

(Covid-19) School reopening September 2020 -Risk Assessment & Procedure

Location / Site	Insert location and site where activity taking place
Northern Infant and Junior school	
Activity / Procedure	Insert name/type of activity or procedure being assessed
September wider opening of school	
Assessment date	Insert date when assessment is being carried out
September 2020	
Assessment serial number	Insert local serial/identification number for future reference
2341	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Identify hazard

Risk of transmission due to someone who has covid 19 then passing on the virus through direct and indirect transmission within the school community

Risk prior to control measures - High

Control measures

Government guidance 1) *Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school*

- No child or adult will be allowed into the school if they have tested positive for Covid 19.
- No child or adult will be allowed back into school following a positive test, until the end of an isolation period which will be determined by Public Health England advice.
- If a child young person becomes unwell whilst in the school setting the first action will be to take their temperature with an infrared thermometer. If their temperature is above 37.8C or they have developed a new and continuous cough or a loss of taste/smell, the following steps will be taken:
Child will be asked to wait in a separate room, while parents are contacted and asked to collect. Staff to maintain visual contact with the child through glass panel door on room. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If child is unwell to the extent that they need support and it is not possible to isolate them in a room on their own. Then an adult will attend to them in the room. Prior to the supervising adult will :
Donn a fluid resistant surgical face mask, disposable gloves, apron and googles/eye protection. Following the donning order and PPE procedure attached.
Once the child is collected by the parent, the member of staff who has been supervising the child will following the doffing procedure (see attached)
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left.
- Any child or adult in a group displaying symptoms will be sent home, The family will be provided with a home testing kit when they collect their child. If kits are not available then Mr Bailey will book a Covid-19 test through the government testing portal. Senior leaders in the absence of EHT.
- In this instance the rest of the group will abide by additional bubble lockdown procedures until a negative test result is returned. (see attached timetable for bubble isolation/ bubble lockdown procedure)

7) engage with the NHS Test and Trace process

- School leaders will engage with NHS Test and Trace process and contact local [Public Health England health protection team](#). We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:
 - 1) Take /book a test if they are displaying symptoms. Staff and pupils will be instructed not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. The school will provide home testing kits
 - 2) provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - 3) [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

- Gov guidance states that - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. However they may have another virus/illness therefore as a school we would ask them to self-isolate for at least 7 days. The school will also follow advice from public health team in relation to a return date.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate – The length of isolation will be determined through advice from public health team

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- If a member of the school community tests positive, leaders will contact the Local Health Protection team, who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- Leaders (including governors) will follow advice from health protection team on length of time the person will need to self-isolate for and advice on sending home people who have been in close contact with the person testing positive -asking them to self-isolate.
- Leaders will keep record of all those in bubbles/groups in order to establish those who have been in close contact
- If someone in a class or group that has been sent home to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They will get a test.
- Based on the outcome of the test the school will follow advice from the public health team in relation to the length of isolation.

9) contain any outbreak by following local health protection team advice

- If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will seek advice from the public health team.
- This may result in larger number of pupils being sent home to self-isolate with possibility of whole year groups, whole school or whole Federation

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Risk after control measures – Low

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Identify hazard	Transmission of virus in the school community (arrival and departure)
Risk prior to control measures - Medium to low	
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Government Guidance -minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Staggered year group start to the school day 10 minutes between year group bubbles arriving • Infant school one way system in place year R (8:40) followed by year 1 (8:50) year 2(9:00) . • One way system to leave infant site via junior steps then exit. • Junior drop off year year 3 (8:30) year 4 (8:40) year 5 (8:50) year 6 (9:00) • Departure also staggered - see timetable • Any parents using public transport on the way to school to make this know and ensure they follow guidance on safety precautions including the use of masks in confined spaces. • Clear one way routes labelled around school site for drop off and pick up. • Senior leaders on duty outside to advise parents should they begin to get together. • Texts and reminders to parents about not gathering at school gates • All children to access building through external doors specific to their class where possible • Staff to accompany their group to pick up points when this is not outside the external classroom door • All children will wash hands on arrival and before departure 	
Risk after control measures – Low	

Identify hazard	Transmission of virus in the school community (classroom)
Risk prior to control measures - Medium to low	
Control measure	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Government advice</p> <ul style="list-style-type: none"> • minimise contact between individuals and maintain social distancing wherever possible • clean hands thoroughly more often than usual • ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach • introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Reduce numbers mixing through use of class bubbles. Bubbles to stay together throughout the day without mixing. Where this is not possible such as play times then we will restrict to year group bubbles. • Class Bubbles will stick to their own room and not use other rooms. • There may be other times when children form different bubbles come together such as in the case of wrap around care and for year group interventions, on such occasions children will be reminded about distancing. • Teachers to have Social distancing discussions with children – support in helping to understand that whilst social distancing is not always possible, they should keep their distance where they can.(Include instructions how to line up, use of toilet, moving around the classroom - keeping hands to ourselves- personal space) • Staff to limit any time spent in close proximity with children, however staff to support children working alongside where they feel comfortable to do so • Staff to regularly wash hands and/or hand gel after working with children in the room • Increased use of visualiser (child’s book under visualiser to provide feedback) • Leaders will encourage staff to live mark books in school, however books can be handled and taken home. After handling pupils books staff must wash their hands. • Limit times when adults move between groups- only when absolutely required to ensure children receive a broad curriculum or to ensure teachers’ receive their PPA entitlement/ subject leader time. 	

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- Windows open to ensure ventilation – up to the point at which the temperature becomes too low and uncomfortable. Consider use of heating on while windows open to ensure ventilation
- Doors kept open for ventilation and to remove need to touch doors/handles.
- Collection of personal belongings/bags coats at the end of the day to be carefully manage to avoid unnecessary overcrowding in corridors
- Teacher to supervise from the classroom door as children collect belongings prior to home time
- Staff to not share equipment between themselves in classrooms – e.g. pens, whiteboards
- Children to be taught: 'Catch it, Kill it, Bin it' for sneezing, coughing and using tissues
- Children reminded to use lidded bins in classroom when disposing of tissues
- Children discouraged from touching face or putting objects in their mouths
- Classroom with disinfectant spray and wipes for regular wiping of surfaces (keep out of reach children within the room)
- Sinks with supply of soap for children's regular handwashing
- Caretakers to check each day, class teachers to inform caretakers when running low of soap and or disinfectant.
- Teacher ensure children in routine of tidying desks/classroom surfaces at the end of the day to enable deeper clean from Alliance.
- Class registers to be place outside classrooms and collected from outside classroom by office staff (children will not act as monitors moving to and from office.

Risk after control measures – Low

<u>Identify hazard</u>	Transmission of virus in the school community (breaks/lunchtimes)
Risk prior to control measures - Medium to low	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Staggered playtimes for year group bubbles - class bubbles will mix as whole year, however this will be outdoors with following controls - • Juniors -when field is available class bubbles could be in operation for break time • Playtime equipment – year group (bubble) box or equipment to be used not shared with other years/bubbles • Games discouraged which involve touching or very close proximity • Staff supervision throughout – actively encouraging and insisting on no touching reminders about giving each other space • Staff modelling appropriate games and activities • Teacher to stick to timings ensuring collection just prior to end time in order to avoid bubbles crossing • Children to wash their hands before and after break 	
Risk after control measures – Low	

<u>Identify hazard</u>	Transmission of virus in the school community (toilets)
Risk prior to control measures - Medium to low	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Restrict number of children using the toilets – limit the number using at any one time through adult supervision during both classtime and breaktime. • Allocated toilets for different year groups of children in juniors yr3/5 4/6 • Where possible – individuals groups to be accompanied by LSA to the toilet to support with distancing in corridors. • Hand washing reminders - children to wash hands for twenty seconds and then dried carefully. • Extra Signs in toilet related to washing hands • Windows all open to promote ventilation • Cleaning regime in place - All taps and surfaces disinfectant spray and wipes to be used 3 key point at 11:00 - 13:30 - 3:30 • Ensure soap is topped up each day and sufficient paper towels • Lidded bins in toilets • Children to be taught: 'Catch it, Kill it, Bin it' for sneezing, coughing and using tissues. 	
Risk after control measures – Low	

<u>Identify hazard</u>	Transmission of virus in the school community (eating lunch)
Risk prior to control measures - Medium to low	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Children to have lunch in classroom, exception -year R using the hall • Children to wash their hands before and after eating lunch. • Lunchboxes to be kept in the classroom for years R, 1/2/ 5/6 whereas year 3/4 will keep boxes on trolley outside classroom. • School meal/ packed lunches delivered -adult in the room to collect from the corridor • One lunchtime supervisor or other staff member assigned to each class/lunch group. • All children remain seated until all of the group have finished eating. • Classroom Tables + hall tables cleaned before/after lunch. 	
Risk after control measures – Low	

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<u>Identify hazard</u>	Transmission of virus in the school community (corridors – other spaces)
Risk before control measure medium to low	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Government guidance indicates that passing in the corridor is not high risk – however limiting numbers of children passing at any one time is desirable. • Children staying in their classroom/ or outside for the majority of the school day – limited movement from one place to another. • Agree instructions with children concerning going and returning to toilet - accompanied by LSA where possible • When moving class around the school – encourage ‘give each other space’ • Children walk on the left-hand side of the corridor. (yr 5/6 classes stick to current arrangements for sides- stair/banister) • Children will not gather for assembly in hall • School halls may be used for class bubble PE sessions (Gymnastics/dance) only. Games to take place outside whenever weather permits. • When suing the hall doors and windows will be open for maximum ventilation • Cleaning of hall floor at regular points during the week 	
Risk after measures - Low	

<u>Identify hazard</u>	Contact of shared resources resulting in transmission of the virus.
Risk before control measure - Medium to low	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • KS2 Children to have own labelled equipment in clear pencil cases – these include frequently used items such as pens and pencils. • KS1 children to use their table pot of resources. • Resources that are shared within the bubble need to be cleaned after use such as games and maths resources. • Resources shared between bubbles such as sports/art and science equipment must cleaned rotated to allow them to be unused and out of reach for 48 hours/ 72 hours for plastics. • Pupils should limit the amount of equipment they bring in to essential items such as lunch boxes, hats, coats, books. Bags are allowed. • Tables, door handles and other surfaces cleaned with disinfectant daily and during the day. All products to be kept out of the reach of children. • Resources on tables ready for lesson and not distributed within the lesson if possible. • Children to wash hands / use hand gel where appropriate for age. • Sun cream to be applied daily at home if required. 	
Risk after measures - Low	

<u>Identify hazard</u>	Emotional distress of the children – return to provision that is different from the one they left.
Risk before control measure – medium to low	
<u>Control measures</u>	
<ul style="list-style-type: none"> • Teachers to use initial teaching session on 7th September to discuss how we will keep ourselves safe including latest expectations and routines. • Encourage children to talk about their experiences during lockdown • Recovery curriculum with focus on emotional health and well-being -PSHE and building community of enquiry (P4c) at the start of the new term https://www.gov.uk/guidance/teaching-about-mental-wellbeing https://www.altiusteachingschool.co.uk/rshe/ • ELSA support available. • Training (CG) September Inset supporting children with emotional recovery • Staff to flag children with concerns to ELSA and school counsellor • CG produce list of on line links for teacher and parents to use for emotional support for children (published on school website) 	
Risk after measures - Low	

<u>Identify hazard</u>	Children from different year bubbles mixing for activities before/after leading to transmission between bubble school
Risk before control measure - Medium to low	
<u>Control measures</u>	
<ul style="list-style-type: none"> • No before or after school clubs to run for the first half term (then review) exception - Northern stars • Wrap around breakfast and after school club Northernstars to open for September. With the following measures in place. • Club to split into two schools Ks1 and KS2 (Infants to use hall to space out) • Junior to use community room and hall for space • Children from different year bubbles will therefore come together however they will be encouraged to distance socially and provision will include separate tables for year group bubbles • Equipment to be cleaned after each session by Northern stars staff • Northern Stars staff will clean both spaces thoroughly at the end of the day 	
Risk after measures - Low	

<u>Identify hazard</u>	Emotional distress of the staff – including anxiety
Risk before control measure – Medium to low	
<u>Control measures</u>	
<ul style="list-style-type: none"> • Communication regarding schedule of return including timetables and expectations • Leaders to work through - school workload reduction toolkit. • Sharing of support helplines – HCC and others https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/ https://www.nhs.uk/conditions/stress-anxiety-depression/mindfulness/ www.youtube.com/watch?time_continue=1&v=C_xK5a-Gu2Q&feature=emb_logo https://covid.minded.org.uk/ • Risk assessments reviewed during first week to be informed by feedback from staff. • Staff room capacity to be set to maximum of 3 staff in room at any one time, one in the Kitchenette – however additional rooms made available for break times • Planned time for additional PPA/subject leader release time where possible • Provide opportunities for staff to share concerns in relation to working practices and safety • Extremely clinically vulnerable staff (Shielding) work from home • Those who are clinically vulnerable, provide additional support and discussion with individualised risk assessments where appropriate • school counsellor available for support 	
Risk after measures - Low	

<u>Identify hazard</u>	Risk of spreading virus due to very close contact with children – 1:1 and restraint resulting in direct transmission of the virus
Risk before control measure - medium to low	
<u>Control measures</u>	
<ul style="list-style-type: none"> • Support for children with behaviour difficulties – that might need restraint and display spitting, biting. Such extreme behaviours which may lead to transmission could potentially lead to exclusion. • Senior leaders and those with Team Teach qualifications to support children displaying extreme behaviour ensuring Protective equipment is used. • SENDco to review all IBPs and individualised risk assessments • Appropriate PPE in stock and used as identified in child’s care plan. • Rooms/spaces to be made available for individuals to work away from bubble should behaviour be placing others at risk • When providing any intimate/personal or medical care full PPE will be worn. 	
Risk after measures - Low	

<u>Identify hazard</u>	Visitors to school increasing contact for staff and children.
Risk before control measure - medium to low	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Where possible meetings to be held virtually with outside agencies/parents using Zoom, teams or via phone. • Parents advised to e-mail or phone the office with any enquiries, office will continue to be closed to walk in enquiries. • Where meetings are essential (e.g. outside agency such as school nurse, social worker, primary behaviour support) visitors to be briefed on social distancing requirements; held in room away from staff / children in school where 2 metre distance can be maintained. Hand gel to be used on arrival, cleaning team to be informed of any additional rooms used. (Such meetings will be held in conference room at the juniors) • Where observations of children are essential, then control measures such as hygiene/hand washing/ distance of 1Metre+ to be maintained. • Speech and language support can be offered to children in school - however this will take place in large conference room with ventilation. • Contractors to the school (e.g. hygiene bins, essential maintenance) to follow strict hygiene protocols and be briefed on requirements in school. Appointments for contractors where possible to take place when children are not on site. Where not possible they will be Kept away from areas with children. • Glass panel in the infant office to remain closed • Parents must not enter classrooms at drop off or pick up 	
Risk after measures - Low	

<u>Identify hazard</u>	Lack of control measures in office area leading to transmission
Risk before control measure - medium to low	
<u>Control measures</u>	
<ul style="list-style-type: none"> • Only one member of staff to use each desk. • Office to be well ventilated with windows open, until such time as temperature is too low. • Non-office staff to maintain social distancing when interacting in office area – use phone or email where possible to pass messages • Telephones sanitised at points during the day • Any folders/files regularly used (such as contact details) to be sanitised/wiped at the end of the day • Where possible parents will be asked to come into school during the day to administer any medication that their child may need. This will happen outside or in a well ventilated space. • If this is not possible, school will discuss possibility of child (where age appropriate) administering their own medication whilst under supervision from office staff. • If age of child means this is not possible then office staff will Donn PPE to support in administering outdoors or in a well ventilated space, whilst attempting to avoid close proximity. • Any spoons/ syringe will be disinfected. • Daily first aid can be administered by LSAs in the class bubbles, using class first aid kit, gloves to be worn for all first aid. Those administering first aid to keep class record to be collected each Friday. • More significant injury including banded heads - children to be sent to school office. • Office staff administering close first aid to wear PPE. • Children with health care plans have separate arrangements where office first aid staff will support as agreed with SLT. 	
Risk after measures - Low	

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			Consider level of risk following use of control measures
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK	
			Insert comments relevant to findings as appropriate

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Risk assessment review 1
Date 7 September 2020 After day one
CHANGES TO CONTROL MEASURES AND/OR HAZARDS
Who was involved in the review
Signature of those involved in the review

Risk assessment review 2
Date 8 September 2020 After day two
CHANGES TO CONTROL MEASURES AND/OR HAZARDS
Who was involved in the review
Signature of those involved in the review

Risk assessment review 3
Date After day three
CHANGES TO CONTROL MEASURES AND/OR HAZARDS
Who was involved in the review
Signature of those involved in the review

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Risk assessment review 4
Date After first week
CHANGES TO CONTROL MEASURES AND/OR HAZARDS
Who was involved in the review
Signature of those involved in the review

Risk assessment review 5
Date After second week
CHANGES TO CONTROL MEASURES AND/OR HAZARDS
Who was involved in the review
Signature of those involved in the review

Risk assessment review 6
Date After third week (and weekly thereafter for next four weeks)
CHANGES TO CONTROL MEASURES AND/OR HAZARDS
Who was involved in the review
Signature of those involved in the review

Risk assessment review 7
Date
CHANGES TO CONTROL MEASURES AND/OR HAZARDS
Who was involved in the review
Signature of those involved in the review

Risk assessment review 8
Date
CHANGES TO CONTROL MEASURES AND/OR HAZARDS
Who was involved in the review
Signature of those involved in the review