

ST ANDREW'S INFANT SCHOOL

RISK ASSESSMENT FOR SCHOOL ACTIVITIES - FULL RE-OPENING 8 MARCH 2021

HAZARD: CONTAGION DUE TO COVID-19 VIRUS

Assessor (Competent Person): E. Stollery / J. Swallow

Date of last review: **4 March 2021**

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 members advised to shield by doctors letter will work from home</p> <p>Staff members with family members who are advised to shield by doctors letter will ensure they keep socially distanced keeping 2m from all adults and children.</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>If required, a revised individual health RA will completed with each member of staff and signed.</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>	Pregnant member of staff will not carry out any face to face teaching.
Staffing – checking for asymptomatic staff	Staff	<p>Lateral flow testing (LFT) offered to staff twice a week. All staff are strongly encouraged to be tested twice a week to identify anyone carrying the virus with no symptoms.</p> <p>Testing process monitored and recorded by Learning Mentor.</p>	LOW	HoS to advise staff of test times regularly via Whatsapp message

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		As from wc 8/3/21 staff offered the option of taking LFTs home for other household members as well.		
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>Staff to be reminded of the need to advise school immediately if they become symptomatic, even if they are working from home.</p>
Pupils – shielding of vulnerable children	Pupils	Clinically vulnerable children advised to shield until 31 March. All other pupils are expected to attend school.	LOW	Normal attendance monitoring procedures will 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</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.</p> <p>Children in classes 1,2,5 to wash hands in classrooms.</p>

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		<p>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. Office staff to monitor through the glass hatch.</p> <p>If a child or adult in their group tests positive for Covid, SLT to contact Calderdale Public Health . All group members must isolate for 10 days. The child tested should remain home for 10 days minimum.</p> <p>Any pupil developing symptoms to be sent home immediately.</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> <p>When classes are mixing for group and phonics teaching, staff will sit children from the other year group class at the back of the group and ensure they stay 2m from them.</p>	<p>LOW</p> <p>LOW</p>	<p>One bubble in a classroom See plan for group details.</p>
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 distance where possible.</p> <p>Where possible for explaining any new tasks the adult has a duplicate set on equipment to model with.</p>	LOW	
Classroom organisation	Pupils and staff	<p>Children to sit spaced out in KS1 as much as possible (tables not grouped). Children to be reminded of the need to social</p>	LOW	Timetabling arrangements will reduce movements

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		<p>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>In lessons, windows may remain closed in cold weather but MUST be opened every playtime and lunchtime 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>		<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. The Y1 toilets will be used by both classes. Children in Y2 will use the hall toilets.</p> <p>Door to staff toilet to be propped open when empty and only one person at a time to enter.</p>	LOW	Signage for door needed
Children arriving at school and	Pupils, staff	Y1 & Y2 children to wash hands (for 20 seconds) in outside		See plan for staggered

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leaving school	and parents	<p>sinks before entering building. Reception children will wash their hands in their classrooms.</p> <p>Different year groups to have different start and finish times so children can arrive safely</p> <p>All staff to wear face coverings when meeting and greeting children outside. It is also recommended that staff wear face coverings when entering and leaving the building if this is at times when parents are on the grounds.</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 or through the courtyard gate.</p> <p>Parents have been asked to wear face masks on the school site, as they are not social distancing and we have had parental cases of infection. Staff will check they recognise parents/carers before letting the children go, and they ask for clarification if necessary.</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/carers not to cross</p> <p>Parents/carers to stand socially distanced One member of Y1 staff stay outside the Y1 cloakroom and supervise the children.</p> <p>Reception children enter and leave through Class 1. Y1 & Y2</p>	LOW	<p>start/finish times for each group. This was communicated to parents via letter 26 Feb 2021.</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</p>

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		<p>enter and leave via Hall door. Parents need to stand on markings and follow one way system. One member to staff to stay by open door.</p> <p>Children not collected: Reception children to wait in Class 1. Y1 & Y2 children to wait with adult socially spaced by the Outside Early Years. (Do not bring them to the office.) Any children not collected inform office staff via walkie talkie.</p> <p>Encourage children/families to cycle or walk to school.</p>		staff informed by walkie talkie of children left. Office staff call parents remind of the need for prompt collection
Staff contingency arrangements	Pupils and staff	<p>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</p>	LOW	
Use of staircases	Pupils and staff	<p>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</p>	LOW	
Use of cloakrooms	Pupils and staff	<p>All classes can use cloakrooms. Staff to supervise from door way.</p>	LOW	
Break times	Pupils and staff	<p>Year groups to have break times at different times. Children to use toilets and wash hands after breaks.</p> <p>Children to be supervised at outside sinks to ensure they wash hands on their way back in after breaks and PE.</p> <p>Children to stay in their zoned area (playground, walking track, lower field). All adults to continue to promote social distancing where possible.</p> <p>Each class will have their own outdoor equipment. No sharing</p>	LOW	<p>See plan for times of breaks.</p> <p>JS to include additional</p>

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		between classes. Equipment to be sanitised after use by MDSs on Friday after lunch.		member of staff on 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 unless cleaned in-between. Contact sports such as football have temporarily been prohibited	LOW	Suitable games lists have been shared
Lunchtime – food preparation and serving	Pupils and staff	Reception will eat lunch in the hall. Year 1 and Year 2 will alternate between eating in the hall or in their classrooms on a weekly rota. When in their classroom they will have jacket potatoes or sandwiches only. Orders will need to be taken by teacher on the Monday (A sheet will be completed for the week) and passed to the kitchen. Packed lunches/jacket potatoes to be made for each group and left – on trolley in hall. Packed lunches/jacket potatoes for each group to be collected by – TA/MDS and delivered to classroom to be eaten there. MDS will wipe tables as children line up. Children to wash hands before lunch in their classroom 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. Children to wash hands at the outside sinks before coming back into school from outside. Reception to use classroom sinks.	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	

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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. All visitors must leave a mobile contact number when signing in, wear a mask, and stay 2m from school staff	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 staff and contractors	Contractors will be allowed to work when children not in school but must leave a mobile contact number when signing in, wear a mask, and stay 2m from school staff.	LOW	Need to ensure continuity 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	Maximum of 3 people in the main office at any time. When three office staff are working no other member of staff to enter the office. Office staff work back to back. Desk available for work in corner of HoS's office. Parents to be advised not to come into school to phone, text or email queries instead. Parents to be told to make all payments via School Money app. Children not to be sent to the office. Staff asked not to enter the office, stand at window.	LOW	Trays in corridor

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		<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>		
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/treetops, and PPA room; they can sit in the Library after they have eaten. Any staff using these areas have to sanitise them after use.</p> <p>Staggered break times.</p> <p>MDS and Sports Coaches to meet at back of hall not in staffroom.</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>
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	ICT suite will only be used by Y1 until further notice. No use by other year groups.	LOW	

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		Surfaces to be sanitised by HLTA after children are back to their classroom. Handrails on stairs to be sanitised also.		
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 staff	This will still operate in the corner of hall Any minor bumps, grazes with be dealt with at a distance with children self-applying cold compresses. Staff send for FA on walkie talkie. Full PPE – must be worn by staff when dealing with blood/vomit – mask, gloves, visor apron Used PPE to be bagged and binned outside by wearer. Hand washing important for all involved	LOW	We have aprons, gloves and masks for staff to use if dealing with sick child. H of S to ensure FAW person on site
Administering of medication	Pupils and staff	Medication to be administered by adult working with the group to minimise interaction with other adults	LOW	
Intimate care	Pupils and staff	Full PPE – must be worn by staff when having to deal with a major incident of urine and faeces – mask, gloves, visor, apron	LOW	

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		Gloves and masks can be worn to deal with minor accidents.		
Cochlear earpiece	Pupils and staff	Staff to wipe before use	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. Reading books can be sent home to children who are remote learning. The office will agree a time for collection with parents. All returned books will be kept in a box in main reception for a minimum of 72 hours before being returned to the library.	LOW	Each class to clearly label a book box.

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General controls to prevent risk of infection	Pupils, staff and visitors	<p>Follow guidance from government regarding Lockdown 3.</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> <p>Staff are monitored and supervised to ensure that the COVID arrangements in place on site are being followed, by drop-ins and regular reminders</p> <p>Remind parents on newsletters not to mix households , ie. not to pick other children up, go for tea, lift home in the car etc.</p>	LOW	<p>SBM to check stock of masks and gloves and order more if required.</p> <p>Ensure these are kept out of reach of children.</p>
Maximum occupancy	Staff and pupils	<p>Maximum occupancy has been detailed above.</p> <p>Signs on smaller rooms ie offices, PPA, staffroom etc. to remind staff, including sitting socially distanced at computers.</p>	LOW	

Assessor's signature

Date

Head of School's signature

Date