

ST ANDREW'S INFANT SCHOOL

RISK ASSESSMENT FOR SCHOOL ACTIVITIES **SEPTEMBER 2020 FULL OPENING**

HAZARD: CONTAGION DUE TO COVID-19 VIRUS

Assessor (Competent Person): HR & JS

Date of last review: 8th September 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	Current guidance indicates that shielding ends as of 1 Aug 2020 and all staff are expected to attend for work	LOW	.
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>Every staff member to wash their hands/apply alcohol gel on arrival at school.</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 clear. (Government Portal)</p> <p>Staff to advise HoS the DAY BEFORE if they will not be in work the next day.</p> <p>HoS to assess whether any groups will need to be cancelled dependant on staffing/pupil ratios.</p> <p>HoS to follow guidance on reporting of cases to Public Health.</p>	LOW	<p>HoS 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</p> <p>SBM to check Signage</p>
Pupils – shielding of vulnerable children	Pupils	Current guidance indicates that shielding ends as of 1 Aug 2020 and all pupils are expected to attend school.	LOW	Normal attendance monitoring procedures will

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				be enforced.
Ensuring pupils are not symptomatic	Pupils and staff	<p>Parents/carers regularly reminded not to send child and inform school if their child has symptoms. Child sent for test.</p> <p>Remind children to report if they have a cough or feel hot, and to be reminded to sneeze into elbow. Digital thermometers available in school to test children/adults who feel hot. If temperature is above 37.8°C the child will sent home for a test.</p> <p>Regular reminders to children re regular and thorough handwashing</p> <p>Children and staff to wash hands after 'bubble phonic groups'.</p> <p>Any pupil developing symptoms to be sent home immediately. Pupil to be sent to wait on plastic 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>If a child or adult in their group tests positive for Covid, all group members must isolate for 14 days. The child tested should remain home for 10 days minimum.</p> <p>Any pupil developing symptoms to be sent home immediately. Staff sent to get tested.</p>	LOW	<p>No touch thermometers available in school.</p> <p>Children to wash hands and move straight into school for classes 3,4,6. Children in classes 1,2,5 to wash hands in classrooms.</p> <p>SBM to check Signage around school.</p> <p>Sit on the plastic chair whilst waiting.</p>
Staff: pupil bubbles	Pupils and staff	<p>Maximum number of children per classroom will be 30. Adults will work in a classroom but must keep 2m from other adults.</p> <p>Pupils to remain in Year group bubbles with same adults to minimise spread of contagion.</p>	LOW	One class in a classroom See plan for group details.
SENDTAs working with children on 1-2-1	Pupils and staff	<p>Staff members to maintain a 2 metre distance from the other adult in the group in the classroom/ school areas</p> <p>SENDTAs to offer comments, instructions and praise at a</p>	LOW	

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		distance where possible. Where possible for explaining any new tasks the adult has a duplicate set on equipment to model with.		
Classroom organisation	Pupils and staff	<p>Children to sit one per table or spaced out in KS1 as much as possible. Children to be reminded of the need to social distance as much as possible.</p> <p>Children will sit at same tables/places with set equipment e.g. pencils/scissors in tubs to avoid cross contamination.</p> <p>Teachers encouraged to give verbal feedback on work and encourage pupil marking in lessons. Teachers can mark work after a lesson. Books should be marked in school if possible to avoid taking books home.</p> <p>Adults to wear face coverings if moving closer to children than the recommended 2m distance around the classroom.</p> <p>Movement around classroom and school to be minimised.</p> <p>Windows to be opened each morning to allow adequate ventilation.</p> <p>TAs to wipe door handles and touch points through the day.</p> <p>All soft furnishings have been removed as per guidance.</p>	LOW	<p>Timetabling arrangements will reduce movements</p> <p>All resources not in use to be boxed up and stored to avoid contamination.</p> <p>ALL Cleaning products to be kept out of children's reach.</p>
Use of toilets and cloakrooms	Staff and pupils	<p>Site staff to ensure that soap dispensers are kept topped up at the start of each day/ other staff to monitor.</p> <p>Children to be supervised when using toilet area to ensure no mixing of groups.</p> <p>Each bubble will have a separate set of toilets- staff will take their group to these at transitions and breaks.</p> <p>The Y1 toilets will be used by both classes.</p> <p>Children in Y2 will use the hall toilets.</p>	LOW	Signage for door needed

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		Door to staff toilet to be propped open when empty and only one person at a time to enter.		
Children arriving at school and leaving school	Pupils, staff and parents	<p>Children to wash hands (for 20 seconds) in outside sinks before entering building, all children enter through hall.</p> <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 and paths for drop off and collection. Parents advised they must stay with their child until they go into school.</p> <p>One parent per child allowed on site</p> <p>2m markings around site on paths</p> <p>One-way system for parents on site set up.</p> <p>Marked area in playground for parent/carer not to cross</p> <p>Crosses on playground for parent/carer to stand socially distanced</p> <p>One member of Y1 staff stay outside the Y1 cloakroom and supervise the children.</p> <p>Classes 1, 2 and 5 classrooms enter and leave from their class doors. Parents need to stand on markings and follow one way system. One member to staff to stay by open door.</p> <p>Any child not collected on time remain socially spaced in the Outside Early Years for classes 3,4,6 or for other classes in their classroom and stay with their teacher.(Do not bring them to the office.)</p> <p>After this time 3.25pm, any children not collected to be</p>	LOW	<p>See plan for staggered start/finish times for each group. This was communicated to parents in July.</p> <p>Reminders sent in Sept</p> <p>Security on gates to be monitored by TA as the gate will be open longer due to staggered start/finish times.</p> <p>More added by Caretaker</p> <p>Teacher to inform Office staff informed by walkie talkie of children left.</p> <p>Office staff call parents</p>

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		taken into Kids Club and office staff notified. Encourage children/families to cycle or walk to school.		remind of the need for prompt collection
Staff contingency arrangements	Pupils and staff	Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. Ensure staff follow testing procedure	LOW	
Use of staircases	Pupils and staff	Children can pass in corridors/stairs as this is low risk but where possible this is to be avoided. Use of rota to reduce passing of groups Handrails to be washed regularly	LOW	
Use of cloakrooms	Pupils and staff	All classes can use cloakrooms. Staff to supervise from door way.	LOW	
Break times	Pupils and staff	Year groups to have break times at different times. Children to use toilets and wash hands after breaks. Children to be supervised at outside sinks to ensure they wash hands on their way back in after breaks and PE. Children to stay in their zoned area (playground, walking track, lower field). All adults to continue to promote social distancing where possible. Each class will have their own outdoor equipment. No sharing between classes. Equipment to be sanitised after use by MDSs on Friday after lunch.	LOW	See plan for times of breaks. HR to include on cleaning rota
Use of the playground and outdoor play equipment	Pupils and staff	Staggered break/ lunchtimes groups segregate into different playgrounds areas. Continue to promote social distancing where possible. Cleaning regime to ensure that the playground equipment is cleaned between different classes, or take out of use if necessary. Toys and equipment should not share toys and equipment	LOW	Suitable games lists have

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		unless cleaned in-between. Contact sports such as football have temporarily been prohibited		been shared
Lunchtime – food preparation and serving	Pupils and staff	<p>Packed lunches and hot meals on a rota. Sandwich orders will need to be taken by teacher and passed to office via walkie talkie Packed lunches to be made for each group and left – on trolley in hall. Packed lunches for each group to be collected by – TA/MDS and delivered to classroom to be eaten there.</p> <p>Children to wash hands before lunch in their classroom</p> <p>Each group to have an allocated MDS or TA who will keep them in their zoned area, or supervise them in their own classroom in case of wet play.</p> <p>Children to wash hands at the outside sinks before coming back into school from outside. Reception to use classroom sinks.</p>	LOW	See rota and timetable. 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	No whole school assemblies will take place. Worship to take place in class. Friday Celebration Worship will take place via Zoom.	LOW	
Meetings with external visitors	Pupils and staff	Only essential visitors to be allowed in school (i.e. safeguarding, H&S concerns). All visits to be approved by HT/HoS All after school clubs and visits cancelled. Wherever possible meetings to be held via virtual media.	LOW	
Home visits	Pupils, families and staff	No home visits to be carried out for families shielding or currently symptomatic. Home visits to be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner).	LOW	
Contractors	Pupils and	Contractors will be allowed to work when children not in school		Need to ensure continuity

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	staff and contractors	but social distancing measures must be implemented.	LOW	of maintenance checks etc.
Breakfast Club	Pupils and staff	Breakfast Club will run in the hall see Risk assessment	LOW	
Kids Club	Pupils and staff	Kids Club will run in the hall see Risk assessment	LOW	
Main office and reception area	Pupils, staff and visitors	<p>Two members of staff to work in main office at a time, back to back with space to work in corner of HoS's office.</p> <p>Parents to be advised not to come into school to phone, text or email queries instead.</p> <p>Parents to be told to make all payments via School Money app. Paper list Registers – numbers and names sent by walkie talkie, with electronic registers starting from 14/9/20.</p> <p>Children not to be sent to the office. Staff asked not to enter the office, stand at door way.</p> <p>Markings to be installed on the floor outside office area and to HoS office to encourage social distancing.</p> <p>Classroom tray system will not be in use.</p> <p>Office staff will keep glass screen closed and talk to others through it.</p>	LOW	<p>Trays in corridor</p> <p>Admin to create paper registers, staff to use walkie talkies to pass on numbers/names to office by 9.00. Training on electronic registers 9/9/2020</p> <p>SBM to create a sign saying glass screen is closed due to COVID</p>
Staffroom	Staff	<p>Only 3 members of staff allowed in the staffroom at any time. Social distancing guidelines to be observed.</p> <p>Soft chairs in the staff room will be cordoned off, with 2 plastic chairs added to staffroom- socially distanced.</p> <p>Social distancing guidelines to be observed.</p> <p>Staff advised to eat their lunch in their classroom/office.</p>	LOW	<p>SBM Signage for door needed Staff advised to eat their lunch in their classroom/ office/outside areas</p> <p>Staggered break times</p>

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		Staggered break times.		
Learning mentor	Pupils and staff	Use hall for support of groups/ individuals	LOW	
Inclusion room	Staff	Only one member of staff to work in inclusion room at a time. Phones – Landlines will be wiped down every evening and between uses by staff	LOW	
PPA room	Staff	Two member of staff to work in PPA room at a time, sitting at distanced computers . Phones – Landlines will be wiped down every evening and between uses by staff	LOW	SBM check cleaning lists
ICT Suite	Pupils and staff	There is a timetable for use of the ICT suite. No use outside of these times. Surfaces to be sanitised by HLTA after children are back to their classroom.	LOW	
Hall	Pupils and staff	The Hall will only be used by pupils during the school day sitting at tables labelled for each year group to minimise cleaning required (Including for Breakfast and Kids Club pupils) . All PE lessons to take place outside or in classrooms	LOW	
Cleaning Tissues in lidded bins	Pupils and staff	Additional cleaning of all areas will ensure sanitisation of all handles, surfaces, resources etc. All Phones – Landlines in offices/ PPA room/inclusion room will be wiped down every evening by staff These will be emptied by cleaners at the end of the day and contents placed in outside bins. If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. Agreed place – outside gas cupboard.	LOW	Class TAs to clean down handles and rails during the day. Ensure cleaning products are kept locked away between uses. SBM – Cleaning checklist created and discussed with cleaners. Chris's Friday hours added to school cleaning.
First aid	Pupils and	This will still operate in the corner of hall		We have aprons, gloves

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	staff	Any minor bumps, grazes will be dealt with at a distance with children self-applying cold compresses. Staff send for FA on walkie talkie. PPE – only to be worn for serious FA incidents Used PPE to be bagged and binned outside by wearer. Hand washing important for all involved	LOW	and masks for staff to use if dealing with sick child.
Administering of medication	Pupils and staff	Medication to be administered by adult working with the group to minimise interaction with other adults	LOW	
Fire alarm/ lockdown procedures	Pupils and staff	Routine fire drill will be undertaken. Staff discuss routes for their class and to encourage their class to stand spaced in the car park if alarm sounds. Lockdown procedure revised with walkie talkie use by the groups. New arrangements have been given to staff.	LOW	Updated copy given to staff
Resources	Pupils and staff	Resources and stationary to be allocated to each pupil to use – topic book, handwriting text book, wipeboard. This should not be shared. In cases where resources need to be shared between bubbles , they must be cleaned before and after use. Pupils should bring water bottles, book bags and PE kits . Packed lunches are permitted but discouraged. Staff can take resources home at the end of the school day, but should wash their hands before and after use to limit possible contamination.	LOW	
Music	Pupils and staff	Currently, no singing inside. Children can sing outside if socially distanced.	LOW	
Pens	Pupils and staff	All staff will be encouraged to use their own pen and not share personal resources.	LOW	SBM to text staff
Reading books	Pupils and staff	Staff to wash their hands after removing reading books from book bags.	LOW	Each class to clearly label a book box.

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		<p>All finished reading books to be kept in the class in a box.(They can be reissued to another child in the class.) Classes can return these reading books to the correct central storage boxes on a Friday.</p> <p>New reading books from the central storage boxes can be collected on a Monday to Thursday, but NOT Friday.</p> <p>Cke will collect and store returned Library books for 72 hours before returning them to the shelves.</p>		CKe to label 3 book boxes
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