

## ST ANDREWS JUNIOR SCHOOL

# RISK ASSESSMENT FOR SCHOOL ACTIVITIES – **SEPTEMBER 2021** HAZARD: CONTAGION DUE TO COVID-19 VIRUS

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

Date of last review: **13 September 2021**

### HAZARD – Contagion due to COVID-19

AREA/ ACTIVITY	PERSONS AT RISK	CONTROL MEASURES	RISK RATING	COMMENTS/ ACTIONS
General controls to prevent risk of infection	Pupils, staff and visitors	<p>Increased cleaning regime throughout site, especially touch points.</p> <p>Hand washing facilities in place with pupils and staff encouraged to use these regularly.</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 coverings if they want to.</p> <p>Staff to be allowed to have personal hand gel bottles – ensure these are kept out of reach of children.</p> <p>Staff to maintain 2 metre distance from other members of staff and children as much as possible.</p> <p>Promote “catch it, bin it, kill it” approach – regular reminders to children.</p> <p>If anyone has left the country and returned to the UK they must follow the advice on the current traffic light travel system</p>	<b>LOW</b>	<p>Regular cleaning regime throughout the day – tasks to be assigned to support staff</p> <p>Regular reminders to parents and staff if symptomatic people in household <b>they should take regular lateral flow tests.</b></p> <p>Ensure appropriate signage re social distancing and hand washing.</p> <p>Support and encourage the vaccine programme take up.</p>

AREA/ ACTIVITY	PERSONS AT RISK	CONTROL MEASURES	RISK RATING	COMMENTS/ ACTIONS
		<p>Staff or pupils who may become symptomatic to isolate, obtain a PCR test and if positive stay home and continue to self-isolate, following the advice given by NHS Test and Trace. NHS Test and Trace will work with the child's parents or directly with a staff member to identify close contacts.</p> <p>Staff or students who test positive using a lateral flow device (LFT) should also self-isolate and seek a PCR test immediately. If negative and no symptoms have developed, self-isolation can cease.</p> <p>Confirmed positive cases of employees which may be work related to be reported to the school's H&amp;S team.</p> <p>If it appears there is a spread of COVID within the school (from person to person within the setting) the Head of School will contact Calderdale Public Health. The threshold for this is currently 5 or more cases within 10 days of each other. In this instance, Outbreak Management Plans should be actioned, working in partnership with Public Health. This may involve contact tracing at school level.</p>		
Staffing – shielding of clinically extremely vulnerable individuals	Staff	SMT to ensure that an individual risk assessment is completed for any staff members currently classified as extremely vulnerable. (This includes pregnancy past 28 weeks).	<b>LOW</b>	Staff to be asked to inform HT/HoS immediately if they are classified as CEV,
Staffing – checking for asymptomatic staff	Staff	<p>Lateral flow testing (LFT) offered to staff twice a week for themselves and household members. All staff are strongly encouraged to test twice a week to identify anyone carrying the virus with no symptoms.</p> <p>Tests should be carried out on Sunday and Wednesday evenings. Any positive results must be reported immediately to the Executive Headteacher or Head of School (HoS).</p>	<b>LOW</b>	<p>HT to advise staff of test times regularly via Whatsapp message</p> <p>Any staff displaying symptoms will be sent for a PCR test – see below</p>

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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 whilst in school to leave the building immediately after carrying out a lateral flow test in school. Staff member will still need to book a PCR test, regardless of whether the LFT is positive or negative.</p> <p>Staff who become symptomatic whilst at home to isolate, obtain a PCR test and if positive stay home and continue to self-isolate, following the advice given by NHS Test and Trace. NHS Test and Trace will work directly with a staff member to identify close contacts.</p> <p>Staff or students who test positive using a lateral flow device (LFT) should also self-isolate and seek a PCR test immediately. If negative and no symptoms have developed, self-isolation can cease.</p> <p>Confirmed positive cases of employees which may be work related to be reported to the school's H&amp;S team.</p> <p>Staff can be given a home test kit if they are unable to attend a test centre.</p> <p><b>Staff to advise HT/HoS the DAY BEFORE if they will not be in work the next day.</b></p> <p>HT/HoS to assess whether any classes will need to be cancelled dependant on staffing/pupil ratios.</p>	<b>LOW</b>	Staff must advise school immediately if they develop symptoms even if they are working at home.
Action following confirmed positive contact - staff	Pupils and staff	<p>Staff identified as a contact of a positive Covid19 case must self isolate for 10 days if they are not double vaccinated.</p> <p>Staff who are fully vaccinated are encouraged to do a PCR test to confirm they are negative. They should continue to take part in LFT testing.</p>	<b>LOW</b>	

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Pupils – shielding of vulnerable children	Pupils	Shielding has now ended as of 1/4/21 – normal attendance monitoring procedures apply.	<b>LOW</b>	
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>	<b>LOW</b>	Once child has left the building the member of staff supervising the child to sanitise the area.
Action following confirmed positive contact – pupils	Pupils and staff	<p>Remote learning will be provided for any child having to self isolate due to a Covid19 symptoms or positive PCR test. Food parcels will be provided for any FSM child having to self isolate.</p> <p>Children identified as a contact of a positive case are no longer required to self isolate. Parents will be advised to take them for a PCR test to confirm they are negative and to be vigilant to symptoms developing.</p>	<b>LOW</b>	
Staff: pupil bubbles	Pupils and staff	Bubbles no longer required and mixing is permitted.	<b>LOW</b>	
Classroom organisation	Pupils and staff	<p>Desks to be spread out as much as possible to maximise space between individuals.</p> <p>Pupils encouraged to wash their hands regularly.</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</p>

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		Regular cleaning of touch points by classroom support staff.		supply of blue roll and sanitising spray in classroom.
Resources	Pupils and staff	Resources shared between classes should be cleaned between each class or allow them to be unused for a period of 48 hours (72 hrs for plastics).  Children to sanitise their hands before and after using Chromebooks.	<b>LOW</b>	Books and other shared resources can be taken home although unnecessary sharing should be avoided and there should be a system of cleaning and rotating these resources.
Ventilation	Staff and pupils	Adults to open windows in the classroom every morning before the children come in for good ventilation. Windows to remain open where possible. In cooler weather windows should be left open just enough to provide constant background ventilation and opened wider when the children are out at break and at lunch. It may be beneficial to open higher level windows to reduce draughts when the weather is colder. Allow staff and pupils to wear additional suitable indoor clothing.  Classroom doors propped open where possible for air flow.	<b>LOW</b>	
Use of toilets and cloakrooms	Staff and pupils	Site staff to ensure that soap dispensers are kept topped up.  Children to be encouraged to use hand washing facilities regularly and prior to eating.  <b>Each year group will use their own set of toilets</b> throughout the day. Children to be encouraged to use the toilet before they go out at lunchtime. Year 4 toilets only will be used by children at lunchtime. Touchpoints to be cleaned down by MDS staff at end of lunchtime.	<b>LOW</b>	

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Children arriving at school and leaving school	Pupils, staff and parents	<p>Children to be allowed into classroom from 8.40 – 8.50am.</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>The field gate will be open at end of school and a one-way system will be in place for entering/leaving the school site.</p>	<b>LOW</b>	
Break times	Pupils and staff	<p>Year groups to have break times at different times. – Y3 &amp; Y6 together and Y4 &amp; Y5 together.</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>Each group will have their own outdoor equipment. No sharing between groups. Equipment to be sanitised after use by TAs.</p>	<b>LOW</b>	
Lunchtime – food preparation and serving	Pupils and staff	<p>Lunches will be served in the hall by the kitchen staff and children will eat in the dining area.</p> <p>Children to wash hands before lunch (Y4 toilets) and before coming back into classroom from outside.</p>	<b>LOW</b>	Children to be reminded that they must use soap, wash for 20 seconds, dry then dispose safely of paper towel.
Assembly/ worship	Pupils and staff	<p>Monday – Years 3 &amp; 4          Tuesday – Years 5 &amp; 6 with Rev Paul          Wednesday – Years 3 &amp; 4 with Rev Paul          Thursday – Years 5 &amp; 6          Friday – Golden Book – 2 separate sessions for Y3/4 and Y5/6. No parents invited.</p>	<b>LOW</b>	
PE lessons	Pupils and	All PE lessons to take place outside whenever possible. The hall	<b>LOW</b>	

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	staff	can be used in case of bad weather.		
Music lessons	Pupils and staff	Music lessons will take place. Singing can take place <b>with windows open</b> . Glockenspiels can be used but must be cleaned after use.	<b>LOW</b>	
Meetings with external visitors	Pupils and staff	<b>All visitors to be approved in advance by HT/HoS.</b>  Visitors to be encouraged to socially distance and wear face coverings.  Wherever possible meetings to be held via virtual media.  Contact details of all visitors to be recorded for track and trace purposes.	<b>LOW</b>	Visitors to be asked to sanitise their hands and take their temperature on the way in to school.  Visitor signing in sheet amended to include contact no.
Activity Clubs	Pupils and staff	After School activity clubs will re-start w/c 20 September.	<b>LOW</b>	Staff to ensure that procedures for external visitors are followed.
Trips/ visits	Pupils and staff	Local visits can take place.	<b>LOW</b>	Risk assessment to be completed for each visit detailing Covid controls
Residential visits	Pupils and staff	Residential visits and trips outside of the local area can take place in line with government guidance.	<b>LOW</b>	Risk assessment to be completed for each visit detailing Covid controls
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	Peripatetic staff to be made aware of school risk assessment and follow same guidelines as school staff.  All peripatetic staff (including ICT teacher) to maintain 2m distance from children and other staff where possible.	<b>LOW</b>	Safeguarding sheet for visitors to be updated with Covid information by SBM

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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 staff	See separate risk assessment.	<b>LOW</b>	
Main office and reception area	Pupils, staff and visitors	<p>Parents to be advised not to come into school if possible 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.</p> <p>There are no longer any restrictions on numbers using each office but social distancing is encouraged.</p>	<b>LOW</b>	Office staff can wear face coverings if they want to.
Staffroom	Staff	There are no longer any restrictions on the numbers using the staffroom but social distancing is encouraged.	<b>LOW</b>	
Office areas and meeting rooms – China, Jigsaw, ICT Office, Learning Mentor room etc.	Pupils and staff	There are no longer any restrictions on numbers using each room but social distancing is encouraged.	<b>LOW</b>	
First Aid room and administering of first aid	Pupils and staff	PPE available in first aid room for staff to wear whilst administering first aid and /or intimate care: - gloves, apron, face masks, visors.	<b>LOW</b>	



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Administering of medication	Pupils and staff	Medication kept in first aid room fridge to be administered by office staff as previously.	LOW	
ICT Suite	Pupils and staff	Keyboards to be wiped down by cleaning team every night.	LOW	
Library	Pupils and staff	Books returned will be left in a box for 72 hours minimum before being returned to the library shelves.	LOW	
Jigsaw	Pupils and staff	Tables and chairs will be wiped down at the end of Breakfast Club by BC staff.	LOW	
Hall	Pupils and staff	The hall will be in use as normal.	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.	LOW	Ensure cleaning products are kept locked away between uses.

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

**Date** .....

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

**Date** .....