

Senacre Wood Primary School Risk Assessment January 2021



Activity / operation/ event: Lockdown 3 January 2021					Assessment date: January 2021		
Establishment: Senacre Wood Primary School					Review date: On going		
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk rating trivial/ low / medium / high / stop	Step 4 Is anything further needed?	Step 5 Action & review		
					Action required	Responsible person	Date completed
COVID-19 infection spreading between children and staff	Children/staff	Organise classes into the following bubbles: EYFS Year 1 and 2 Year 3 and 4 Year 5 and 6	Medium	Need to monitor the bubble sizes if more critical workers or vulnerable children request a place.			
COVID-19 infection spreading between children and staff	Children/staff	Staff on a rota: <u>Week 1:</u> EYFS: Miss Heard Year 1 and 2: Mrs Norris and Mrs Kirkham Year 3 and 4: Miss Hayward and Mrs Collins Year 5 and 6: Mrs McKenzie <u>Week 2:</u>	Medium	Would need to monitor staffing rota if home situations change for staff			

H&S/JC/Reviewed 01.20/Next Review 01.22

		<p>EYFS: Mrs Bowles and Mrs Smith (Mrs Clarkson on a Wednesday)</p> <p>Year 1 and 2: Mr Wood and Mrs Bannister</p> <p>Year 3 and 4: Miss Gallagher and Mrs Collins</p> <p>Year 5 and 6: Mrs Wright</p>					
COVID-19 infection spreading between children and staff	Children/staff	<p>Staff and children to access their classrooms through their fire exits. Staff are to text when they are in school and when they leave so signing in sheet can be completed.</p> <p>Photo of registers taken and sent to Sally for SIMS.</p> <p>There should be limited use of internal corridors.</p> <p>Masks to be worn in all common areas.</p>	Medium	Not at present			

<p>COVID-19 infection spreading between children and staff</p>	<p>Children/staff</p>	<p>Stagger break times (including lunch), so that all children are not moving around the school at the same time.</p> <p>This includes access to staff room as well.</p> <p>Each bubble eats their lunch in the classroom and has a slot on the playground. See field and playground timetable.</p> <p>SLT to cover break and lunch duties</p>	<p>Medium</p>	<p>Update field and playground timetable for further bubbles</p>	<p>25.01.21-</p> <p>SLT have reviewed the rota and due to 5 extra members of staff being exposed to bubbles through break and lunch duties, staff within bubbles will cover their own duties.</p> <p>To be shared with staff during online staff meeting.</p>	<p>Emily Sweeney</p>	<p>25.01.21</p>
<p>COVID-19 infection spreading between staff and parents.</p>	<p>Staff and parents.</p>	<p>Stagger drop-off and collection times</p> <p>Parent letter detailing that all parents are advised to wear a mask at drop off and pick ups and this is mandatory if they would like to speak to a member of staff.</p> <p>Due to reduced pupil numbers, two drop off and pick up times can operate.</p>	<p>Medium</p>	<p>My need to factor in additional times for expansion of bubbles.</p>			

Spread of COVID-19 via equipment	Children	<p>All play equipment to be taped off.</p> <p>Each bubble will have their own box of toys which will need to be cleaned after each use.</p>	Medium	Not at present			
Transmission of COVID-19 from infected person	Pupils, staff and parents are at risk of catching COVID-19 if they come into contact with someone who has coronavirus or symptoms of coronavirus.	<p>Ensure that pupils, staff and any other adults do not come into school for 10 days if they have coronavirus symptoms and they should be tested immediately.</p> <p>Staff should be vigilant in reporting their own symptoms to HT/DHT.</p> <p>Ensure that anyone who develops symptoms during the school day is sent home.</p> <p>If anyone in school develops a new and persistent cough or a high temperature or a change in their normal sense of smell and taste, they must be sent home. They should self isolate for 10 days and should arrange a test to see if they have</p>	Medium	Not at present			

		<p>coronavirus.</p> <p>Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>Any staff attending to a child who falls ill must wear full PPE and the child will be isolated in the medical room. The room must be ventilated. Medical room to be disinfected with household bleach after an ill child has been in it and staff must wash their hands for at least 20 seconds, using soap and water for at least 20 seconds or anti-bacterial hand gel with at least 60% alcohol content.. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with the pupil do not need to self-isolate unless they</p>					
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		<p>develop symptoms themselves or if the symptomatic person subsequently tests positive.</p> <p>Staff and pupils must get tested if they have symptoms and report the outcome to the HT/DHT.</p> <p>If the test is negative, the child can return to school, as long as they do not have a temperature. If test is positive then HT/DHT will contact Public Health England, who will advise on the next steps.</p> <p>Staff and pupils must follow the government's stay at home guidance when self-isolating.</p> <p>Ensure that any pupils, parents, and staff subject to any local area lockdown or have been informed of possible contact as a result of NHS Track and Trace does not come into</p>					
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		school.					
COVID-19 infection	Pupils, staff and parents could become infected with COVID-19 through lack of hygiene	<p>All children and adults will clean their hands on a regular basis and for at least 20 seconds, using soap and water for at least 20 seconds or anti-bacterial hand gel with at least 60% alcohol content.</p> <p>This will always be completed on arrival, before and after break, before and after eating and after using the toilet and after sneezing/coughing.</p> <p>All classrooms, office areas and entry points to the school will be provided with hand sanitiser.</p> <p>Staff to ensure children have regular opportunities to wash their hands during the day. This will come part of their normal classroom routine.</p> <p>Maintain 'catch it, bin it, kill it' approach.</p>	Medium	Not at present			

		<p>Ensure sufficient stock of tissues in every classroom and areas accessed by adults.</p> <p>Face coverings are not recommended by Public Health England for use in Primary Schools because misuse can inadvertently increase risk of transmission.</p> <p>Parents to remove disposable face masks from children when they arrive at school.</p> <p>Masks should be stored in a sealable plastic bag.</p>					
Risk of a COVID-19 transmission from touching contaminated surfaces and sharing resources	Pupils, staff and parents are at risk of catching COVID-19 if they touch a surface that has COVID-19 on it.	<p>Frequently touched surfaces used by more than one class bubble to be cleaned throughout the day by onsite cleaner.</p> <p>Doors to be kept open where possible.</p> <p>Additional cleaner to wipe surfaces used in staff areas throughout the day including</p>	Medium	Not at present			

		<p>surfaces in PPA room.</p> <p>Staff to wash their hands before and after touching children's books.</p> <p>Additional cleaner to regularly clean toilets, classroom tables and high touch areas throughout the day. Classrooms will be accessed when children are at break/lunch.</p> <p>Resources that are shared between bubbles such as art, sports, science equipment and ipads should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor play equipment should be frequently cleaned.</p>					
Risk of transmitting	Pupils, staff and	Children will be in class	Medium	Not at present			

<p>COVID-19 from contact between pupils/staff and other adults</p>	<p>parents are at risk of catching COVID-19 if contact is not controlled.</p>	<p>bubbles for as much as possible during the day. We will be operating the following bubbles: EYFS, KS1, Lower KS2 and Upper KS2 for break and lunch times.</p> <p><u>Classroom measures</u></p> <p>When children are learning within the classroom, they will not be expected to distance in the same way as adult. This means social contact is minimised by:</p> <p><u>EYFS</u></p> <p>Assigned carpet spaces</p> <p>Basic provision in setting e.g no soft furnishings.</p> <p>Teacher will direct resources available that can be cleaned between use</p> <p>Classrooms to be well ventilated and doors to stay open where possible.</p> <p>Resources be to</p>					
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		<p>cleaned regulary</p> <p>The classroom has their own set of toilets to use.</p> <p><u>Years 1-6</u></p> <p>All desks and pupils facing forward in rows</p> <p>Where children sit on the carpet, spaces will be assigned.</p> <p>Adults to work side by side with pupils avoiding facing one another directly</p> <p>All children will have their own pencil case for their stationery.</p> <p>Classrooms to be well ventilated and doors to stay open where possible.</p> <p>Year 1 and 2 have their own classroom set of toilets to use.</p> <p>Lower and upper KS2 bubbles have their own allocated toilets to use.</p> <p><u>Arrival at and leaving</u></p>					
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		<p style="text-align: center;"><u>school</u></p> <p>Parents will not be allowed on the school site and will drop their child at the school gate at their allocated time. There will be a member of SLT on the gate as well as a member of the child's teaching team.</p> <p><u>Emergency evacuation</u></p> <p>In the event of a fire or evacuation, usual procedures should apply and children and staff should leave by the nearest exit to the evacuation points. Evacuation takes a higher priority over infection control.</p> <p><u>First Aid</u></p> <p>Staff should wear full PPE when attending to a child with a minor first aid injury as a result of an accident or illness.</p> <p>Staff to follow</p>					
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		<p>procedures regarding isolation in medical room and sending pupil home in the event of illness and COVID-19 symptoms.</p> <p><u>Staff meetings, PPA and staff training</u></p> <p>All staff meetings and training will be held remotely via Zoom</p> <p>PPA room will still be in operation. Only one person can work in there at a time. All surfaces must be cleaned after use.</p> <p><u>Staff room</u></p> <p>Staffroom can be used to make drinks and heat food. The fridge can be used to store lunches.</p> <p>Hot drinks must be be in plastic/metal cups with lids.</p> <p>Staff will endeavour to stay 2m apart and will vacate the staff room as soon as food/drinks are</p>					
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		<p>prepared.</p> <p>All equipment must be wiped down after using.</p> <p>Break out spaces outside of classes can be used by staff. Staff must remain in their bubbles.</p> <p><u>Adult toilets</u></p> <p>Taps etc need to be wiped down after use.</p> <p>Only one adult at a time in the staff room female toilet.</p> <p><u>School office</u></p> <p>Visitors to be arranged by appointment only.</p> <p>Staff to avoid visiting office and contact admin staff by phone and email</p> <p>Teachers to avoid sending pupils to school office and use email and phone instead</p> <p>Keyboards, telephones, buzzers and surfaces to be wiped regularly</p>					
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		<p>throughout the day</p> <p>Adults to maintain 1m social distancing with extra precautions in place.</p> <p><u>Non teaching staff</u></p> <p>Non teaching staff will not be sharing offices or work spaces.</p>					
Risk of transmitting coronavirus during breakfast club	Pupils, staff and parents may become infected by COVID-19 from the use of breakfast club	<p>Children will arrive at 8:15am for breakfast club at the main gate.</p> <p>Their breakfast order will be taken and the children will be escorted round to their classroom.</p> <p>The children will remain in their classroom for breakfast.</p> <p>Adults will be wearing disposable gloves and the food will be carried on a tray.</p>	Medium	Not at present			
Risk of COVID-19 infection from additional staff on site-Kickstart,	Staff/children	Staff arrive and have a temperature check. They anti bac hands.	Medium	Request risk assessment from Kickstart, Forest School and Connie	Contact Kickstart to discuss staffing across the	Emily Sweeney	06.01.21

Forest School and Connie.		<p>Masks are worn at all times.</p> <p>Kickstart-The children have their own equipment and there is separate equipment for each bubble. All equipment is cleaned at the end of the session.</p> <p>Forest School-Only exposed to Year 5/6 bubble</p> <p>Connie-Only exposed to Year 1/2 bubble.</p>			<p>bubbles.</p> <p>Kickstart have agreed to send different staff for each bubble to reduce the risk.</p>		
Risk of spreading COVID-19 by asymptomatic staff	Staff and pupils	Staff to test twice weekly using Lateral Flow Tests-see separate risk assessment.	Medium	Not at present			
Inappropriate use of weekly class zoom calls	Children and staff	<p>A detailed Zoom protocol letter to be sent to parents outlining the following steps:</p> <p><u>Zoom Meet Up Protocols:</u></p> <p>During any form of live online meeting, maintaining the safety</p>	Low	Not at present			

		<p>and privacy of all users is paramount. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.</p> <p><u>Rules for engaging with a live video call from home:</u></p> <ol style="list-style-type: none">1. Video meetings should take place in a family room in the house, such as a living room or kitchen. Children may not join a video call from their bedroom.2. Check to make sure that nothing private is visible behind you.3. Only the child invited to the chat should be seen and heard during the call. Anyone else in the room should be out					
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		<p>of view.</p> <p>4. A supervising adult should remain in the room for the duration of the video call.</p> <p>5. Children should be dressed appropriately (not in pyjamas, without a top on etc.), although school uniform is not required.</p> <p>6. The video call may not be recorded by anyone either via Zoom or via smartphone.</p> <p>7. Cameras should remain on for the duration of the call.</p> <p>8. Microphones should be muted when not required – all children should be familiar with how to mute and unmute themselves.</p> <p>9. The messaging facility should not be used unless directed to do so by the teacher.</p>					
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		<p>10. Every live Zoom call will be supervised by a member of SLT or by a Designated Safeguarding Lead.</p> <p>If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher or a Designated Safeguarding Lead.</p>					
Assessor name(s): Emily Sweeney				Job title: Headteacher			
Signature: 				Review date: February Half term			