

ST GABRIEL'S CE PRIMARY SCHOOL

RISK ASSESSMENT–SPECIFIC ACTIVITY/SITUATION

WORKPLACE ACTIVITY:	School opening for children of key workers and vulnerable children	DATE:	20 th January 2021
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PERSONS AT RISK- AFFECTED BY ACTIVITY:	Staff and Pupils	NUMBER	TBC Staff TBC Pupils
ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:	People with underlying health problems	NUMBER	TBC

BACKGROUND

School re-opening following Coronavirus shutdown – this applies to a number of children classified as vulnerable or having key worker parents to attend school regardless of year group – We will also provide nursery education for our current nursery cohort.

- Key worker and vulnerable children are likely to number 40-50, though this number may increase and likely to continue to do so as parents return to work.
- Nursery children will not exceed 26 per session
- Either the Head Teacher or member of SLT will be in attendance/ or contactable by phone at any time that children are in school.
- Catering staff will be available to prepare meals for children daily.
- Cleaners and caretaker will be available on site at various points for cleaning throughout the day. (Still waiting for LA guidance re cleaning, chemicals and updated COSHH RA's)
- During this time, pupils may wear their school uniform each day – but parents will be advised to send their children in fresh cleaned clothes each day – therefore non-school uniform will be allowed.
- PPE – Guidance from DfE states that pupils are not required to use PPE
 'The wearing of a face covering or mask in schools is not recommended for pupils and: 'the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2m from others;
 Staff in communal areas of school will wear PPE to minimise risk
- PPE will be available to staff to use.

POTENTIAL HAZARDS		Assessment of Risk		
REF.		Low	Med	High
1.	Risk of infection spreading via pupils or staff due to lack of social distancing in the classroom.			X
2	Lack of social distancing in toilets		X	
3	Lack of social distancing waiting to enter classroom			X
4.	Lack of social distancing during playtimes and lunchtimes		X	
5.	Contact of shared resources resulting in indirect transmission of the virus		X	
6.	Emotional distress of pupils		X	
7.	Emotional distress of staff		X	
8.	Risk of spreading virus due to close contact with children: 1 to 1			X
9.	Risk of infection due to lack of cleaning		X	
10	Parents spreading Covid19 at entrance to school.			X
11	Issuing medication to children – i.e. conjunctivitis ointment. Child falls ill/has an accident and lack of first aiders in school.			X
12	Staff shortages due to unavailability of current staff			X
13	Evacuation of staff and pupils affecting during a fire alarm due to one way systems and closed exits/entrances			X
14	Staff and pupils not used to Lockdown rules when located in different classrooms – intrusion risk increased due to separation of families and anxiety of parents/immediate family during current pandemic		X	
15	Increased risk of exposure to contamination from visitors – including contractors and external agencies (speech therapists, social workers, educational psychologists etc.).			X
CONTROL MEASURES				
<ul style="list-style-type: none"> • Reduce the number of children in a classroom to a maximum of 12 – children to be spaced out at tables in classroom. Each class will be identified as a 'Bubble'. • Allocate children to their own desks when in the room. • Display posters to explain the social distancing charter for the children – to include lining up for classroom, toilet, dining hall etc. • Markings inside to show direction of flow in corridors, have markings to reinforce social distancing. • Classes eat in classrooms. Lunchtime staff to supervise in the classrooms and then escort children onto play areas, divided between groups. • Behaviour policy will be updated and regularly reviewed – pupils will be isolated if they cannot adhere to charter or break social distancing rules. Persistent failure to follow policy – exclusions to apply. • Meeting with parents on a one-to-one basis during this emergency period will be kept to a minimum, and always adhering to social distancing. Most conversations with parents to be undertaken either via email or phone call to the school office, where this is feasible. Parents will be allowed in to the reception area to talk to office staff, one at a time. • Glass screen will remain closed in the school office. • Staff will use text messaging services and social media to communicate messages with parents where ever possible. Newsletters etc. to be posted on Social Media. • Check with all staff members if they are classed as High Risk – see Additional information further down. Suggest alternative work load for staff members who are classed as high risk. i.e. working from home. 				

- Extra-curricular activities will be suspended.
- If any member of a bubble shows symptoms of Coronavirus, they will be isolated from the bubble and be sent for a test. (Check DfE Guidance) If any members of the 'Bubble' tests positive for Coronavirus, the school will implement an isolation period for all members of the 'Bubble'.
- If a member of the 'Bubble' shows symptoms, their parent/carer will be contacted to collect the child and the child will go to an identified isolation area until they have been collected.
- A deep clean will follow any known contamination outbreak in the areas affected. If a person shows symptoms, the area in which they worked would be isolated and cleaned.
- General gym/PE and fixed outdoor playground equipment will not be used during the outbreak.
- Water fountains will not be used. (Site staff to run daily to prevent legionella risk) Children should bring their individual water bottles/cups and jugs for water in classroom.
- Lateral Flow Testing Kits have been issued to all staff members, with instructions on their use.

CLASSROOMS

- As far as possible, soft furnishings will be removed from classrooms – soft toys, rugs, cushions
- Children will be issued with their own stationery. Pencil cases to be left in school, equipment not to be brought into school from home.
- Shared resources such as maths items/science equipment will be cleaned with anti-bacterial spray each night and left to dry if it leaves the 'Bubble'.
- Laptops, tablets and other ICT devices can be used but those items must remain in the 'Bubble' and be cleaned at the end of each session. These will be numbered so that each child uses the same one each time. Tables, door handles and other hard surfaces will be cleaned with anti-bacterial spray regularly throughout the day.
- Pupils and staff to use hand sanitiser on entry in the school building and at regular and appropriate opportunities. It will be available at doors into school and inside classrooms.
- We will ensure bins for hand towels and tissues are not left to overflowing – inform teachers to monitor bins and do whatever is possible to keep overflowing to a minimum. Cleaning staff to regularly empty hand towel and tissue bins.
- Teachers to ensure that everyone washes/sanitises their hands regularly – at the beginning of the school day and before eating, before and after visiting the toilet
- Children from the 'Bubble' will not be permitted to work in corridors.
- Pupils suffering from anxiety may need to have reduced time in school to support their emotional needs.
- The Safeguarding, SEND and Early Help leads will be contactable during the day to step in, assist and/ or support the teacher when required.
- Staff member in charge of group to record attendance on laminated class lists and send to school office for recording on SIMS. (these will then be cleaned with gloves and sanitized for next use)

PUPIL TOILETS

- Pupils will only be allowed, where possible, in to the toilet one at a time. At playtime a staff member will be monitor toilets and allow one child per time to enter. Children to be reminded about social distancing when waiting, queueing etc.
- Hot water and soap will be checked on daily basis.
- Hand sanitiser will be provided by entrance to classroom.
- Signs displayed to promote good handwashing.

CORRIDORS

- Markers will be put onto floor outside the classrooms
- Corridors to be display markings to show direction of flow and appropriate spacing.
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DINING AREAS/ LUNCHES.

- Each group will eat their lunch in their classroom base
- Children who are entitled to a universal FSM can continue to do so on request; otherwise parents provide a packed lunch.
- Lunch time organisers will be allocated to the same 'Bubble' group each day.
- Children with food allergies will be displayed in the kitchen office & other areas of school
- Parents will be reminded not to send in foods containing nuts, when appropriate, through text messages and on website.
- Children will need to wash hands before eating along with use of hand sanitiser.

FIRST AID.

- Medical room available for treatment of sick or injured pupils – have a sink and access to a toilet available that is segregated from general use.
- Each 'Bubble' will be provided with a basic first aid kit to enable administration of first aid within that 'Bubble', in the classroom or in an outdoor area
- Reminders to all staff in handling basic first aid treatment, such as nose bleeds, issuing asthma inhalers, etc.
- Anyone who is allocated to carry out first aid treatment will need to be wearing gloves and mask and have a clear understanding of disposing of discarded materials (such as blood soaked tissues).
- Hand wash and hand sanitizer will be available in the medical area.
- Staff will be available, via a 'phone call to the school office, to clean up any emergency issues safely and promptly.
- If the classroom cannot be used due to vomit, the 'Bubble' will be moved to a spare classroom that is cleaned and ready to use

PLAYGROUND

- Allocate separate play areas for each 'Bubble' group.
- Playground equipment not to be used. Hand-held playground equipment can be allocated to each 'Bubble'
- Staff to be vigilant in the playground to actively encourage social distancing.
- Staff will organise games in the playground if necessary, to avoid close contact, hopscotch, individual ball games against the wall. etc.

STAFF WELL BEING/ EMOTIONAL SUPPORT

- Posters displayed in the staff room to include support lines – stress and bereavement counselling
- A senior staff member is available to staff on a daily basis to be contacted to discuss staff concerns. Mrs Brown will be available as Mental Health First aider.
- Risk assessment to be reviewed on a weekly basis – until the school returns to 'normal'. This may be reducing to fortnightly if cases are not a concern to staff.
- To reduce staff stress and workload a rota will be organised to allow teaching staff time during the school week to plan and prepare learning activities and to manage the home learning for those pupils not attending.
- Extremely vulnerable staff will continue to work from home – medical evidence will be required.
- Other staff who may believe that they are at greater levels of vulnerability will need to provide evidence that they are not able to be at school, and may be assigned duties in school which allow for social distancing.
- The staff will be expected to use the staff room using chairs at two metre distance from each other – A rota for going into staff room will operate in line with lunch and dinner arrangement for pupils. Alternative space for staff to eat dinners will be available in the FSU base.
- No more than 6 people permitted in the staff room at any time.
- Signage will be displayed on staff toilet facilities (vacant / engaged) so that only one member at a time can enter.

BEHAVIOUR POLICY

- Children will be in the habit of behaving towards each other in a particular way, and the recent health crisis has meant that we have all had to change our behaviours, to most children this will be difficult, at first, but through delivering a positive and consistent message we aim to modify their behaviours in this regard, for the sake of their own, and the health of others.
- However, should it be that some children persistently and deliberately contravene rules which are in place to promote good hygiene will be dealt with in accordance with the sanctions in the Behaviour Policy.
- Any risk of behaviour difficulties that require close contact with the child will need an individual risk assessment to be written (or health care plan).

CLEANING STAFF

- All cleaning staff will wear PPE in accordance with LA/DfE Guidance
- Every area used during each day will be fully cleaned at the end of each school day.
- Deep cleaning of classrooms and communal areas used, hall, corridors, staff rooms and offices weekly – rolling programme in afternoons.

PPE

- National guidance (12th May) advises that wearing a face covering or face mask in school is not recommended. Where a member of staff feels at risk, a mask may be worn, this should not be a surgical mask.
- Other appropriate PPE is available to be worn where appropriate (See LA & DfE guidance)
- Disposable aprons and gloves will be provided.

SCHOOL ENTRANCES and BASES

- The school day will run from 8:50am till 3:15pm. KS2 bubble to enter and leave via the Year 6 door, the KS1 bubble to enter and leave via the usual Y1 entrance, Nursery children to enter and leave via the Nursery entrance
- Staff members will be present on the playground at the start and end of the school day to ensure that children and adults maintain appropriate social distancing. They will also direct children to particular entrances where other staff members will provide instructions for where their group will be based.
- Any staff member coming into contact with parents at the reception area of entrance of the school should maintain social distance
- Additional signage will be visible throughout school.

SITE SAFETY

- Site staff will work with the Headteachers to ensure that staff will be informed of any changes to the fire evacuation route during this time. If some exit doors are not in use, all staff and pupils will be briefed.
- Pupils will be informed of which exits are to be used at the beginning of each week if they change.
- Pupils will practice the fire alarm drill during the first week of returning to school, taking into account social distancing rules whilst lining up in classrooms and also lining up at the assembly point.
- Office staff and SLT will be briefed on sweeping the building and isolating the fire control panel – in case a Headteacher or Caretaker is not on the premises during a fire drill.
- If any members of staff are aware of groups of people loitering outside the school premises, a lockdown will be implemented until the groups dissipate. In the event that intruders do not leave, the police will be called.
- Deliveries are organised via office staff.

KEY WORKER DEFINITION

- A list of parent jobs linked to Critical Workers will be displayed on the school website: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Evidence to show that parents are classed as key workers will be required – such as wage slips or confirmation from the parent’s employer.
- School staff are key workers. If they have school age children, they should be contacting their child’s school and making arrangements so that the staff member continues to be available for work.
- Where a staff member might have difficulties regarding collection of their own children from their school, speak to the SLT, as allowances can be made.

VISITORS

- External visitors will only be permitted in school where social distancing rules can be observed. For example, maintenance contractors (essential services to monitor safety functions such as Legionella, gas and fire detection systems) will be permitted into school with extreme caution.
- Only essential maintenance jobs and statutory inspections will be carried out during the partial lockdown.

INITIAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM		HIGH	X
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ADDITIONAL INFORMATION:

(Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.)

The following group of people are at high risk:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

PLEASE NOTE-

WE HAVE TO ACCEPT THAT CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS AT ALL TIMES. However, through the repeated reminders and insistence by staff members it will be possible to significantly reduce the physical contact between people in school and consequently reduce the change of cross infection.

- Letter will be sent to parents to advise them of the school control measures.
- No external visits / trips will be carried out during the Summer term (unless guidance changes).
- No full school assemblies will be carried out.
- Parent meetings will be carried out via virtual meetings wherever possible, including third party consultants/advisors if necessary.
- Photocopying requests will be carried out by teaching assistant assigned to each bubble. No queueing will be allowed at the photocopier. Staff will be requesting to use minimal resources of photocopying materials, but will need to plan ahead to get these ready for classroom use.
- The fridge handles, worksurfaces, cupboard doors and geezer handle in staff room will be cleaned throughout the day.

- Children should be involved in outdoor activities as much as possible.
- Windows should be kept open at all times.
- Doors which provide immediate site security should remain closed for security purposes.

Hot water, soap, paper towels and hand sanitizer will be available throughout school.

The staff room will be deep cleaned on weekly basis.

Risk Assessment Circulation List (tick box)			
Employees	<input type="checkbox"/>	Management	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	Other – Specify:	<input type="checkbox"/>
Signature of responsible person:			Date:
Assessors:	Linzy Brown, Karen Race	Signature:	
Date Assessed:	20 th January 2021	Review Date:	12 th February 2021

RISK ASSESSMENT REVIEW - COMMENTS	
Date:	
Reason for Review	
Reviewed By:	Signature: