



Coronavirus (COVID-19): Risk Assessment 1st September 2020

Assessment conducted by: Julie Simpson	Job Title: Head Teacher
Date of Assessment: 24th September 2020	Date of review: 23rd October 2020

Area of Risk / Operational Factor	Ways to Minimise Risk	Who?	Comments
<u>DROPPING AND COLLECTING CHILDREN</u>			
Poor practice leads to the spread of potential infection at the start of the school day.	Owl and Kingfisher Classes 8.40 am drop-off Sika and Fox Classes 8.45 am drop-off Otter and Hedgehog Class 8.50 am drop-off Bus Transport 8.40 am drop-off See Individual Plan for Otter Class Induction Period until 25th September	ALL	Parents and Carers will drive around the roundabout and drop the children from the vehicle to a waiting adult. Therefore, no requirement to leave their vehicle. The children will enter the school building via the main entrance where their temperature will be taken by MLM/Thermal Imaging Cameras The children will go directly to their classrooms.
Poor practice leads to the spread of potential infection at the end of the school day.	Owl and Kingfisher Classes 3.15 pm pick up Sika and Fox Classes 3.10 pm pick up Otter and Hedgehog Class 3.05 pm pick up Bus Transport 3.00 pm pick up	ALL	Teachers will bring their groups to the main school entrance at the allocated times. Parents and Carers will drive around the roundabout and collect their child from the waiting adult. They may

	See Individual Plan for Otter Class Induction Period until 25 th September 2020		need to step out of their car to secure the child's seat belt.
COMMUNICATION			
Poor communication with parents, carers and other stakeholders.	<p>All staff/pupils aware of current actions and requirements and are reminded frequently using school communication systems.</p> <p>JS to share Risk Assessment with all staff.</p> <p>Parents and carers notified of Risk Assessment Plan and shared with parents on the school website.</p> <p>All pupils and staff working with pupils adhere to current advice.</p>		<p>Telephone parents who have not responded to the letters.</p> <p>Ensure that letters are sent via email and posted on the school website, so that all parents have access.</p> <p>Request a response from parents as a way of checking their understanding.</p>
Poor hygiene practice in the school office space increases the risk of infection	<p>Tissues/sanitiser to be placed in office locations.</p> <p>Staff to wash hands in line with government advice on arrival.</p> <p>Everyone is responsible for wiping down own desk/place of work before and after use.</p> <p>MLM and JS will be the only staff members permitted in the school office.</p> <p>The letters will inform parents and carers that any contact with the school office will be via email or telephone.</p> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<p>MLM</p> <p>JS</p>	<p>Appropriate signage will be installed around the school office.</p>

<p>Lack of awareness of policies and procedures.</p>	<p>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Health and safety policy - Infection control policy - First aid policy - Intimate care policy - Behaviour policy <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 7th of</p>	<p>MLM JS</p>	
---	---	-------------------	--

	<p>September. All are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>		
--	--	--	--

HR & STAFFING

Please refer to the HR guidance produced by Catherine Watson, Director of HR, SAST

<p>Insufficient staff to cover the groups of children</p>	<p>Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school.</p> <p>Protocols for staff to inform leaders if they need to self-isolate clearly in place.</p> <p>Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate.</p> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<p>Staff</p>	<p>Children Groups:</p> <p>Otter Class Hedgehog Class</p> <p>Sika Class Fox Class</p> <p>Owl Class Kingfisher Class</p>
--	--	--------------	---

LEARNING SPACES WITHIN SCHOOL

<p>Spread of infection in classrooms/shared areas</p>	<p>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere.</p> <p>All soft furnishings and items that are hard to clean to be removed.</p>	<p>Staff</p>	<p>Children will have their individual trays with their own equipment. Children in KS2 will be asked to bring a pencil case with their own equipment.</p> <p>Maximum of six staff in the staff</p>
--	--	--------------	--

	<p>Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible. Desks in KS2 will be facing towards the front of the class.</p> <p>Tissues and hand sanitiser to be located in each classroom/learning space.</p> <p>Where possible, windows to be opened to provide ventilation.</p> <p>Shared teaching resources (such as science equipment) to be cleaned prior to and after use.</p> <p>Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use.</p> <p>Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time.</p> <p>Staff to be reminded to adhere to social distancing at all times.</p> <p>Hand sanitiser to be in placed in key areas.</p> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>		<p>room at any one time. This will need to be managed by staff on a daily basis.</p> <p>Additional outdoor seating has been provided for fair weather use.</p> <p>Priority given to CR and JB who will require access to the staffroom between 11.45 am and 12.15 pm each day.</p>
<p>Poor Hygiene practice in the toilets increases the risk of infection</p>	<p>The floor stickers will make it clear that only two children are able to access the toilet areas at any one time.</p>	<p>All</p>	<p>Supervising staff will need to train the children to adhere to this rule.</p>

	This will be reduced to one child for Y1 and EYFS children.		
MOVEMENT AROUND THE SCHOOL			
<p>Pupil movement at transition times increases the risk of infection</p>	<p>Staggered starts to be put in place for break-time and lunchtime. Social distancing to be put in place for any pupil queuing for food.</p> <p>One-way circulation to be put in place around the school interior.</p> <p>Allocated outdoor areas for pupil groups to be identified for break-times.</p> <p>Lunchtime to be staggered for pupil groups.</p> <p>Pupils to be supervised in washing hands before and after lunch.</p> <p>Tables to be cleaned between year groups using lunchtime facilities.</p> <p>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.</p> <p>As a result, the risk of infection during unstructured time is reduced.</p>	All	<p>Outdoors Children will play in their class groups in the following areas:</p> <p>Field Sports Area Scooter Run/Big Hug</p> <p>Outdoor play equipment will be wiped down after use.</p> <p>Otter and Hedgehog group to go to lunch at 11.50 am.</p> <p>Fox and Sika group to go to lunch at 12.05 pm.</p> <p>Owl and Kingfisher group to go to lunch at 12.15 pm.</p> <p>Floor Stickers will clearly mark the one-way system around the school interior.</p> <p>Weather permitting, children with packed lunches will be given the option to eat outdoors.</p>

CLEANING AND HEALTH AND SAFETY

Poor Hygiene practice in schools

Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.

Teachers to reiterate key messages in class-time (when directed) to pupils to:

- Cover coughs and sneezes with a tissue,
- To throw all tissues in a bin
- To avoid touching eyes, nose and mouth with unwashed hands.

Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, in classrooms and other key locations for staff and pupils.

Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.

Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.

Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.

All utensils are thoroughly cleaned before and after use.

MC (SAST)

JS
MLM

All staff

Staff will remind children to wash their hands at frequent intervals throughout the day.

Masks and gloves have been purchased from COMAX in preparation for specific circumstances.

	As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.		
Cleaning is not sufficiently comprehensive	<p>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</p> <p>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.</p> <p>Whilst pupils are at breaktime/lunchtime, clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards.</p> <p>Disposable gloves/wipes/sprays next to photocopiers/printers etc</p> <p>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the EY, etc) – pupils to clean IT equipment (esp. keyboards) with anti-bacterial wipes after use.</p> <p>As a result, high standards of cleanliness are maintained in school</p>	<p>MC (SAST)</p> <p>JS</p> <p>NQ/GS</p>	<p>Everyone will take responsibility for keeping their areas clean and tidy and free of potential hazards, e.g. soft furnishings and toys.</p> <p>Children will not be permitted to bring soft toys into school at any time.</p>
III Health in School	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Appropriate PPE sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell.</p>		

All staff are informed of the procedure in school relating a pupil becoming unwell in school.

- Any pupil who displays signs of being unwell is immediately referred to **Julie Simpson or Moira Lyons Montgomery.**
- Any staff member who displays signs of being unwell, immediately refers themselves to **Julie Simpson** and is sent home.
- Where the named person is unavailable, staff ensure that any unwell pupils are moved to the SEND Office whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing.
- Pupils and staff who have displayed symptoms in school, should be advised to be tested. If they test negative, they can return to school.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.
- If contact with a child or young person is necessary, then gloves and a face mask should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn.
- The relevant member of staff calls for emergency assistance immediately, if the pupil's symptoms worsen.
- Unwell pupils who are waiting to go home are supervised in the SEND Office where they can be at least two metres away from others
- Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected, once vacated.

	As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.		
A pupil or staff member is tested and has a confirmed case of COVID-19.	<p>In line with government advice:</p> <ul style="list-style-type: none"> JS will contact PHE. PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<p>All staff JS</p>	Any subsequent confirmed cases of COVID-19, the HT will contact Public Health England for further instructions.
Contractors or delivery drivers do not adhere to policies and procedures	<p>All contractors to be checked to ensure that they are essential prior to entry to school.</p> <p>Contractors to come onto site/leave site at staggered times so as not to have contact with pupils or staff.</p> <p>All contractors/visitors to wash hands prior to entry to school site.</p> <p>Any contractors who feel unwell on site to report Julie Simpson and leave the site immediately. Advice from PHE sought.</p> <p>All areas in which contractors work are cleaned in line with government guidance.</p> <p>Contractors to bring own food/drink and all utensils onto site.</p> <p>Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</p> <p>Where possible, delivery drivers to leave post/parcels</p>	<p>MLM JS</p>	

	<p>and packages in a safe location without coming into contact with staff or pupils.</p> <p>If it is unavoidable and drivers must enter the school site, they are advised to follow most up to date government advice on social distancing. Drivers to hand wash/sanitise hands before entering school buildings. Surfaces to be cleaned after the deliveries have been made.</p> <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>		
<p>Visiting Professionals and Peripatetic Teachers do not adhere to policies and procedures.</p>	<p>All visitors to wash hands prior to entry to school site.</p> <p>Any visitors who feel unwell on site to report Julie Simpson and leave the site immediately. Advice from PHE sought.</p> <p>All areas in which visitors work are cleaned in line with government guidance.</p> <p>Visitors to bring own food/drink and all utensils onto site.</p> <p>All visitors to wear face coverings in communal areas.</p>		
VULNERABLE CHILDREN			
<p>Vulnerable pupils and pupils with SEND do not receive appropriate support.</p>	<p>Appropriate planning in place to support the mental health of pupils returning to school.</p> <p>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</p>	<p>JS/AHa</p>	<p>If a child has a social worker than the expectation is that they will attend school, unless all professionals agree it is safe for them to be at home.</p>

	<p>As a result, pupils with SEND and those concerned about returning to school are supported</p>		<p>JS and /or AHa will continue weekly contact with vulnerable children if the parental preference is to continue with Home Learning.</p>
<p>Pupils with complex needs are not adequately prepared for a return to school or safely supported</p>	<p>Specific arrangements for pupil transport have been risk assessed and agreed with local providers.</p> <p>Leaders and staff should review individual pupils' handling plans, including the use of PPE.</p> <p>Plans should be understood, shared and followed consistently by all staff working with those pupils.</p> <p>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</p> <p>As a result, pupils with complex needs are well supported.</p>	<p>AHa</p>	