chairs/surfaces in classrooms throughout the day with a thorough clean at the end of the day once the children have been dismissed.	Medium	Staff to share responsibility of cleaning communal areas such as toilets/sinks/kitchen.	Ongoing

COVID-19 Safe System of Work

			Toilets to be wiped regularly throughout the day. Teachers to regularly monitor cleanliness of toilets throughout the day.			
8	Cleaning staff and hygiene contractors	Staff children	During the summer holidays, the school has received a 'deep clean' by a contracted cleaning company. Due to financial constraints, the teachers will continue to be responsible for ensuring their own areas of the school are kept clean throughout the school day with thorough measures also being taken at the end of the day. These areas include their classrooms, kitchen areas and toilets used by their class. The Headteacher will assess the cleanliness level each evening before leaving the building and will redo any areas that need it, including any areas not specific to a certain class, such as the school hall.	Medium	Staff to notify Headteacher if they have any difficulty completing any cleaning tasks on any given day so that the Headteacher can make alternative arrangements to ensure the school is clean enough for the children to return the following day.	Ongoing
9	Sufficient handwashing facilities	Children staff	The children and staff are to use handwashing areas specific to their class – the upper school, including bursar, should use the washing facilities in the loft and upstairs kitchen area and the girls' toilet on the church level. Class 2 will use the ladies' and gents' toilet sinks and the sinks on the landing next to the playground. Class 1 will use their own sinks both in the toilet area and in the art area to ensure enough facilities for all. We will continue to encourage the children to wash their hands when they enter the building each day.	Medium	Staff to remind children of how to wash hands thoroughly – regular demonstration sessions and supervision where possible. If needed, hand sanitizer can be used, but hand washing is preferable. Class 1 and 2 children should wash their hands in Class 1's sinks before entering their classrooms.	Ongoing
10	Additional time for staff and	Children staff	Frequent hand cleaning MUST become part of a normal routine. Liaise with classes who share	Medium	Staff must ensure regular routines for handwashing are built into the daily timetable	Ongoing

COVID-19 Safe System of Work

	pupils to carry out handwashing		facilities to ensure no overlap. Handwashing MUST be done upon entry of school by all staff and children, after going to the toilet, before and after eating snack/lunch, after coughing, sneezing or wiping/touching nose/face.		and that they monitor children's handwashing at times where personal hygiene is even more critical, e.g. mealtimes, coughing/sneezing, after toileting.	
11	Handwashing practise with children	Children staff	Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children who have trouble cleaning their hands independently. Ensure that sufficient supplies of soap, sanitiser and paper towels area available. Use regular detergents and bleach when cleaning (bleach only to be used in the evening when no children are present). Ensure relevant posters are stuck around the school and on toilet doors and above sinks to remind children the importance of thorough hand cleaning.	Medium	Regular stock check of hand cleaning resources to be taken by all staff members. Anyone noticing a depletion in resources should notify admin immediately so that more can be ordered. Regular handwashing training sessions so that children do not slip into bad habits.	Ongoing
12	Sufficient supplies of soap and cleaning products	Children staff	Discuss with suppliers to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Where possible, bursar and headteacher to make use of local cash and carry to reduce wait time of deliveries. Staff to be vigilant about notifying bursar in good time if they feel supplies are running low.	Medium	Regular monitoring of stocks to be carried out by all staff members.	Ongoing
13	Toilets being overcrowded	Children staff	Toilets throughout school divided into class use – Class 3 & 4 boys to use loft toilets, Class 3 & 4 girls to use the girls' toilets on the church level, Class 2 to use girls' and boys' toilets, Class 1 to use their own toilets. Staff to use staff toilet.	Medium	Staff to have a visual system in the classroom that indicates if a child has left to go to the toilet to minimise risk of overcrowding. At breaktimes and lunchtimes, classes to stagger times so that fewer children are needing to use the facilities at once.	Ongoing

COVID-19 Safe System of Work

14	Children with Education Health Care Plans (EHCP)	Children staff parents	Currently, no children at Fletewood have EHCP. If this should change, the risk assessment MUST be updated immediately to reflect this.	N/A	N/A	N/A
15	Pupils following guidance	Children staff parents	Ensure that the same teacher(s) and other staff are assigned to each group. Some children will need additional support to follow these measures. It is imperative that staff do all they can to ensure the children follow all the guidance given so that the children do not inadvertently put their own families at risk as well as the families of the staff and children in their class.	Medium	When playing, teachers will ensure the children follow required personal hygiene measures to limit the chance for the virus to spread.	Ongoing
16	Member of class becoming unwell with COVID-19	Children staff	If a child becomes unwell during the course of the school day, they should be moved to a room where they can be isolated behind a closed door and, depending on the age of the child, with appropriate supervision if required. Ideally a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The class teacher must then ensure the school administrator calls NHS 119 for advice. The child's parents will also be contacted. Children who exhibit symptoms at home must NOT be brought to school. The parents should phone NHS 119 for advice and should also request a test.	Medium	Teachers should be vigilant for looking out for signs of COVID-19 infection as published by the government – fever, new persistent cough, loss of smell/taste. If they notice any of these in a child, themselves or another staff member, they should follow the outlined procedure immediately. If a member of the class group, including the staff members, is tested and has a confirmed case of COVID-19, the headteacher will follow current guidelines on contacting tracing to ensure all who should isolate, do. It is CRUCIAL that parents keep the school up to date with these developments for the safety of all. The government's test and trace plan should be followed rigorously when a case is confirmed within the school:	Ongoing

COVID-19 Safe System of Work

					https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ See Appendix 1 for full details.	
17	Staff understanding new changes – safe practise at work and in the classroom. Teaching in a safe environment	Staff children	Talk to the staff about the plans (safety measures, timetable changes, cleaning routines), including discussing whether training would be helpful – this should be communicated and documented that staff have been informed and understand. A written record of the processes and who has been trained must be kept.	Low	<p>Staff have already had the opportunity to discuss their queries and concerns, all of which have been addressed in this risk assessment. Any further questions must be raised immediately and added to the risk assessment as appropriate.</p> <p>Weekly staff meetings to ensure all is going well.</p>	
18	Accessing testing arrangements are clear for all staff	Staff children parents	Everyone who becomes symptomatic with COVID-19 is now eligible for a test. They should access the testing facilities using NHS 119 or the NHS online COVID-19 testing facility. This must be communicated to all parties.	Low	Parents and staff have already been informed about accessing testing for anyone who is symptomatic. Staff should be vigilant in reminding parents if needed, particularly if a child becomes symptomatic during the school day.	Ongoing
19	Conditions for use of face coverings or other equipment when dealing with a symptomatic child are clear and	Children staff	If a child becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or	High	Safe levels of PPE must be kept in school. Staff to help administrator and headteacher monitor levels daily and notify them if stocks start to deplete.	Ongoing

COVID-19 Safe System of Work

	understood by staff		vomiting, then eye protection should also be worn.			
20	Use of PPE	Children staff	It is not expected that PPE is worn by either staff or children except in the case of a suspected case of COVID-19, when treating a child for first aid, or if PPE is worn as part of a normal routine, e.g. changing nappies, etc.	Low	Anyone concerned about the wearing or otherwise of PPE should discuss their concerns with the headteacher.	
21	Travel to school	Children staff parents	The school should make every effort to encourage staff, parents and children to walk or cycle to school where possible. If the distance is too great for this, then travel should be taken by car where possible. If public transport needs to be used, the travelling parties must take every precaution to keep themselves safe so as to reduce the risk of bringing COVID-19 into the setting. The government's advice is that anyone having to use public transport should be encouraged wear face masks. This will help to keep the chance of infection down.	Medium	All children and staff are expected to wash their hands upon entering the building regardless of their method of transport to school.	Ongoing
22	Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/contamination	Staff children	Ensure all relevant health and safety policies are followed. Ensure all daily and weekly checks continue to be carried out. Extra wiping of surfaces to be done throughout the day.	Low	Staff to be vigilant of cleanliness levels in the kitchens. Make sure both kitchens are thoroughly wiped down before leaving the building at the end of each day.	Ongoing
23	Parents, contractors and other staff	Children staff	Parents will once again be allowed to enter the premises should they need to speak to the class teacher. We ask that they please make an	High	This is one of the greater risks to the school as external people are not part of our school community and therefore are an unknown	Ongoing

COVID-19 Safe System of Work

	entering or working in the building – school will comply with external requirements for staff safety	Parents visitors	appointment where possible to ensure the teacher is available to talk. Any necessary contractors, such as emergency plumbers, fire officers, etc. must only be allowed on the premises with a pre-arranged appointment. They will be informed of our infection control procedures upon arrival and will be supervised by a member of staff to ensure these procedures are adhered to.		quantity. The risk can be kept to a minimum by only allowing the most urgently needed visitors to enter the premises.	
24	Suppliers understanding and complying with new arrangements	Staff	When deliveries are made, they will be met at the door by a member of staff and the items will be taken in by the staff member so that the delivery staff do not need to enter the premises. Where possible, deliveries will be requested before or after school hours.	Medium	Try to limit the number of staff who have access to deliveries e.g. administrator and upper-school teachers who are nearest the front door of the building. Where possible, the administrator should answer the door.	Ongoing
25	Communications to parents and staff	Parents staff children	Regular communications should be made to all staff and parents to keep them apprised of the latest developments. Where appropriate, staff and/or parents should inform children of anything that may be relevant to them. A log of all emails and texts is kept on Scholarpack should anyone miss any information.	Low	Communication levels to parents and staff are high. We ask that parents please also keep the school informed of any relevant information along the way.	Ongoing
26	Parent aggression due to anxiety and stress	Parents children staff	In order to reduce the anxiety and stress levels of parents, the school aims to keep all parties informed at every step of the way. We ask that parents respect the safety of other children, parents and staff members and follow the guidelines so that no incidents of aggression need occur. If anyone is feeling anxious or stressed, they must please let a member of staff know so	Medium	Staff must be mindful at drop-off and collection times of any parents seeming to appear anxious or stressed. Parents must consider the safety of those around them and follow guidelines so that the children and other adults do not come to any emotional or physical harm.	Ongoing

COVID-19 Safe System of Work

			that the Headteacher can talk to them and help in any way she can.			
27	Assemblies	Children staff	Whole school and house assemblies can once again take place. In order to reduce infection risks, good ventilation will be provided in the school hall and in any classroom hosting the assemblies.	Medium	Any surfaces touched by the children will be thoroughly cleaned after each assembly, e.g. tables, etc.	Ongoing
28	Uniform	Children parents staff	As we all know, the virus can remain on surfaces. What is not known with any certainty is how long the virus can stay alive on different surfaces. As such, measures are being taken within the school to reduce the contact time of the virus on surfaces. One area this is less possible is on clothing. Although I appreciate it may not be possible to wash your child's clothes when they return home each day, I do ask that you keep a close eye on the condition of them. If it looks like food has been spilt on jumpers, ties, shirts, etc, or that they may have wiped their face or nose on a piece of clothing, please do not allow them to wear that item to school the next day if it has not been properly cleaned first.	Medium	Staff should be mindful of children using clothing to wipe noses/faces on and continue to promote positive respiratory hygiene (using a tissue then disposing of it in a lidded bin before going to wash hands). If possible, e.g. in the case of a jumper, tie or cardigan, remove the clothing and bag it up to be taken home to be washed. Staff should wear gloves if they need to do this then wash their hands thoroughly, as should the child.	Ongoing
29	Drinking water	Children	Each class has access to a water dispenser. At the start and end of each day, the teacher should ensure all cups are individually labelled and have been properly cleaned. Children needing to have a drink must only use their own cup. Teachers MUST monitor that this is being done correctly, particularly in Class 1 where the children can sometimes pick up the wrong cup.	Medium	The risk is only medium because of the possibility of a child picking up the wrong cup. Staff need to be vigilant and monitor this closely. If necessary, wash the cups regularly throughout the day, particularly in Class 1. Cups should be spaced out on an accessible bench to reduce the need for children to	Ongoing

COVID-19 Safe System of Work

					touch the cups of others in order to reach their own.	
30	Electronic devices	Children staff	All iPads and laptops must be wiped regularly with appropriate cleaning products that will clean but not damage the device. Children in Classes 2, 3 and 4 are expected to only use their own device, which is labelled. To ensure this happens, teachers must make sure all devices are stored with the children's names facing outwards. The laptops should have the child's name label below the storage unit it will be kept in so that children can straight away see which device is theirs.	Low	As long as the children can clearly see which device is theirs, there should be little risk of cross-contamination. Teachers should still follow cleaning protocols each day to further reduce the risk, including with their own devices.	Ongoing
31	Extra-curricular clubs	Children staff	Extra-curricular activities will resume in September. As there are no longer 'bubbles', mixed clubs can once again be held.	Low	Reduced numbers of children in a club group will help to reduce the potential for infection.	Ongoing
32	Wrap-around care	Children Staff parents	Wrap-around care is once again allowed to be offered. There is no longer the expectation for 'bubbles' to be kept apart, although children will be expected to maintain high levels of hygiene when mixing. The club will continue to be charged at £1.50 per half hour per pupil.	Medium	Children will be designated toilets to use if needed based on their class toilets.	Ongoing
33	PE lessons	Children staff	Children will now be able to take part in PE lessons as normal. To ensure low risk, children will be expected to get changed at their own chair and carefully put their clothes on and under their chair so as to reduce the chance of accidentally wearing another child's clothes.	Low	Ensure all children have washed hands before going down the stairs to the playground. Ensure all children wash hands before returning to classroom. <i>Parents should please ensure all clothing is properly labelled to provide less opportunity for uniform to be mixed up accidentally.</i>	Ongoing

COVID-19 Safe System of Work

34	Volunteers	Staff Pupils	Under current guidelines, volunteers may once again take part in their support of the school. They must adhere strictly to the school's hygiene measures.	Medium	All volunteers must have a full and current DBS check carried out before being allowed to work with the children.	
35	School trips	Staff Pupils Member of the public	The latest guidelines state that trips may continue to go ahead, providing that a full risk assessment has been carried out.	Medium	Where possible, trips should take place walking distance of the school to reduce the need for public transport.	
36	Local lockdown	Staff Children Parents	Should the government issue a local lockdown within Plymouth, the school is well equipped to take learning online as done during the original lockdown in March 2020. We will communicate regularly with parents via email and text to inform them of how to access learning for their child.	Low	Zoom lessons will quickly resume should they be required. It is not anticipated that there will be any further lockdowns ordered, but should they be called for, disruption of each child's education will hopefully be kept to a minimum. The teachers will be on hand, as before, to ensure this.	

As of September 2021, we are no longer required to run the school in separate 'bubbles'. This does not, however, mean that the country is through the pandemic so the staff of Fletewood School will continue to be vigilant. We do know that the disruption caused over the past year and a half has had a profound effect on us all so we will continue to give the highest levels of care, both academically, physically, and emotionally, to your child to ensure they are impacted as little as possible.

As always, our doors remain open to you should you need us.

COVID-19 Safe System of Work

Please find attached to this risk assessment documents relating to current guidelines on self-isolating and contact tracing.