

## ST ANDREWS JUNIOR SCHOOL

### RISK ASSESSMENT FOR SCHOOL ACTIVITIES – SEPTEMBER 2020 FULL OPENING HAZARD: CONTAGION DUE TO COVID-19 VIRUS

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Date of last review: 20<sup>th</sup> November 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>If a member of staff receives a shielding letter they must inform the HT. They will not be required to come into work. They will be given work to do at home (where possible).</p> <p>Staff living with a family member who has received a shielding letter must inform the HT.</p> <p>These members of staff are required to come into work but must ensure they remain socially distanced 2m from all adults and children.</p>	LOW	<p>Individual RA to be completed with each member of staff as required and signed.</p>
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>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 negative.</p> <p><b>Staff to advise HT the DAY BEFORE if they will not be in work the next day.</b></p> <p>HT to assess whether any classes will need to be cancelled dependant on staffing/pupil ratios.</p>	LOW	

AREA/ ACTIVITY	PERSONS AT RISK	CONTROL MEASURES	RISK RATING	COMMENTS/ ACTIONS
		HT to report all cases to Public Health and obtain advice regarding potential closure of bubbles.		
Pupils – shielding of vulnerable children	Pupils	<p>Pupils who receive a shielding letter will not be required to attend school. They will be given work to do at home.</p> <p>Any children who have not received a shielding letter are required to attend school.</p>	<b>LOW</b>	Normal attendance monitoring procedures will be enforced.
Ensuring pupils are not symptomatic	Pupils and staff	<p>Remind children to report if they have a cough or feel hot, or have a sore throat and to be reminded to sneeze into elbow.</p> <p>Regular reminders to children re regular and thorough handwashing</p> <p>Digital thermometer to be kept in each classroom so that staff can check the temperature of any child they suspect to be unwell. (Temperature over 37.8C).</p> <p>Any pupil developing symptoms to be sent home immediately. Pupil to wait in the First Aid room with the door closed until collected. (Office staff have line of sight via vision panel in door.) PPE purchased for staff to wear if dealing with a child displaying symptoms if 2m distance cannot be observed.</p> <p>If a child or adult in their group tests positive for Covid HT will contact Public Health for latest guidance. All staff in that bubble to be sent for testing. The child tested should remain home for 10 days minimum.</p>		<p>Additional signage around school.</p> <p>Put link to DfE symptom checker on newsletter</p> <p>Once child has left the building the member of staff supervising the child to sanitise the area.</p>
Staff: pupil bubbles	Pupils and staff	<p>Children will be in class bubbles and will remain in the same class with the same teacher/ HLTA to minimise spread of contagion.</p> <p>HLTAs will remain in the same year group but will work across both classes.</p>	<b>LOW</b>	

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Classroom organisation	Pupils and staff	<p>Desks to be separated out with all children facing forwards. Children to be reminded of the need to remain in their seats as much as possible and maintain social distance from adults.</p> <p>Each child to be allocated their own tray of resources to avoid cross contamination.</p> <p>Adults to give verbal feedback on work in lessons where possible; if verbal feedback is on a 1 to 1 basis, adult to wear a face covering.</p> <p>Books should be marked in school if possible.</p> <p>Adults to wear face coverings if moving closer to children than the recommended 2m distance around the classroom.</p> <p>Staff will use side by side rather than face to face teaching or stand behind the child to minimise face to face contact.</p> <p>Movement around school to be minimised. Timetabled use only of library and ICT suite.</p> <p>Adults to open windows in the classroom every morning before the children come in for good ventilation. Windows closed during lessons but opened when the children are out at break and at lunch. 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> <p>As of 28/9/20: Where teachers are required to teach in another year group (eg Y6 teacher interventions in Jigsaw) teachers must maintain a distance of at least 2 metres from the children at all times by staying in the marked out area at the front of the classroom.</p>	<b>LOW</b>	<p>All resources not in use to be boxed up and stored to avoid contamination.</p> <p>TAs to ensure adequate supply of blue roll and sanitising spray in classroom.</p>

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		The room must be well ventilated and cleaned before and after use		
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><b>Each class will use their own set of toilets</b> throughout the day including at break and lunch times. Cloakroom and classroom doors to remain open at lunchtime to allow use of own toilets.</p> <p>Door to ladies staff toilet to be propped open and only two people at a time to enter.</p>	LOW	
Children arriving at school and leaving school	Pupils, staff and parents	<p>Children to be allowed into classroom from 8.40 – 8.55am.</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.</p> <p>Gate on field to be used as exit to allow one-way system through playground and avoid congestion on the path.</p> <p>Pupils to wash hands (for 20 seconds) before entering classroom. Pupils to enter one at a time, directed by their teacher, wash hands and then sit in classroom.</p> <p>Different year groups to have different finish times to avoid congestion in the playground. If siblings have different finish times they can both be collected at 3.25pm.</p> <p>Children who are late being collected to <b>remain in their classroom until 3.35pm</b> (do not bring round to blue chairs). Gate to remain unlocked until 3.35pm to allow parents access to classrooms. <b>After this time, any children not collected to be</b></p>	LOW	<p><b>Security on gates to be monitored by site manager as the gate will be open longer due to staggered start/finish times.</b></p> <p>Parents to be reminded that they must not pick up children from other households/ car share – reminders on school newsletter.</p>

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		<b>taken into Kids Club and office staff notified.</b>		
Break times	Pupils and staff	<p>Year groups to have break times at different times. – Y3 &amp; Y6 together and Y3 &amp; Y4 together. Each year group to have an allocated area of the playground (see separate plan).</p> <p>Children to be supervised to ensure they wash hands on their way back in after breaks</p> <p>Classrooms to be provided with hand sanitiser for the children to use on their way back into class after doing the daily mile.</p> <p>When two groups are outside at the same time, children to stay in their own area. Adults to supervise this.</p> <p>Each group will have their own outdoor equipment. No sharing between groups. Equipment to be sanitised after use by TAs.</p> <p><b>The Trim Trail will not be used.</b></p>	<b>LOW</b>	<p>See plan for zone detail.</p> <p>Markings to be spray painted on the playground to differentiate zones.</p>
Lunchtime – food preparation and serving	Pupils and staff	<p>Children will eat their lunches in their classrooms.</p> <p>Y3 &amp; Y6 will eat from 12.00 – 12.30pm and then play out from 12.30 – 1.00pm. Y4 &amp; Y5 will play out from 12.00 – 12.30pm and then eat from 12.30 – 1.00pm.</p> <p>From 21 Sept: A hot lunch option and/or sandwich will be available to buy from school.</p> <p>Food choices will be pre-ordered by parents and passed to the kitchen by the office.</p> <p>Packed lunches brought in from home will be kept in the classroom. Children will eat in their classroom (after washing their hands).</p>	<b>LOW</b>	<p><b>Children to be reminded that they must use soap, wash for 20 seconds, dry then dispose safely of paper towel.</b></p>

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		<p>Lunches provided by school will be delivered to the area outside the classroom by kitchen staff. Cutlery will be provided. A bin bag will be provided for rubbish and a tray for used cutlery and cups. MDS will be responsible for leaving the rubbish bag and tray outside the classroom for collection by kitchen staff.</p> <p>After eating their lunch in their classroom an allocated MDS will 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> <p>Lunchtime staff to keep their coats and bags in the classroom cupboard and not use the Parish kitchen area.</p> <p>As of 19/10/20: Y3 &amp; Y6 classrooms (first lunch sitting) will be cleaned by kitchen staff whilst the children are outside in the playground. Kitchen staff to wear disposable gloves for cleaning. NB in case of indoor play this will NOT take place.</p>		
Assembly/ worship	Pupils and staff	No whole school assemblies will take place. Worship to take place in classrooms. Friday Golden Book will take place via Zoom.	<b>LOW</b>	
PE lessons	Pupils and staff	All PE lessons to take place outside or in classrooms	<b>LOW</b>	
Music lessons	Pupils and staff	Music lessons will take place but there will be no singing or use of woodwind instruments such as recorders. Glockenspiels can be used but must be cleaned after use.	<b>LOW</b>	
Meetings with external visitors	Pupils and staff	Only essential visitors to be allowed in school (ie safeguarding, H&S concerns).	<b>LOW</b>	Visitors to be asked to sanitise their hands and take their temperature on

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		<p><b>All visitors to be approved in advance by HT</b></p> <p>All before and after school activity clubs and visits cancelled.</p> <p>Wherever possible meetings to be held via virtual media.</p> <p>Contact details of all visitors to be recorded for track and trace purposes.</p>		<p>the way in to school.</p> <p>Visitor signing in sheet to be amended to include contact no.</p>
Contractors	Pupils and staff and contractors	Contractors will be allowed to work <b>when children are not in school</b> . Social distancing measures must be implemented.	<b>LOW</b>	Need to ensure continuity of maintenance checks etc.
Peripatetic staff eg ICT teacher	Pupils and staff	<p>Peripatetic staff to be made aware of school risk assessment and follow same guidelines as school staff.</p> <p>All peripatetic staff to maintain 2m distance from children and other staff.</p> <p>ICT – teacher will work in marked out area in the ICT Suite to enable social distancing from the children. Children will be accompanied to and from the ICT suite by their classroom staff so the ICT teacher does not have to move around school.</p>	<b>LOW</b>	
Home visits	Pupils, families and staff	<p>No home visits to be carried out for families who are 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). Members of staff will travel in separate cars to home visits.</p>	<b>LOW</b>	
Breakfast Club	Pupils and staff	See separate risk assessment.	<b>LOW</b>	
Kids Club	Pupils and	See separate risk assessment.	<b>LOW</b>	

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	staff			
Main office and reception area	Pupils, staff and visitors	<p>Parents to be advised not to come into school to phone, text or email queries instead.</p> <p>Parents to be asked to make all payments via School Money app.</p> <p>Perspex screen on office window.</p> <p>Children not to be sent to the office. Staff asked not to enter the office.</p> <p>Markings 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>	<b>LOW</b>	<p>SBM office to be used by one of office staff when SBM is out.</p> <p>Office staff can wear face coverings if they want to.</p>
Reprographics room	Staff	Only 1 member of staff in the room at any time	<b>LOW</b>	Signage for door
Staffroom	Staff	<p>Only 4 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 or in Jigsaw or the Hall.</p> <p>Staggered break times.</p>	<b>LOW</b>	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 and /or intimate care: - gloves, apron, face masks, visors.</p>	<b>LOW</b>	
Administering of medication	Pupils and	Medication to be administered by adult working with the group to	<b>LOW</b>	



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	staff	minimise interaction with other adults		
Learning mentors office and pastoral support	Pupils and staff	Only one member of staff to work in LM office at a time.  Other LM to be positioned elsewhere in school – ICT office, Calm Room, Library – where there is an available space.	<b>LOW</b>	Sign needed for door
ICT office	Pupils and staff	Only one member of staff to work in ICT office at a time.	<b>LOW</b>	Sign needed for door
ICT Suite	Pupils and staff	There is a timetable for use of the ICT suite. No use outside of these times.  Lessons will be shorter to allow for cleaning in between classes. Surfaces to be sanitised by TA whilst ICT teachers accompanies children back to their classroom.	<b>LOW</b>	
Library	Pupils and staff	Each class will be allocated a timeslot for use of the library and must stick to this timetable. Surfaces to be cleaned in between by JA.  Books returned will be left in a box for 72 hours minimum before being returned to the library shelves.	<b>LOW</b>	Class timetable needed.
Jigsaw	Pupils and staff	Tables and chairs will be wiped down at the end of Breakfast Club by BC staff. Jigsaw can be used by staff at lunchtime. Maximum of 4 people. Social distancing must be maintained. Tables and chairs will be wiped down at the end of lunchtime by kitchen staff. If used for meetings – maximum of 4 people. Social distancing must be maintained. Tables and chairs must be wiped down after the meeting by staff in the meeting.	<b>LOW</b>	Sign needed for door
Hall	Pupils and staff	The Hall will NOT be used by pupils during the school day to minimise cleaning required (reserved for Breakfast and Kids Club pupils).	<b>LOW</b>	

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		The Hall can be used by staff at lunchtime. Zig zag seating arrangement at opposite ends of tables to be used to maintain social distancing. Tables and chairs will be wiped down at the end of lunchtime by kitchen staff.		
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.	LOW	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.  Chromebooks to be cleaned after each use by TA before being put back in charger trolley.  Pupils to be asked not to bring in resources from home into school. Avoid pupils bringing in books and stationary. Avoid children sharing sun cream.  <b>Staff to avoid taking resources home at the end of the school day to limit possible contamination.</b>	LOW	
General controls to prevent risk of infection	Pupils, staff and visitors	Follow guidance from government regarding the return of children.  Gel dispenser at main entrance.  PPE equipment purchased for staff use in line with government guidance.  Staff allowed to wear their own face coverings if they want to.	LOW	

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		<p>Staff to be allowed to have personal hand gel bottles.</p> <p>Staff to maintain 2 metre distance from other members of staff and children as much as possible.</p>		<p>Ensure these are kept out of reach of children.</p>

**Assessor's signature** .....

**Date** .....

**Headteacher's signature** .....

**Date** .....