

**Hatherop C of E Primary School**

**Risk Assessment for Term 4**

**Safety, Health and Environment (SHE)**



**HATHEROP PRIMARY SCHOOL – Term 2: COVID-19 Risk Assessment**

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| **ASSESS**  **Decide appropriate control measures for managers and employees to implement under a ‘Plan’, ‘Do’, ‘Review’ cycle.** |
| **Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.  **Vulnerable groups:** Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace. |
| **PLAN** |
| **Prepare Building, timetables and lessons, policies and procedures** |
| **Buildings**   * Ensure that all health and safety compliance checks have been undertaken (e.g. fire alarm, emergency lighting, water hygiene, etc.). * Reviewing emergency and evacuation procedures (e.g. escape routes, roll-call, assembly areas, etc.). * Ventilation – open windows where possible to aid ventilation. * Make provision for children who display COVID-19 symptoms/ become ill during day to be isolated. The Resources room is to be used if this occurred. * Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. * Provide suitable and sufficient bins to support pupils and staff to follow the ‘catch it, bin it, kill it’ approach. * Provide sufficient tissues in all rooms. * The school is to be considered as one bubble * Evaluate the capacity of rooms and shared areas. * Lunches to be spread between the Hall and classrooms. (see detail to follow) * Consider door signs mounted to identify max number in room / toilets at one time. * COVID-19 posters/ signage displayed. * Identify ‘crunch points’ (e.g. entrances/ exits/ corridors/ shared space0 and consider how movement can be staggered. * On the stairway, those coming down have priority. * Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. * Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). * Organise classrooms for maintaining space between seats and desks. * Arrange desks seating pupils side by side and facing forwards. Year 1 upwards. * Inspect classrooms and remove unnecessary items and furniture to make more space. * Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. * Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. (see detail to follow) * Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required at any point in the next academic year.   **Policies and procedures**   * Update policies to reflect changes brought about by COVID-19, including:   + Safeguarding/child protection   + Behaviour   + Curriculum   + Special educational needs   + Visitors to school * Ensure website is compliant with regards to the publishing of policies. * Establish a visitors’ protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. * Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.   **Response to any infection**   * Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. * Plan how to inform staff members and parents/ carers that they will need to be ready and willing to   + book a test if they are displaying symptoms;   + inform the school immediately of the results of a test;   + provide details of anyone they have been in close contact with;   + self-isolate if necessary. |
| **Prepare Employees, Parents and pupils and other site users** |
| **Employees**   * Involve employees in updating plans and listen to any suggestions on preventative measures that can be taken. * Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. * Employees fully briefed about the plans and protective measures identified in the risk assessment. * Regular staff briefings. * Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. * Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. * Information shared about testing available for those with symptoms. * Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) teachers should refer to curriculum specific guidance. * Teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). * Identify and plan lessons that could take place outdoors. * Consider how online resources can be used to shape remote learning. * Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate.   **Parents/pupils**   * Review EHCPs where required. * Continue to remind pupils about the need to stay apart from others and expectations around hygiene. * Re- communicate to parents on the preventative measures being taken. * Post the risk assessment or details of measures on school website. * Parents and pupils informed about the process that has been agreed for drop off and collection. * Ensure parents have a point of contact for reassurance as to the plans put in place. * Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery. * Bags are allowed. * School to provide all pupils with personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. * Parents and pupils encouraged to walk or cycle where possible. * Staggered drop-off and collection times planned and communicated to parents. * Reminders to parents that they cannot gather at entrance gates or doors and to wear masks at drop off and pick up. * Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). * Communications to parents (and young people) includes advice on transport.   **Others**   * Continue to communicate with contractors and suppliers (e.g. cleaning, catering, food supplies, hygiene suppliers). * Assurances that caterers comply with the guidance for food businesses on COVID-19. * Discussion with caterers to agree arrangements for lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts. * Limit visitors by exception (e.g. for priority contractors, emergencies, the Vicar and Schoolbeat Officers as well as support agencies) |
| **DO** |
| **Control Access and Visitors** |
| **Access**   * Entry points to school controlled (including deliveries). * Building access rules clearly communicated through signage on entrances. * School start times staggered so classes arrive at different times. * Floor markings outside school to indicate distancing rules (if queuing during peak times). * Shared pens removed from reception. * Hand sanitiser provided at all entrances. * Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. * Covered bins provided on entrances to dispose of temporary face coverings. * Sealable plastic bags provided for reusable face coverings to take home with them. * Gathering at the school gates prohibited. * Staff on duty outside school to monitor protection measures.   **Visitors**   * Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). * Parents/carers and visitors coming onto the site without an appointment is not to be permitted. * Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. * Where possible visits arranged outside of school hours. * A record kept of all visitors to assist NHS Test and Trace, including:   + the name;   + a contact phone number;   + date of visit;   + arrival and departure time;   + the name of the assigned staff member. * Governors Meetings will be held virtually until restrictions are lifted. |
| **Minimise contacts and social distancing** |
| Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.  **‘Bubbles’**   * Whole school bubble adopted as part of our system of control. * To minimise mixing Year R/Year 1 will be kept separate as much as possible * Keep a record of pupils and staff in each bubble, lesson or close contact group. * School breakfast and after-school clubs to use handwashing, space and the outdoors as much as possible as precautions. When inside and using equipment, handwashing between activities must be carried out. Use of the hall to ensure maximum space. Space out activities. Separate bubbles within the space.   **Minimise mixing**   * Groups use the same classroom or area of a setting throughout the day. * Mixing kept to a minimum during arrival and departure. * Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. * The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is to be limited. * Large gatherings such as assemblies or collective worship to be limited and within 2 bubbles. * Separate play spaces for each group clearly indicated. * Multiple groups do not use outdoor equipment simultaneously. * Limiting the number of pupils who use the toilet facilities at one time. * Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. * Designated toilets assigned to each group. * The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. * Staff that move between classes and year groups, to keep their distance from pupils and other staff where possible. * Breakfast and after-school clubs to use the Hall which is well ventilated and airy and where possible use the outside area.   **Start and Finish times**  8:35 Red Kite class to come in office gate  8:40 Kingfisher class to come office gate (or earlier if there is a queue forming)  8:45 Skylark main gate  Children to move straight into class to meet staff. No parents to come onto the grounds in the morning.  2:50 Skylark class to be on the playground waiting for parents. Ch with siblings to wait in the covered area – parents only need to come into the playground once.  2:55 Kingfisher class to be on the playground waiting for parents. Ch with siblings to wait in the covered area – parents only need to come into the playground once  3:00 Red Kite class to be on the playground waiting for parents  Parents to walk in the main gate, collect child quickly and follow the one way system out though the office gate  Parents will limit any discussions with staff and will need to keep moving for system to work  No curriculum time to be lost – Infants to miss ‘Huff and Puff’ afternoon session to allow for the early pick up  **Lunch times and Break times**   * Hall – Year R/Year 1 (Mrs Ward) * Red Kite Class – Year 4/5/6 (Mrs Legg) * Kingfisher Class – Year 2/3/4 (Mrs Hartshorn)   Weekly rotation of areas on the playground meaning equipment does not need to be cleaned between uses.  2x areas – 1. grass area and play equipment 2. playground  2x areas for the winter/rainy weather (no grass) 1. Playground – Red Kite /Kingfisher Area outside staff room- Skylark  **Distancing**   * Staff to keep 2 metres from other adults as much as possible. * Where possible staff to maintain distance from their pupils, staying at the front of the class. * Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. (no more than 15 min) Masks to be worn if this is not possible * Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. * The occupancy of staff rooms and offices limited. * Use of staff rooms to be minimised. Staff to maintain space between each other when in the staff room wherever possible. Rota of staff in staff room. * Staff in shared spaces (e.g. office) to avoid working facing each other. * Use a simple 'no touching' approach for young children to understand the need to maintain distance. * Older children to be encouraged to keep their distance within bubbles when possible.   **Minimising contact**   * Doors propped open, where safe and warm enough to do so to limit use of door handles. Ensure closed when premises unoccupied. * Taking books and other shared resources home limited, although unnecessary sharing avoided. * Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.   **PE and School Sport**   * Pupils kept in same consistent bubbles where possible during PE and sport. * Sports equipment thoroughly cleaned between each use. * Contact sports avoided until guidance changes. * Outdoor sports should be prioritised where possible. * Large indoor spaces used where it is not. * Swimming may resume in Term 5 with the necessary restrictions put in place by the leisure ce * Distance between pupils from mixed bubbles will be maximised. * Sporting activities will only go ahead if they can satisfy the above requirements.   **Educational Visits and journey**   * From the autumn term, no educational visits – await further guidance * Risk assessments of visits and journeys to be undertaken by visit leaders. * No overnight and overseas visits until government guidance changes. * Journey planned to allow distancing within vehicles (this may mean large vehicles or more are used). * The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble. * Use of hand sanitiser upon boarding and/or disembarking * Cleaning of vehicles between each journey |
| **Infection Control Measures** |
| **Minimise contact with individuals who are unwell:**   * Refer to PHE guidance and Action Cards for School Managers. * Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. * If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. * An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). * Staff caring a child awaiting collection to keep a distance of 2 metres. * PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. * Staff to wash their hands after caring for a child with symptoms. * All areas where a person with symptoms has been to be cleaned after they have left. * Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.   **Hand washing**   * Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). * Sufficient handwashing facilities are available. * Where there is no sink, hand sanitiser provided in classrooms. * In the case of allergies or reactions to hand sanitiser, children to bring in their own, labelled bottle to be used as an alternative to hand washing or school sanitiser. * Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. * Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). * Use resources such as “e-bug” to teach effective hand hygiene etc   **Respiratory hygiene**   * Adults and pupils are encouraged not to touch their mouth, eyes and nose. * Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) * Tissues to be provided. * Bins for tissues provided and are emptied throughout the day. * Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. * Measures to be taken when playing instruments or singing in small groups such as in music lessons include:   + physical distancing;   + playing outside wherever possible;   + limiting group sizes to no more than 15;   + positioning pupils back-to-back or side-to-side;   + avoiding sharing of instruments;   + ensuring good ventilation.   **Cleaning**   * Sanitising spray and paper towels to be provided in classrooms for use by members of staff. * Thorough cleaning of rooms at the end of the day. * Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). * Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. * Outdoor equipment appropriately cleaned frequently. * Toilets to be cleaned regularly. * Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.   **PPE**  The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:   * where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained * where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. * Where food is being served by someone who is not already in the class bubble   **First Aid**   * Check if qualifications run out. Consider enrolling more staff on training. * Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: * washing hands or using hand sanitiser, before and after treating injured person; * wear gloves or cover hands when dealing with open wounds; * if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; * if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. * dispose of all waste safely. |
| **REVIEW** |
| **Communicate and Review Arrangements** |
| * Consultation with employees and trades union Safety Reps on risk assessments. * Risk assessment published on school intranet and website. * Nominated employees tasked to monitoring protection measures. * Members of staff are on duty at breaks to ensure compliance with rules. * Staff encouraged to report any non compliance. * The effectiveness of prevention measures will be monitored by school leaders.   This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance. |
| * <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> * <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak> * <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace> |