

Blackpool Council Risk Assessment Form

Directorate: Children' Services

Date of Assessment: 07/01/2021

Section: Education

Assessment Team: Karen Appleby – Head Teacher
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Name of School/Establishment: Kincaig Primary School and Nursery

Important Note

The safety of our children, staff and parents is our prime consideration throughout this time. Please note that any reference to 'staff' in this document refers to every member of staff in school regardless of their individual role.

07/01/21 – UPDATE

DfE Guidance – Restricting attendance during the national lockdown: schools – January 2021

Due to Boris Johnson's announcement on the 04/01/21 we have now moved in to Tier 5 – 'Coronavirus ALERT' level – which means there is a material risk of health care services being overwhelmed. Due to a significantly high rising level of transmission.

Therefore we are now in National Lockdown with closure of schools except for Critical worker children and the vulnerable and there is now extremely strict social distancing in place.

This has resulted from the significant increase in transmission of the new strain of coronavirus (it is 50 – 70 % more transmissible) and the scientific recognition that children, whilst less likely to suffer from the symptoms of coronavirus, are key in transmitting the virus between households and it is therefore vital for the safety of our children, staff and community that this risk assessment reflects the seriousness of the situation.

For this reason a safe number has been set to 50 for children at any one time allowed on site. Ideally 25 in each 'bubble' – 1. EYFS & KS1 and 2. KS2.

What is the Hazard?	What is the Potential Harm?	Who is at Risk?	Controls In Place	Likelihood after controls	Severity after controls	Risk Rating after controls	Further Potential Controls
Classroom Environments	Classroom layouts do not allow for social distancing to be adhered to and therefore increase the risk of the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • Only rooms used for children need to be large spaces to allow social distancing. - the hall to be used for KS2 children & Nursery for EYFS & KS1. They have been remodelled, with chairs and desks in place to allow for social distancing to be maintained. • Staff to try and stay at least 1m away from the children where possible. • Staff are advised to wear face visor when teaching. • All immersive resources, soft furnishings, fabrics and materials have been removed. • All fabric seating has been removed or restricted to single use. • In the hall children to be seated at tables all forward facing • Children not to sit on the carpet at any time in Y3 –Y6. • No hanging resources or objects. • Cloakrooms not to be is use during the duration. • Clear signage has been displayed in classrooms and around school promoting social distancing. • Windows need to be open at all times where possible to aid ventilation. • Children in each ‘bubble’ not to mix with any other bubbles at any time throughout the day. 	Low	Medium	Medium	
Corridors and Walkways	Groups of children and staff congregating in walkways and	Pupils Staff	<ul style="list-style-type: none"> • Children and staff to enter classrooms, ‘bubbles’ by the external classroom doors to reduce and minimise the usage of corridor spaces. • Entrance to school reception closed to prevent 	Low	Medium	Medium	

	corridors, risking an increase in the spread of infection.		<p>people entering.</p> <ul style="list-style-type: none"> • Circulation plans to be reviewed and revised. Where possible Staff and pupils will use external doors and outdoor routes. • One-way systems in place where possible. • Corridor use reduced where possible, finding alternative routes around school, maximising external routes and the outdoors. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle-necks are identified and managed accordingly. • Movements of pupils around school is minimised as much as possible with pupils staying in classrooms and staff moving around if needed. Children should only leave their classrooms for the toilet and break/lunch playtimes. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • Clear signage has been displayed in classrooms and around school promoting social distancing. 				
Large Areas of Space	Large groups of children and staff congregating and gathering, risking an increase in the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • All large gatherings are prohibited. There will be no assemblies, gatherings, lunches or PE lessons in the school hall for the duration. • Clear signage to be displayed in the school hall promoting social distancing. 	Low	Medium	Medium	
Offices and Shared staff spaces.	People sharing small offices and spaces and not adhering to the 2m	Staff	<ul style="list-style-type: none"> • Staff room and staff offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing to take place. 	Low	Medium	Medium	

	social distancing guidelines.		<ul style="list-style-type: none"> • Where possible administration, finance, pastoral and SLT members of staff have been allocated separate offices to prevent the spread of infection and the use of shared resources. • Staff are to use their own resources and not share resources. Additional resources have been provided. • Staff have been advised to provide their own cups and cutlery and to keep their items with them at all times. • Staff have been advised that when using the fridge, kettle or other shared items people have used to clean the surfaces before and after each use. • To prevent gatherings of people using shared resources/spaces. Additional kettles and kitchen areas are to be used – Nursery Kitchen, Offices and Children Centre to be used. • All staff have been briefed on the use of these rooms and the resources within them. 				
Equipment and shared resources.	Children using the same resources that could pass on the virus.	Pupils	<ul style="list-style-type: none"> • Children will all have their own personal resources which will remain within their allocated space within their allocated room. • Children in KS1 & 2 will not share resources such as pencils and pens. • Children will not take resources to and from school. IPADs and reading books can go to and from school. • No pencil cases, school bags, lunch boxes or resources from home will be allowed into school. • Each 'bubble' will have a range of books to choose from each week. These books will be distributed amongst the children within the bubble. The child will keep that book with their 	Low	Medium	Medium	

			own resources and then at the end of the week, all books will be placed in a box and will remain there for 7 days before being re-used.				
Access to drinking water.	Children gathering to use water dispensers.	Pupils Staff	<ul style="list-style-type: none"> • Water dispenser not to be used. • Children will have access to fresh water every day from the sink in each room. • Children will bring in their own water bottles that will be kept with their own resources. 	Low	Low	Low	
Food and snacks	Children bringing snacks from home and cross-contamination occurring.	Pupils Staff	<ul style="list-style-type: none"> • Children are not permitted to bring any snacks from home. Children may bring in a packed lunch in a disposable bag. • Pupils will be encouraged to wash their hands for 20 seconds before and after any food consumption and where possible the use of disposable cutlery and packaging will be used to prevent the spread. • All packaging will be disposed of at the end of the meal times, double bagged and emptied. • Areas to be cleaned down before and after every meal time. 	Low	Low	Low	
Drop off and Collection of Children	Large groups of parents gathering together increasing risk of spreading the virus.	Pupils Staff Parents	<ul style="list-style-type: none"> • Start and finish times - The use of available entrances and exits are maximised. Using all external gate entrances. EYFS & KS1 to use gate near Reception and enter through new classroom and KS2 to enter via carpark gate and through to hall. • 1 adult only to drop off and collect children to reduce amount of people congregating– parents have been informed of this. • No parents are allowed on school site – with social distancing guidelines being reinforced at entrances and exits through signage and floor/ground marking, including external drop off and pick up points. • Parents asked to wear masks at drop off and pick 	Low	Medium	Medium	

			<p>up times.</p> <ul style="list-style-type: none"> Weekly reminders to parents on the importance of adhering to social distancing measures at the arrival and departure times. Supervision of social distancing on arrival led by members of SLT to ensure parents are adhering to the measures. 				
Children entering school who may have signs/symptoms of Covid 19	Children enter school with signs/symptoms and pass on the virus.		<ul style="list-style-type: none"> Each child anti-bacs their hands on arrival. Children displaying any signs/symptoms will be sent home immediately and told to apply for test and trace. Children who present signs whilst in school will be taken to the Baby room and quarantined there till collection. The child will then be asked to quarantine for 14 days. Staff must wear full PPE whilst supporting the child along with a visor. The bubble in which child was placed in will also isolate for 14 days and not return to school. All areas will be thoroughly cleaned in which the child has been and a deep-clean carried out. 	Medium	High	High	
Toilets/Toilet Breaks for children	Children gathering in toilet queues.	Pupils	<ul style="list-style-type: none"> Each 'bubble' has been allocated a specific set of toilets to use to avoid overcrowding and long queues in the toilet areas. Floor markings are in place to enable social distancing whilst waiting to go to the toilet if necessary. Pupils know that they can only use one toilet at a time. Pupils are encouraged to access the toilet during class/ throughout the day to avoid queues. The toilets are cleaned frequently at different points throughout the day. Monitoring by cleaning staff to ensure a constant supply of soap and paper towels are available. Bins are emptied regularly. 	Low	Medium	Medium	

			<ul style="list-style-type: none"> • Pupils are reminded regularly how to wash hands and young children are supervised in doing so. • Posters are displayed and Rhymes are taught to support children in the handwashing process. 				
Staff Toilets	Staff gathering in toilet queues.	Staff	<ul style="list-style-type: none"> • To reduce congregation of people at the staff toilets, staff have been advised to use toilets within the area they are working. • Nursery Staff toilet, Children Centre Toilets and Disabled toilets are available and should be used. • No more than one person in and toilet block at any one time due to sizing and maintaining a 2m distance. • Staff are encouraged to access the toilet at different times, supported by staggered break/lunchtimes to prevent queueing • The toilets are cleaned frequently at different points throughout the day. • Monitoring by cleaning staff to ensure a constant supply of soap and paper towels are available. • Bins are emptied regularly. • Staff have been reminded of the importance to wash hands frequently and regularly for at least 20 seconds. • Signage placed in toilet areas to remind staff. 	Low	Medium	Medium	
Lunchtimes and Break times for children.	Children gathering in larger groups to have lunch and bringing lunch bags from home, potentially spreading the risk of infection.	Pupils	<ul style="list-style-type: none"> • Break times – children in EYFS & KS1 – use EYFS playground and KS2 use the main playground. External areas are designated for different groups. <ul style="list-style-type: none"> • Pupils are reminded about social distancing as break time/lunchtimes begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, 	Low	Medium	Medium	

			<p>especially with younger children to support social distancing when outdoors.</p> <ul style="list-style-type: none"> • Limited resources are available to prevent children from engaging in contact sports i.e. tig • Any non-compliance of the social distancing rules will have consequences for the children as detailed in the behaviour policy. • Pupils wash their hands before and after eating. • All packed lunches to be eaten in their classroom sat in their seat at their table ensuring that social distancing guidelines are adhered to. • All children to be provided with a lunch in a disposable bag. Lunches to be brought to classroom by member of staff to reduce the risk of social distancing guidelines not being met. • Nursery children on part-time sessions to go home for lunch. • A cleaner will ensure that eating areas are cleaned thoroughly after lunch. 				
Lunchtimes and Break times for staff	Staff gathering in larger groups to have lunch and not adhering to 2m social distancing guidance.	Staff	<ul style="list-style-type: none"> • Staff have been advised to remain 2m away from each other during these periods, eating lunch whilst carrying out social distancing guidelines. • Staff have been asked to take breaks at staggered times linked to break/lunchtime bubbles. • Extra areas have been identified in which they can eat and drink to ensure a 2m social distancing is maintained. • Maximum of 2 staff in each room at any one time. • Staff advised not to communicate with staff in different bubbles. • Staff have been reminded on the importance of bringing items that can be disposed of easily 	Low	Medium	Medium	

			<p>after use to prevent cross-contamination.</p> <ul style="list-style-type: none"> • Staff have been advised on the importance of cleaning shared resources i.e kettle, sink before and after each use with antibacterial spray. 				
Uniforms/School Clothes.	The transmission of the virus through fabrics	Pupils Staff	<ul style="list-style-type: none"> • Children to come to school in their own clothes. • Children to bring a coat to school that has to be placed on the back of their chairs whilst in school. No cloakroom facilities to be used. • Staff need to ensure they wash their clothes at the end of every day and have shower when they get home. • Staff need to wear comfortable clothing that is smart with no jeans allowed. • Staff need to wear the PPE provided by school if they fell necessary which consists of visor, gloves, plastic apron and face mask. 	Medium	Medium	Medium	
Use of public transport to get to and from school.	The transmission of the virus.	Pupils Staff Parents	<ul style="list-style-type: none"> • Staff/Children who are using public transport to get to and from school should change into a new set of clothes on entry into the building. • Worn clothes should be placed in a carrier bag/bin bag and tied. This should then be placed inside another bag. 	Low	Medium	Medium	
Volunteers and visitors.	Not adhering to school policies and government guidance on social distancing and reducing the risk of spreading the infection.	Volunteers Staff Visitors Contractors	<ul style="list-style-type: none"> • There will be no volunteers or visitors on site without authorisation from the Head Teacher or Deputy Head teacher. • All visitors/contractors will be briefed on safety measures in place and will be expected to wear full PPE. • Visitors to school should be limited, and only allowed whereby the issue or information cannot be shared in any other way. 	Medium	Medium	Medium	
Main Reception Area	Gathering of people and the risk of the virus spreading	Staff Visitors	<ul style="list-style-type: none"> • PPE is provided and needs to be worn by the receptionist. • The Reception Area is closed to all pupils and parents on a daily basis. 	Low	Low	Low	

			<ul style="list-style-type: none"> • Parents are advised to ring school or contact through Facebook with any concerns or issues they may have. • Non-essential deliveries and visitors to school are minimised. • A supply of PPE will provided for any visitors in school. Any visitor who refuses will not be allowed to enter the building. • Anti-bac gel and spray will be provided on the main desk. • Arrangements are in place for segregation of visitors • A glass screen in in place to protect the Receptionist with guidance of social distancing and controlling the spread of infection measures clearly displayed. 				
Off Site Visits/School Trips	Increased risk of spreading infection	Pupils Staff	<ul style="list-style-type: none"> • No offsite visits or trips will take place for the duration. • The school mini-bus not to be used by staff or children during the duration. 	Low	Low	Low	
Accidents/Trips and Falls	Close contact and unable to maintain social distancing guidelines.	Pupils Staff Parents	<ul style="list-style-type: none"> • If a child has an accident on site, staff need to continue to deal with the situation following the schools procedure, however, staff need to ensure they are wearing all their PPE and that once they have finished they wash their hands for 20 seconds and put on new gloves. • Visors to be provided in extreme situations. • Accident forms to be completed as normal. 	Medium	High	High	
Handwashing	Children do not wash their hands regularly.	Pupils Staff	<ul style="list-style-type: none"> • All staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and the slogan, 'Catch It, Kill it, Bin it' are displayed to reinforce the need to wash hands regularly and frequently. • Staff to reinforce the importance of 	Low	Medium	Medium	

			<p>handwashing through stories and rhymes.</p> <ul style="list-style-type: none"> • Staff to provide children with sanitiser/soap to wash their hands. • SLT/Class Teachers to monitor the extent to which handwashing is taking place on a regular and frequent basis. 				
Cleaning	Areas are not cleaned regularly enough leading to the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection, ensuring areas are cleaned throughout each day not just at the end of the day. • Areas around school have been restricted to prevent the spread of infection. • Consistent cleaning and wiping down of surfaces, door handles, tables, switches, resources – basically anything the children are touching, regularly throughout the day. There is anti-bacterial spray and towel on a roll provided. • Bins to be emptied at regular intervals, if they are getting full throughout the day. • Cleaning Staff work hours and areas have been changed to minimise the spread of infection. • A deep-clean of the school to take place before children return. 	Low	Medium	Medium	
Therapy Dogs	Increased risk of spreading infection	Holly Buddy Ralph	<ul style="list-style-type: none"> • Dogs to stay in allocated rooms. • No contact with individual children or bubbles. • Children not to stroke the dogs. • Dogs to be sprayed with dog friendly anti bac on arrival and at home time. • Dogs to 'play out' when children are inside. • When working dogs to be on lead and on 1-1 with a child maintaining at least 1m distance. 	Medium	Low	Low	

Staff not adhering to Public Health advice	Increased risk of spreading infection	Staff	<p>SLT consistent with message that they will support staff if there is a requirement for them to stay at home if they:</p> <ul style="list-style-type: none"> • are ill with virus • have tested positive, even if asymptomatic • have been advised by NHS Test & Trace to do so • are household members of a positive case, even if asymptomatic • are required to self-isolate for travel-related reasons 	Medium	Low	Low	
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