

## RISK ASSESSMENT AND RISK MANAGEMENT FOR SCHOOL RE-OPENING

### RISK ASSESSMENT

**ACTIVITY: Whole School Re-opening – COVID-19**

**LOCATION: Littlehaven Infant School**

**DATE September 2020**

**Name ...Sharon Anderson .... Organisation Littlehaven Infant School**

**Assessment undertaken (date) August 2020**

**Signed .....S Anderson.... Date August 2020... Assessment review date: .....**

LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.)	Post event review (use this column to comment if you have a concern or an incident occurred)
Safe re-opening of school buildings	Staff and children	<ul style="list-style-type: none"> <li>• Carry out full building checks as per normal when building is re-opened                             <ul style="list-style-type: none"> <li>○ Fire alarm system and fire door checks</li> <li>○ Water system checks to be carried out</li> <li>○ Asbestos checks to be carried out</li> <li>○ General checks for building safety and security</li> </ul> </li> </ul>	
Individual risk factors meaning staff / pupils more vulnerable to COVID-19	Staff, Students / pupils / wider contacts	<ul style="list-style-type: none"> <li>• Shielding for those who are extremely clinically vulnerable pauses on 1st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield.</li> <li>• Staff / students who previously were shielding able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required.</li> <li>• Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning. Those pupils unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education. School will continue to use home learning packs, school website and possibility of Google Classroom once trained.</li> <li>• Letter outlining to parents procedures for illness and Covid-19 to be sent.</li> <li>• Existing individual health care plans in place for pupils/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</li> <li>• Staff - Wider government advice remains to work from home where</li> </ul>	

		<p>possible. Limited school roles where this will be the case, roles which are able to do so effectively will be considered. Individuals classed as clinically vulnerable, extremely clinically vulnerable or are from a BAME heritage will have a discussion with the Headteacher before their return to school and an individual risk assessment will be carried as appropriate.</p> <ul style="list-style-type: none"> <li>• Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier. Any existing individual risk assessments to be reviewed.</li> </ul>	
Spread of COVID-19 between children and adults in school - within the wider school environment	Staff and students	<ul style="list-style-type: none"> <li>• Reception, Year 1/2, Year 3/4 and Year 5/6 will work as separate bubbles and will not mix.</li> <li>• Staff movement between classes and bubbles will be kept to a minimum (but will allow the normal running of the schools). Staff will maintain social distancing.</li> <li>• Supply teachers may be used in the event of staff absence</li> <li>• Children will not be allowed to move unsupervised around the building and should not be sent to collect printing/resources/take messages etc.</li> <li>• Books taken home to be stored for 3 days before being returned to the library to reduce risk of spreading COVID-19</li> <li>• Libraries will not be used by children (staff to bring books to classroom)</li> <li>• Children will not be asked to hand out resources</li> <li>• All first aid to be done within the pod and not sent to the school office.</li> <li>• Children to keep 2m from any adults/children outside their pod.</li> <li>• If children are using spaces outside their classroom then all furniture and resources must be thoroughly cleaned before use and again when finished</li> <li>• Catch it. Kill it. Bin it message and routines for 20 second handwashing will be reinforced daily with children with staff setting the example</li> <li>• Staff may choose to wear masks in communal areas</li> </ul>	
Spread of COVID-19 between children and adults in school - Break times	Staff and students	<ul style="list-style-type: none"> <li>• Reception, Year 1 and 2, Year 3 and 4, Year 5 and 6 will have separate break times to each other. Equipment will not be shared between groups.</li> <li>• Tables and benches outside will be wiped between breaks. Adult identified to do this at each break time</li> <li>• Outside toilets to be locked at Northolmes</li> <li>• Games that involve repeated touching or close contact will not be allowed</li> <li>• When children line up at the end of break they will spread out rather than standing right behind each other</li> <li>• Children will enter the school via different entrances (their classroom door where possible) to avoid bottlenecks.</li> </ul>	
Spread of COVID-19 between children and adults in school - Lunch	Staff and students	<ul style="list-style-type: none"> <li>• There will be two sittings for lunch in each school. Reception, Year 1 and 2, Year 3 and 4, Year 5 and 6 will have separate lunch times to each other.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Children will sit in a horseshoe on the table so that no child is facing another</li> <li>• Children will enter hall and sit in their seat (if possible each child will have the same seat each day).</li> <li>• At LH staff may bring hot lunches to the children</li> <li>• At NH children will be called to collect their lunches a table at a time</li> <li>• At NH children can clear their plates and return to their seats as directed by school staff</li> <li>• Tables and chairs will be cleaned with the appropriate cleaning materials between sittings</li> <li>• Staff to wear gloves. If staff are in the hall for both sittings then they will change gloves after the first sitting</li> </ul>	
<p>Spread of COVID-19 between children and adults in school - within classrooms</p>	<p>Staff and children</p>	<ul style="list-style-type: none"> <li>• Children and staff will predominately be in class bubbles.</li> <li>• There will be limited movement between children and staff within Reception, Year 1/2, Year 3/4 and Year 5/6 to allow for interventions and support of individual children.</li> <li>• If children are working with children or staff outside their classroom then social distancing should be maintained where possible.</li> <li>• It is recognised that the style of teaching in Reception and Year 1/2 means that children will not be sitting at desks but will circulate freely inside and outside to complete their learning.</li> <li>• Year 3-6 - Desks will be positioned so that children are not sitting directly opposite each other. Children will have a set space to sit in.</li> <li>• Whole class carpet time should be kept to a minimum and children spaced as far from each other as possible. In KS2 whole class carpet time should be avoided.</li> <li>• In KS2 children should remain in their seats unless directed by an adult</li> <li>• The number of children using the cloakroom space at any one time to be restricted to one or two children at a time.</li> <li>• Children will be asked to bring as few things as possible from home.</li> <li>• Children will not be given a tray to use (unless it is stored under their desk)</li> <li>• At Northolmes, children will come to school in PE kits on their PE days.</li> <li>• Water bottles to be stored on tables rather than communally. In EYFS water bottles will be stored on named labels suitably spaced to prevent contamination.</li> </ul> <p>Teaching staff will modify their teaching approach to keep a distance from children in the pod as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).</p> <ul style="list-style-type: none"> <li>• Teaching staff will wash hands before and after touching children's</li> </ul>	

		<p>books.</p> <ul style="list-style-type: none"> <li>• Staff will wash their hands before and after working with different groups of children.</li> <li>• Staff will not physically move children as part of behaviour policy unless they or others are in danger</li> <li>• Physical contact with children will be kept to a minimum but it is acknowledged that no contact will be impossible.</li> <li>• Handwashing will happen regularly during the day and at least – on entry, before and after break/lunch, at the end of the day. Handwashing will also take place if another area of the school site is visited. Handwashing signs will be present around the school</li> <li>• No contact PE. All PE will be outside and the hall will not be used.</li> <li>• Ipads/laptops need to be thoroughly cleaned before and after use. Ideally only one class will use resources each day.</li> <li>• Children to be provided with their own pack of small equipment to use when in school which will not be shared. Shared resources will be restricted and cleaned if used by anyone before they are returned.</li> <li>• Tissues and lidded bins to be in all pod areas</li> <li>• All rooms to be ventilated with as many windows open as possible at all times</li> <li>• Internal and external doors to be left open to reduce the amount of times handles need to be touched.</li> <li>• Toilets can be shared by more than one class but only one child should be using the toilets at any one time (at Northolmes, a green/red card system will operate on the door of the toilets).</li> </ul>	
Spread of COVID-19 between children and adults in school - General	Staff and children	<ul style="list-style-type: none"> <li>• Offsite visits - No overnight or overseas visits to be run.</li> <li>• Any visits run will keep children within their normal class bubble. Reassurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</li> <li>• Music - Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / singing in groups of &gt;15 (no larger school choirs / ensembles etc.).</li> <li>• PE – no contact is permitted during PE lessons – whether this be working together or part of a contact sports activity,</li> </ul>	
Spread of COVID-19 between staff	Staff	<ul style="list-style-type: none"> <li>• Staff to maintain 2m social distancing rule between all adults whether in their pod or the wider school community unless there is an emergency or medical need. Reminder posters will be on view around the school</li> <li>• Staff meetings will be held separately at Northolmes and Littlehaven. They will be held outside if possible and if not in an area where social distancing and good ventilation can be maintained.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Staggered break and lunchtimes to reduce the number of staff in the staff rooms. Other rooms may be used as staff areas as needed</li> <li>• Cleaning products available in staffrooms so that spaces can be cleaned before and after use.</li> <li>• Wipes available near photocopiers/printers/computers</li> <li>• Staff to place used cups / plates /cutlery in dishwashers as soon as they have been used. No items to be washed up and left on the draining board.</li> <li>• Staff will minimise the time in the school office as this area is small</li> </ul>	
Spread of COVID-19 from visitors on site	Staff, visitors and children	<ul style="list-style-type: none"> <li>• Form to be completed by all visitors entering site confirming that they have taken all reasonable precautions.</li> <li>• Contact details of all visitors will be taken to facilitate track and trace if needed</li> <li>• All visitors to wash their hands on entering the site</li> <li>• Visitors will be asked to wear face coverings whilst moving around the school building/site but these may be removed during meetings.</li> <li>• Most meetings to be conducted remotely wherever possible</li> <li>• Social distancing to be maintained if face to face meetings are necessary</li> <li>• Surfaces to be cleaned after such meetings</li> </ul>	
Spread of COVID-19 from Governors on site	Governors, staff and children	<ul style="list-style-type: none"> <li>• Governor meetings/visits during the school day will be kept to a minimum and may remain virtual</li> <li>• Most Governor meetings will be held outside the school day or virtually</li> <li>• Form to be completed by all Governors entering site confirming that they have taken all reasonable precautions.</li> <li>• Governors to wash their hands on entering the site</li> <li>• Social distancing to be maintained if face to face meetings are necessary</li> <li>• Surfaces to be cleaned after such meetings</li> </ul>	
Spread of COVID-19 from parents on site	<i>Staff and students / parents and other adults</i>	<ul style="list-style-type: none"> <li>• Both sites have set drop off and collection times to stagger entry and exit to school site (see separate notes).</li> <li>• EYFS will have slightly different arrangements (see video on website) for the first few days to allow smooth transition into school</li> <li>• Only one parent onsite for drop off or pick up. Younger siblings must stand with parent/adult</li> <li>• Adults will be asked to wear face coverings when on site</li> <li>• Children to go straight into school building and parents to leave site immediately</li> <li>• One way system to be established with 2 m markings on the playground</li> <li>• Parents reminded to keep to social distancing rules if waiting for school gates to open</li> <li>• Parents will be asked to stand at socially distanced spaces when waiting</li> </ul>	

		<p>to collect children at the end of the day.</p> <ul style="list-style-type: none"> <li>• Staff to lead class out at end of day to ensure guidance is being followed</li> <li>• Staff will go via bike store so children can collect bikes/scooters before entering the playground with the rest of their class</li> <li>• Older children to be encouraged to leave the school site independently and meet parents away from site or walk home themselves</li> <li>• Parents will not be allowed to drop off forgotten items at school office</li> <li>• Parents will not be allowed inside the school building</li> <li>• Communication to be via telephone or email with office and teaching staff</li> <li>• All new procedures will be carefully explained to parents via letter and staff will be available to direct during the first few days.</li> <li>• No 'live' events will be held but the use of Class Dojo, Tapestry, photographs, videos and the school internet will be fully used to ensure that parents remain engaged in their child's learning</li> <li>• Parent meetings will be conducted by phone or video conference wherever feasible</li> <li>• Team email addresses will continue to be shared with parents to support contact</li> </ul>	
Person onsite with suspected case of COVID-19		<ul style="list-style-type: none"> <li>• If a person falls ill during the school day then they will immediately be isolated in the designated isolation room (Einstein room at Northolmes, Nightingales at Littlehaven).</li> <li>• Only staff in the same pod will have contact with the unwell person.</li> <li>• Isolation rooms will not be used for other purposes</li> <li>• Staff dealing with the person will wear PPE equipment</li> <li>• Person must leave site as soon as is reasonably possible</li> <li>• The isolation room and any bathrooms used will be sealed off and deep cleaned.</li> <li>• Person must be tested for COVID-19 and remain isolated at home until results are received.</li> <li>• Any family members that attend the school settings will be sent home at the same time and asked to self-isolate</li> <li>• If the test is positive then all members of the same pod will be asked to self-isolate for 14 days</li> <li>• The pod will be deep cleaned</li> <li>• School will contact PHE immediately and follow their guidance</li> <li>• The whole school community will be alerted to the presence of a case in school and asked to be vigilant for signs of COVID-19</li> </ul>	
Other adults on site		<ul style="list-style-type: none"> <li>• All school contractors (lunchtime, cleaning, grounds) to provide clear procedures for their social-distancing and hygiene procedures and ensure that they meet the school's requirements</li> <li>• Unless there is need for emergency works no other contractors will be permitted on site when children are in school.</li> </ul>	

		<ul style="list-style-type: none"> <li>• If contractors are needed on site then they will follow the procedures set out above.</li> </ul>	
Children using other childcare facilities before and after school		<ul style="list-style-type: none"> <li>• No clubs to be run on the school site either before or after school.</li> <li>• Ask parents to ensure that children change into different clothing when at a different provider to reduce cross-contamination</li> <li>• Ensure all children wash hands when entering school site at the beginning of the school day</li> </ul>	
Enhanced Cleaning		<ul style="list-style-type: none"> <li>• All teaching spaces and staff areas to be equipped with disposable cloths and disinfectant spray.</li> <li>• All surfaces to be cleaned before food is eaten</li> <li>• Door handles, light switches, taps, stair bannisters to be wiped clean by staff in the pod regularly (at least after break and after lunch). Office staff to do the same in their areas.</li> <li>• All shared equipment to be wiped clean before and after use.</li> <li>• Children's desks to be left clear at the end of the day to ensure thorough cleaning by cleaning staff.</li> <li>• In EYFS and Year 1/2, all small equipment to be cleaned at the end of each day. Toys and equipment that cannot be easily cleaned will not be used.</li> <li>• Sharing of desks by staff to be reduced where possible. All equipment to be wiped clean before and after use.</li> </ul>	
Future Closures or class self-isolation		<ul style="list-style-type: none"> <li>• Schools have signed up to Google Classrooms – training for Northolmes (and possibly Year 1/2 in September)</li> <li>• Reception will continue to set learning via Tapestry</li> <li>• Until switch to Google Classrooms, children will continue to access work via E-schools or the One Drive links</li> <li>• Children will be introduced to Google Classrooms over the first few weeks or term to make sure that they can access it at home.</li> <li>• Survey or access to computers will be taken so that the possibility or setting up loan laptops can be explored.</li> </ul>	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff and Pupils	<ul style="list-style-type: none"> <li>• Have regular keep in touch meetings/calls with people working at home to talk about any work issues</li> <li>• Talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</li> <li>• Involve staff in completing risk assessments so they can help identify potential problems and identify solutions</li> <li>• Share information and advice with staff about mental health and wellbeing</li> <li>• Consider an occupational health referral if personal stress and anxiety issues are identified</li> <li>• Keep staff updated on what is happening so they feel involved and reassured</li> </ul>	

		<ul style="list-style-type: none"> <li>• Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</li> <li>• Ensure that pupils take part in weekly PSHE lessons to talk through feelings and how to speak to someone if needed</li> <li>• Staff to identify children who are struggling and through discussion with Inclusion Lead, make nurture groups sessions available to them</li> <li>• Change for Life sessions to start again in Autumn term to teach key pupils the strategies for resilience and self-confidence</li> <li>• Talk to children about trusted adults in school and who they can speak to if needed</li> <li>• Staff worried about their mental or physical health will be signposted to services that can help.</li> </ul>	
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*All of the above procedures will be amended in line with any new scientific guidance*

*This risk assessment is written in the knowledge that social distancing between children within school is impossible to implement and enforce.*