

CORONAVIRUS REOPENING RISK ASSESSMENT & PROCEDURE

Location / Site	Purbrook Infant School
Activity / Procedure	School full opening
Assessment date	11 th January 2021
Assessment serial number	1

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance for school's states:

- The safety of children and staff is our utmost priority.
- The new Variant in London and the South east is 70% more transmissible
- The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.
- In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.
- We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**
- Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.
- Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include: consideration of the pupil's mental health and wellbeing

Red font: control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings – published 2020.

<u>Identify hazard</u>	
Lack of social distancing in the classroom resulting in direct transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. School only open to critical workers and vulnerable children 2. Bubbles no bigger than 15 where possible 3. Staff to work from home where possible, staff sent home if not all children that are expected do not turn up. 4. In Year 2 the children will work on forward facing desks where possible, unless this effects learning and or behaviour they will maintain 1 metre distances 5. Year 1 children will sit in rows on the carpet not rainbows and will maintain 1 metre 6. No live marking, the teacher observes from behind and verbal feedback will be given. Staff must remain 1 metre away with a mask or shield or two metres away without. 7. LSAs will be used more to provide split inputs to reduce teaching group sizes and will avoid working with groups at the tables 8. Staff to remain at the front of the class where possible, only work in close proximity for 15 minutes or less and wearing a shield (unless SEND) 9. PPA covered internally with LSA's to avoid staff swapping and moving around the school 10. Year group assemblies via Teams including home learning children 11. Phonic sessions will be class based and differentiated accordingly in class 12. Breakfast club will work in year group bubbles (see additional risk assessment) and will be revised two weekly. 13. Windows to remain open throughout the day to ensure ventilation. 14. After school club will close due to numbers and social distancing 	

<u>Identify hazard</u>	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Year 1 and 2 toilets 1 toilet per bubble so mixed boys and girls, LSA to wipe over toilets after each use 2. Year R to have a designated toilet and sink per class bubble, regularly wiped over 3. SLT to wipe over contact points regularly throughout the day 4. Extra signs in toilet re washing hands 5. Extra soap ordered to ensure we do not run out 6. All toilets have blender valves which give a water temperature of 40°C 	

<u>Identify hazard</u>	
Lack of social distancing on entrance and exit in morning / after school resulting in direct transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Signs on every gate reminding parents and children about the 2 metre (where possible) rule and reminding parents which gate to use 2. Communication issued to parents so they are aware of our social distancing requirements whilst on the school site 3. All adults on school site to wear masks this is now mandatory 4. 1 adult per household to drop off and pick up, unless otherwise agreed with the head teacher 5. Parents are not to enter the school building without an appointment made via phone or email 6. Parents who need to speak to the office will be asked to ring the school or email 7. Two members of SLT on duty reminding parents and children to maintain social distancing and to follow the one-way system 8. Hazard tape used to demarcate the routes 9. Maps of the one-way system provided to parents 10. Doors assigned to each year group bubble 11. Instructions shared with parents and children re social distancing between families in the morning 12. Signage for parents and children displayed outside the classroom 13. Parents to leave immediately – 10-minute window for drop off and pick up times 14. Any one late will have to wait until 9.00 and then come in through the front office alone. If a parent is late picking up, the child will wait in their class bubble. This will be logged and parents will be given 3 strikes. 15. If dropping off siblings into different bubbles the parents will have to still follow the one-way system and if having to wait, they will wait outside the school ground 16. Childminders picking up at varying bubbles can pick up early and drop off late to one place. This will need to be pre-arranged 17. Each year will be assigned their own door for pick up and drop off to avoid congestion 18. Staff will wear facemasks when receiving and passing back the children 19. All parents will drop off at the door and will not enter the classrooms 20. Parents will be asked to email the teacher or use tapestry to ask any questions as conversations at the door will not be possible 	

<u>Identify hazard</u>	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. All hands must be washed before and after eating 2. Staggered morning playtimes and allocated play area 	

3. **Staggered lunchtimes** - half hour eating lunch in classroom; half hour outside, each year group will have own play time and the two classes will be split by cones
4. **One lunch time assistant per class, these will not mix within bubbles** – they will not mix with other children out of the class bubble
5. Lunches in bags to be collected by the lunch time assistant and taken down to the classroom
6. **Reduced playtime equipment, using plastic class-based equipment which can be easily cleaned** – not to be shared across bubbles before cleaning has taken place
7. No use of the Play trail - this will be taped up
8. Suggestions for games / activities discussed and shared
9. Staff supervision throughout – actively encouraging social distancing where possible and monitoring who plays with who in the case of having to isolate
10. Lunch time assistants to have first aid bags with them at all times
11. Spare adult available in case of a big emergency
12. Admin office not to be used as a through route

<u>Identify hazard</u>	
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Children eat in their classrooms / class base 2. If children bring packed lunches, they will be stored away once finished 3. Prepared meals to be collected from the hall by an adult 4. Hands washed before and after eating 5. Adults to eat in their own assigned staff room, but must remain 2 metres apart whilst in there, you may choose to eat alone or with your class bubble where possible using your staff room only for prep. 	

<u>Identify hazard</u>	
Lack of social distancing in the corridors resulting in direct transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Children to stay in their classroom and access the outside from classroom back door or closest corridor door, only moving through the corridor to go to the toilet with an adult 2. One child from each class may go to the toilet at one time. Toilets spread out so children from different years should not meet in the corridor 3. Stay on left side of the corridor if someone else is coming the other way on the other side of the corridor 4. All adults moving around the school will wear face masks unless they have a medical reason not to and this will be confidentially shared with the head teacher 5. Avoid talking in the corridors and touching surfaces 6. Hands sanitised on leaving the classrooms and returning (adults and children) 	

<u>Identify hazard</u>	
Contact with shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Year 2 children to be given their own pencil, white board pen and board on their first day. This will be used at all times and will move with them if going to group work 2. Resources wiped down each night and left to dry where possible – rotas can be used 3. Tables, chairs, door handles, switches and other surfaces cleaned with bleach solution every night. And wiped over throughout the day (See separate Thorough Clean Daily Schedule) 4. Resources on tables ready for lesson and not distributed within the lesson where possible 5. Children to wash hands during natural breaks in the day and before and after leaving the room to attend group work 	

<u>Identify hazard</u>	
Emotional distress of the children	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Daily class group circle time to encourage discussion of worries 2. 2 metre social distancing ELSA provision available for children who are distressed or anxious - additional ELSA practitioner employed (face shield will be used) 3. Children within their bubbles will be allowed to play with each other as normal 4. Weekly PSHE session as part of PPA planned and resourced by the AHT 5. ELSAs and nurture staff to deliver weekly KS1 nurture sessions 6. Time table changes as a result of the measures in place, stripping back the sessions and allowing more time for handwashing, nurture and key skills 	

<u>Identify hazard</u>	
Emotional distress of the staff – including anxiety	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Inclusion of all staff in planning process of school reopening – input into hazard identification and control measures 2. Online / phone conversations for any staff who request it over the new year 3. Staff weekly catch up in bubbles with SLT 4. Risk assessments reviewed daily for first week, and then after week one on a weekly basis 5. Planned time for planning and preparation within the week for those who are teaching 6. No face to face weekly staff meetings; this time to be used for CPD, wellbeing time and staff training 7. four staff rooms; staff advised not to sit alone but also not sit in an overcrowded space 8. Face masks to be worn moving around the school 9. Face shields to be worn in classrooms when teaching the children 10. Head Teacher always available for anyone to share their worries 	

11. Any extremely clinically vulnerable staff to work from home
12. Any clinically vulnerable staff or staff with vulnerable family members to let the head teacher know so we can plan accordingly

Identify hazard

Risk of spreading virus due to close contact with children (including 1:1 support and times where restraint is required) resulting in direct transmission of the virus

Control measures

1. Use the school's "Restrictive Physical Restraint" procedures. This advises necessary intervention only. Intervention should be proportionate and for as little time as possible
2. Masks to be purchased and used as required where a member of staff is in close contact with a child who is displaying Covid symptoms and needs medical restraint / support
3. Extra disposable aprons, masks and gloves ordered for medical support
4. Reduced timetable / exclusion / inclusion considered where necessary if children are acting in such a way that staff or other children are put at risk. This includes running off and breaking the bubble or means the adult needs to be in constant close contact
5. 1 adult per child where possible, adult working closely with a 1:1 will wear a mask and or shield.

Identify hazard

Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Control measures

1. Extra soap dispensers and re-fills in each classroom
2. Children supervised washing their hands for at least 20 seconds and drying them thoroughly:
 - On arrival
 - Before and After playtimes
 - Before lunch and after lunchtimes
 - After they have sneezed / coughed
 - When moving from room to room
3. If they sneeze or cough into a tissue, this must be placed in the nearest bin and then hands washed. Highlight the slogan: "Catch it, Bin it, kill it"
4. Washing hands posters replaced in all washing areas
5. Procedure agreed for children to wash hands

Identify hazard

Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Control measures

1. All surfaces, handles, toilets and shared equipment will be cleaned each day using diluted bleach, disinfectant or Milton solutions
2. PPE will be provided to all cleaning staff
3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning, to reduce the risk of indirect transmission
4. Cleaners' hours to be increased before the school re-opens

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of child or adult who becomes ill during the day.	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Any member of staff who believes a child is unwell with COVID-19 symptoms should isolate them in a well-ventilated space within their bubble area 2. An adult from the child's bubble will sit with the child wearing full PPE 3. If they need the toilet they must use the slidy door one (this will then be closed until cleaned) 4. Parents will be contacted and the child sent home as soon as is possible 5. A test will be ordered for the ill child 6. If the test is NEGATIVE, the child can return to school when recovered 7. If the test is POSITIVE, the child must self-isolate for 10 days and the rest of their family for 10 days 8. Symptoms to look out for: <ul style="list-style-type: none"> • New continuous cough • High temperature • Change in taste 9. Staff working with this child does NOT need to go home until they themselves start showing symptoms or the child tests positive 10. If someone test positive the school will contact the local health protection team. They will then support the school on who needs to be contacted to isolate. Bubbles will only close on advice from the health protection team. 11. If a member of staff starts to feel ill during the day, with any of the above symptoms or general flu like symptoms including colds they will go home immediately and have a test. They will only return once the test is negative. 12. Anyone feeling ill in the morning will not come into school. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to pupil needing first aid, resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Class first aid boxes to be checked and used in first instance
2. Contact office for more serious injuries
3. Do not send pupils to the office for injuries or illness
4. Child cared for in the class bubble whilst wearing full PPE
5. Radio the office for them to call home – child to wait in the class until parent arrives. Child to be picked up from the office once parents arrive

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments	Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date
Lisa De Carteret		31.12.2020

Headteacher's comments	Insert comments relevant to assessment as appropriate
This Risk Assessment will be shared with staff prior to returning in January	

Name of headteacher	Signature of headteacher	Date
Lisa De Carteret		31.12.2020

Risk assessment review 1	
Date	After Day 1
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 2	
Date	After Day 2
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After Day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After Day 4
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	

Signature of those involved in the Review

Risk assessment review 5	
Date	After Day 5
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	

Risk assessment review 6	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 7	
Date	After third week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review All staff	
Signature of those involved in the Review	

Risk assessment review 8	
Date	After 5th week

CHANGES TO CONTROLS MEASURES AND OR HAZARDS
Who was involved in the Review
Signature of those involved in the Review