

ST ANDREWS JUNIOR SCHOOL

RISK ASSESSMENT FOR SCHOOL ACTIVITIES

HAZARD: CONTAGION DUE TO COVID-19 VIRUS

Assessor (Competent Person): E.STOLLERY / K. SMITH

Date of last review: 9th June 2020

HAZARD – Contagion due to COVID-19

AREA/ ACTIVITY	PERSONS AT RISK	CONTROL MEASURES	RISK RATING	COMMENTS/ ACTIONS
Staffing – shielding of clinically vulnerable individuals	Staff	<p>We will follow guidance from Calderdale on staff attendance and clinical vulnerability. Staff have been asked to provide health information to assist with this assessment:</p> <p>Staff who have received a shielding letter from the NHS will not be required to attend work.</p> <p>Staff who fall into other high risk groups will be allowed to work from home where possible. Where this is not possible their role will be assessed on a case by case basis by their line manager.</p> <p>Staff who have someone in their household who has received a shielding letter from the NHS will be assessed on a case by case basis by their line manager to assess whether social distancing measures can be effectively implemented.</p>	LOW	Individuals who fall into these groups to be contacted by their line manager to discuss working arrangements.
Symptomatic staff	Pupils and staff	<p>Staff to follow current government guidance on self-isolation if they or anyone in their household develops symptoms.</p> <p>Each staff member to take their temperature on arrival at school prior to entry to school each day. If temperature is above 38 deg C the staff member will not be allowed into school.</p>		SMT to ensure details of staff absence (including staff working from home and self-isolating) are passed to SBM to enable sickness records to be accurately maintained

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		<p>Any member of staff developing symptoms to leave the building immediately.</p> <p>Staff to be referred for testing if they develop symptoms to enable them to return to work quicker if clear.</p> <p>Staff to advise HT the DAY BEFORE if they will not be in work the next day.</p> <p>HT to assess whether any groups will need to be cancelled dependant on staffing/pupil ratios.</p> <p>Staff reminders re hand washing.</p>		<p>Additional signage to be purchased</p>
Pupils – shielding of vulnerable children	Pupils	<p>Children with pre-existing medical conditions who have received a shielding letter from the NHS will not attend school. The attendance register will be updated accordingly</p>		
Ensuring pupils are not symptomatic	Pupils and staff	<p>Temperature of each child to be taken on entry to school each day. If temperature is above 38 deg C the child will not be allowed into school.</p> <p>Remind children to report if they have a cough or feel hot, and to be reminded to sneeze into elbow.</p> <p>Regular reminders to children re regular and thorough handwashing</p> <p>Any pupil developing symptoms to be sent home immediately. Pupil to be sent to wait on the blue chairs in reception area. PPE purchased for staff to wear if dealing with a child displaying symptoms if 2m distance cannot be observed.</p> <p>Parents of other children in the group to be advised to collect children.</p> <p>If a child or adult in their group tests positive for Covid, all group</p>		<p>No touch thermometers to be purchased for use at each entrance.</p> <p>Additional signage around school.</p> <p>Once child has left the building the member of staff supervising the child to sanitise the area.</p>

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		members must isolate for 14 days. The child tested should remain home for 7 days minimum.		
Staff: pupil ratios	Pupils and staff	<p>Maximum no of children per classroom will be 15</p> <p>Children will remain in the same group with the same teacher/ HLTA to minimise spread of contagion.</p>	LOW	See plan for group details.
Classroom organisation	Pupils and staff	<p>Children to sit 2m apart (one table per child). Children to be reminded of the need to social distance.</p> <p>Each child to be allocated their own tray of resources to avoid cross contamination.</p> <p>Teachers to give verbal feedback on work in lessons rather than taking work to mark to minimise passing of books/papers.</p> <p>Movement around school to be minimised.(do not use ICT suite, library etc).</p> <p>Windows opened every morning for good ventilation and classroom doors propped open where possible for air flow.</p> <p>TA to be allocated to each classroom to sanitise surfaces and resources when children go outside at lunchtime.</p>	LOW	<p>Tables not in use to be taped off.</p> <p>All resources not in use to be boxed up and stored to avoid contamination.</p>
Use of toilets and cloakrooms	Staff and pupils	<p>Site staff to ensure that soap dispensers are kept topped up.</p> <p>Children to be supervised when using toilet area to ensure social distancing is maintained and no mixing of groups.</p> <p>Each 'bubble'(group) of children to have their own set of toilets</p> <p>Door to ladies staff toilet to be propped open and only one person at a time to enter.</p>	LOW	Signage for door needed

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Children arriving at school and leaving school	Pupils, staff and parents	<p>Different groups to have different start and finish times so children can arrive safely</p> <p>Parents to be asked not to congregate at school gates. Parents to wait at a safe distance from each other in the playground for drop off and collection. Parents advised they must stay with their child until they go into school.</p> <p>Pupils to wash hands before entering classroom. Pupils to enter one at a time, directed by their group leader, wash hands and then sit in classroom.</p> <p>Encourage children/families to cycle or walk to school.</p>	LOW	<p>See plan for staggered start/finish times for each group. This needs to be communicated to parents.</p> <p>Playground markings to be installed with 2m separation distances.</p> <p>Security on gates to be monitored by site manager as the gate will be open longer due to staggered start/finish times.</p>
Break times	Pupils and staff	<p>Groups/classes to have breaktimes at different times.</p> <p>Children to be supervised to ensure they wash hands on their way back in after breaks</p> <p>When two groups are outside at the same time, children to stay in their zoned area (A, B, C or D). Group leader to continue to promote social distancing where possible.</p> <p>Each group will have their own outdoor equipment. No sharing between groups. Equipment to be sanitised after use by TAs.</p>	LOW	<p>See plan for times of breaks.</p> <p>See plan for zone detail</p>
Lunchtime – food preparation and serving	Pupils and staff	<p>Children will be asked to bring their own packed lunches.</p> <p>Packed lunches for each group will be keep in their teaching area. Children will eat in their group area (after washing their hands).</p> <p>After eating their lunch in their group area an allocated MDS will</p>	LOW	<p>Children to be reminded that they must use soap, wash for 20 seconds, dry then dispose safely of paper towel.</p>

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		<p>take the children outside into their zoned area, or supervise them in their own area in case of wet play.</p> <p>Children to wash hands before lunch and before coming back into classroom from outside.</p>		
Assembly/ worship	Pupils and staff	No whole school assemblies will take place. Worship to take place in group areas.	LOW	
Meetings with external visitors	Pupils and staff	<p>Only essential visitors to be allowed in school (ie safeguarding, H&S concerns).</p> <p>All visitors to be approved in advance by HT</p> <p>All before and after school clubs and visits cancelled.</p> <p>Wherever possible meetings to be held via virtual media.</p>	LOW	
Home visits	Pupils, families and staff	<p>No home visits to be carried out for families shielding or currently symptomatic.</p> <p>Home visits to be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner).</p>	LOW	
Contractors	Pupils and staff and contractors	Contractors will be allowed to work when children are not in school but social distancing measures must be implemented.	LOW	Need to ensure continuity of maintenance checks etc.
Breakfast Club	Pupils and staff	Breakfast Club will not run.	LOW	
Kids Club	Pupils and staff	Kids Club will not run.	LOW	
Main office and reception area	Pupils, staff and visitors	<p>Only one member of staff to work in main office at a time.</p> <p>Parents to be advised not to come into school to phone, text or email queries instead.</p>	LOW	<p>SBM to draw up rota for office.</p> <p>Office staff can wear face coverings if they want to.</p>

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		<p>Parents to be asked to make all payments via School Money app.</p> <p>Perspex screen to be installed over office window.</p> <p>Children not to be sent to the office. Staff asked not to enter the office.</p> <p>Markings to be installed on the floor outside office area and DHT/HT corridor to encourage social distancing.</p> <p>Classroom tray system will not be in use.</p>		
Reprographics room	Staff	Only 1 member of staff in the room at any time	LOW	Signage for door
Staffroom	Staff	<p>Only 3 members of staff allowed in the staffroom at any time. Social distancing guidelines to be observed.</p> <p>Staff advised to eat their lunch in their classroom/office.</p> <p>Staggered break times.</p>	LOW	Signage for staffroom door needed.
First Aid room and administering of first aid	Pupils and staff	<p>First aid supplies will be kept in here but first aid should be administered on the blue chairs in reception area.</p> <p>First aid to be administered by TA working with group to minimise interaction with other adults.</p> <p>PPE available in first aid room for staff to wear whilst administering first aid.</p>	LOW	
Administering of medication	Pupils and staff	Medication to be administered by adult working with the group to minimise interaction with other adults	LOW	
Learning mentors office and pastoral support	Pupils and staff	<p>Only one member of staff to work in LM office at a time.</p> <p>Other LM to be positioned elsewhere in school – ICT office, Calm Room, Library – where there is an available space or to work from home.</p>	LOW	

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ICT office	Pupils and staff	Only one member of staff to work in ICT office at a time.	LOW	
ICT Suite	Pupils and staff	The ICT Suite will NOT be used by pupils or staff to minimise cleaning required	LOW	Notice needed on door
Library	Pupils and staff	The library will NOT be used by pupils to allow staff to work in this area	LOW	Notice needed on door
Jigsaw	Pupils and staff	Jigsaw will NOT be used by pupils to allow staff to work in this area	LOW	Notice needed on door
Hall	Pupils and staff	The Hall will NOT be used by pupils to minimise cleaning required. All PE lessons to take place outside or in classrooms	LOW	
Cleaning	Pupils and staff	Additional cleaning of all areas in use to ensure sanitisation of all handles, surfaces, resources etc. TA assigned to group to carry out sanitisation of surfaces and resources at break/lunch times. School to close at 12.30pm each Friday to allow for whole school deep cleaning (teachers to have PPA at this time).	LOW	SBM to discuss cleaning arrangements with cleaning team. Ensure cleaning products are kept locked away between uses.
Resources	Pupils and staff	Resources and stationary to be allocated to each pupil to use throughout the month. This should not be shared. In cases where resources need to be shared, they must be cleaned before and after use. Pupils to be asked not to bring in resources from home into school. Avoid pupils bringing in books and stationary. Packed lunches only permitted. Avoid children sharing sun cream. Staff informed not to take resources home at the end of the	LOW	

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		school day to limit possible contamination.		
General controls to prevent risk of infection	Pupils, staff and visitors	<p>Follow guidance from government regarding the phased return of children.</p> <p>Gel dispenser at main entrance.</p> <p>PPE equipment purchased for staff use in line with government guidance.</p> <p>Staff allowed to wear their own face masks if they want to.</p> <p>Staff to be allowed to have personal hand gel bottles.</p>	LOW	Ensure these are kept out of reach of children.

Assessor's signature

Date

Headteacher's signature

Date