

## South Ossett Infants' Academy

### Risk Assessment

From 7<sup>th</sup> September 2020 onwards  
Ongoing Review in line with changing advice  
Updated February 2021

The Government guidance recognises that “Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group”.

Nonetheless, it sets out measures to be undertaken;

#### Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

#### Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

(From guidance dated 22/2/21)

The guidance asks us to consider ways to reduce contacts and maintain separate bubbles, where this is possible given the size and layout of the building, but to still deliver a full and balanced curriculum.

This risk assessment, approved by the governing body and reviewed for February 2021 sets out how we will follow the government guidance set out in order to lower the risk of transmission.

This risk assessment sets out

- Who may be harmed
- What the hazards/risks are
- What measures we, in our setting, can put in place and sustain, over the longer term with all the children back in school, to reduce the risks

This risk assessment will be kept under constant review and amended as needed.

#### Hazards

- COVID 19 is present within the population – UK and locally
- Children and adults can be a-symptomatic or pre-symptomatic and still transmit the virus.
- Adults and children can catch the virus from these a-symptomatic or pre-symptomatic others.
- Adults or staff may fall ill when on site.
- Vulnerable children / adults are more at risk.
- Staff and children may be anxious due to the high visibility of news about the situation.

<b>Who May be Harmed</b>	<ul style="list-style-type: none"> <li>• Any child on site</li> <li>• Any adult on site, staff, parents/carers, governors, volunteers, contractors, other visitors</li> </ul>
<b>Actions Put in Place to Mitigate the Risks</b>	
<b>People</b>	<ul style="list-style-type: none"> <li>• Key points and mitigating actions and procedures shared with all staff.</li> <li>• All staff to read and sign the risk assessment.</li> <li>• Staff training on how to safely put on/remove PPE in the event it is needed.</li> <li>• The risk assessment is to be shared with parents – all parents to understand the reasonably practicable mitigating actions and procedures in place.</li> <li>• Government guidance on clinically extremely vulnerable and clinically vulnerable staff will be followed.</li> <li>• Pupils, parents, carers, staff not to visit the site if they are displaying symptoms.</li> <li>• Notices displayed at all entrance points.</li> <li>• Medical/social services/school related professionals may visit site; protocols made clear on arrival.</li> <li>• Other visitors to the site limited to maintenance and delivery of essential goods and where possible only by prior appointment.</li> <li>• All visitors asked to confirm they are not displaying symptoms of COVID 19 before being allowed onto the site.</li> <li>• All visitors directed to use sanitising gel at entrance.</li> <li>• All adult visitors to school to wear a mask when moving around the building. Once seated, masks may be removed but only in a well ventilated room, if social distancing can be maintained and all present are comfortable to do so.</li> <li>• High levels of vigilance around developing symptoms – children and staff sent home if displaying symptoms to follow self-isolation guidance.</li> <li>• Parents informed not to send child to school if showing any symptoms of being unwell.</li> <li>• Parents and carers are asked to check children’s temperatures before bringing them to school - if raised children must not attend.</li> </ul>
<b>Organisation to promote good practice around social distancing</b>  <b>Wherever possible staff responsible for maintaining a social distance of 2m</b>	<ul style="list-style-type: none"> <li>• The school will be divided into 2 bubbles, the Foundation Stage (FS) bubble and the Key Stage One (KS1) bubble.</li> <li>• These groups will remain consistent, children will not move between groups.</li> <li>• Key Stage One pupils to have separate entrance/exit points.</li> <li>• At Main School children in Room 1 will enter and exit school through the side gate and the side fire door, for Room 2 children will enter and exit through the top gate, the children’s entrance and then through the door in the hall.</li> <li>• In Foundation Stage, the children will use the children’s entrance with supervised use.</li> <li>• From all entrance points, in the Foundation Stage and Main School, parents/carers will follow the marked one-way system to bring and collect children. The gate to Crown Street will remain locked to support this.</li> <li>• Parents/carers are not to enter the school building with the children.</li> <li>• Where possible, high use items (pencils, whiteboards etc) will be individual resources for each child, in labelled packs and kept near the children’s working spaces.</li> <li>• Use of shared reading books – these will be carefully selected, limited in number and covers of books to be cleaned on return.</li> <li>• iPads will be returned to a specified place after use. These will be wiped down after use before being returned for use by another user. Keyboards will also be wiped down at the end of each session.</li> <li>• Supervising staff to encourage children to be aware of where they are in relation to others - children will not socially distance but staff to encourage children not to hug or sit too close when sharing a game or resource.</li> <li>• Children encouraged to line up spaced apart.</li> <li>• Staff to keep to social distance guidelines from one another wherever possible.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff will give comfort to and support children as needed but will consider their positioning to minimise risk of infection. For example, where staff should stand (behind or to the side) and how to safely interact with children (avoid close face-to-face interaction).</li> <li>• Where possible and weather permitting, learning will take place outdoors.</li> <li>• If undertaking PE in the hall rather than outside, windows and doors need to be open for good ventilation.</li> <li>• Parents will be asked to send only essential items into school; coat, book bag, PE kit, water bottle (Y2).</li> <li>• UFS and Year 1 Children will be provided with water bottles which will be kept in school.</li> <li>• Year 2 Children will be asked to bring in dishwasher safe water bottles which will then be left in school.</li> <li>• Children bring in and keep their pump bags in school, taken home each half term.</li> </ul>
<b>Additional Cleaning</b>	<ul style="list-style-type: none"> <li>• Touch points such as tables, door surfaces/locks (in the toilets) sinks and taps etc. are cleaned by the caretaker once all the children are in and have washed their hands and cleaned at the end of the day by the cleaner.</li> <li>• Toilet doors touch points; sinks/taps will be cleaned after playtime and lunchtime.</li> <li>• Tables will be wiped down before or after playtime/lunchtime</li> <li>• Internal doors will remain open to avoid unnecessary touching of door handles and to promote good ventilation.</li> <li>• The caretaker will open the windows in the cloakrooms, one side of the hall.</li> <li>• If weather permits, staff will open classroom windows and will close these before leaving the building to go home.</li> <li>• Each area in use to be cleaned in line with advice at the end of each day.</li> <li>• Shared resources will be used on a rota basis and in line with guidance, will be left for at least 48 hours (72 hours for plastics) before being used again.</li> <li>• Cleaning spray and cloth in addition to anti-bacterial wipes available in each class.</li> <li>• At the end of each day shared toys or resources will be covered with a drape/moved out of use for the required length of time.</li> </ul>
<b>Hand hygiene</b>	<ul style="list-style-type: none"> <li>• Hand wash facilities including soap, paper towels and alcohol gel replenished throughout the day at every hand wash station.</li> <li>• All staff and children must wash their hands in accordance with guidance on arriving at school.</li> <li>• Children in Room 1 in Main School and all FS children in FSU will sanitise their hands on arrival, then wash them once all children have arrived.</li> <li>• Staff will ensure that children regularly wash their hands and supervise this; on arrival, after playtime, before eating, after lunch playtime, midway through the afternoon.</li> <li>• Staff will regularly wash their hands; where appropriate alongside the children, modelling good practice.</li> <li>• Children and staff to practice good respiratory hygiene by not touching their faces with unwashed hands and catching and binning coughs and sneezes, then washing/sanitising their hands.</li> <li>• Tissues to be available in each room.</li> <li>• After using a shared resource; large building bricks, jigsaw, construction kit with others from their grouping, children will wash their hands.</li> </ul>
<b>Drop off and collection</b>	<ul style="list-style-type: none"> <li>• Signs will remind parents/carers to remain 2 metres apart and to depart the playground immediately after collecting their child.</li> <li>• There will be a "Hello/Goodbye" line marked 2 metres from each entrance; parents/carers will not cross this line.</li> <li>• All parents will be sent a copy of the rules around collection, drop off and distancing.</li> <li>• Parents/carers are asked to wear masks at pick-up and drop off</li> <li>• At Main School, parents to wait socially distanced, within the Outdoor area outside for Room 1 or in the main playground for Room 2.</li> </ul>

	<ul style="list-style-type: none"> <li>• In Foundation Stage, parents will wait, socially distanced, within the playground.</li> <li>• 2 metre social distance arrows will initially be placed in the playgrounds to promote social distancing.</li> <li>• At Main School, gates to be open at 8.45 and classroom doors to be open so that pupils can enter as soon as they arrive.</li> <li>• Entrance time in Main School to be between 8.45am and 9.00am so that pupils arrive in a steady flow.</li> <li>• At Main School children in Room 1 will enter and exit school through the side gate and the side fire door, for Room 2 children will enter and exit through the top gate, the children's entrance and then through the door in the hall.</li> <li>• In Foundation Stage, the children will use the children's entrance.</li> <li>• In Foundation Stage – Lower Foundation Stage children will arrive between 8.45 and 9.00 and be collected at 11.45. Upper Foundation Stage will arrive between 8.45 and 9:00 and be collected at 3.00 as usual.</li> <li>• Parents to wait, with social distancing, within the playground to collect their child.</li> <li>• Gates open prior to drop off and collection times to ease the flow of people onto the site and avoid parents gathering at the school gates.</li> <li>• Gates to be opened at 2.45 to allow parents/carers to wait and space out within the playground. Full-time pupils to be dismissed at 3.00 and part-time pupils at 11.45.</li> <li>• Younger or older siblings who accompany adults at drop off/collection must stay alongside their adult and not play with the playground equipment.</li> <li>• Information regarding protocols, times for drop off/collection, guidance on social distancing within the playground whilst waiting, siblings remaining with their adult and the need to depart the playground immediately after collection will be shared with parents/carers before the children start back at school.</li> <li>• If parents/carers need to give information to staff, they will be asked to do so by email, requesting a call back if needed, and only when absolutely necessary to come to the school office door.</li> </ul>
<b>Lunch/playtime</b>	<ul style="list-style-type: none"> <li>• The children of both bubbles will use the Main School playground, separately at lunchtime, but only Key Stage One bubble will use the Main School trim trail.</li> <li>• Foundation Stage will dine first while Key Stage One have their lunchtime playtime, then Foundation Stage will go outside. Once they have exited, Key Stage One will come in to wash their hands.</li> <li>• Tables will be cleaned and reset before KS1 bubble enters the dining room.</li> <li>• In bad weather KS1 children will need to remain in classrooms, at lunchtime FS will use the assembly hall.</li> <li>• Lunchtime will be managed so that the bubbles remain separate except for any brief transit as necessary.</li> <li>• Pupils will not to move around school except for the toilet or to go to the dinner hall. All movement to be supervised as staffing levels permit.</li> <li>• All tables and chairs to be wiped once each group leaves the sitting.</li> <li>• In case of wet weather, FS children will use the assembly hall. The floor will be cleaned after KS1 assembly and the FS children will have their own Rainy Day toys; the Duplo; these toys and storage are not to be used by KS1. The hall floor will be cleaned afterwards.</li> </ul>
<b>Staff facilities</b>	<ul style="list-style-type: none"> <li>• For break time and lunchtime staff will use both the staffroom, Resource area and the Headteacher's office (unless in use for an unwell child or adult) to avoid congestion and furnishings will be adjusted to promote social distancing.</li> <li>• Staff to be responsible for washing their own crockery and pots up.</li> <li>• Staff to be encouraged to bring own reusable cup.</li> <li>• Staff to be reminded of and be personally responsible for maintaining a social distance of 2 metres.</li> <li>• Wipes made available for wiping telephones before use by another member of staff.</li> </ul>

<b>DSL/Child protection and safeguarding</b>	<ul style="list-style-type: none"> <li>• DSL or deputy DSL on site every day.</li> <li>• Same protocols for how to raise a concern about a pupil as before.</li> <li>• Addendum to Safeguarding policy on website.</li> <li>• Children encouraged to speak with staff about worries - mini circle times and use of Wolfgang stories to promote discussion.</li> </ul>
<b>Premises/First Aid</b>	<ul style="list-style-type: none"> <li>• Building maintained and safe for pupils and staff, compliant with all regulations, all checks carried out.</li> <li>• All staff will be briefed on procedures regarding unwell children/staff.</li> <li>• Any unwell child/staff member to be taken to Headteacher's office and remain there until the child can be collected by parent or the staff member is able to travel home safely.</li> <li>• Gloves and masks in the first aid boxes are available to be used if treating a child in close proximity.</li> <li>• Emergency PPE is in school for dealing with complex needs or if there is a suspected case of COVID-19.</li> <li>• When first aid / bump notes need signing by the parent / carer the child will go to the back of the dismissing line, holding their 'bump note'. The member of staff dismissing the child, from a distance of 2 metres, will explain and read aloud from their copy of the bump note to the parent / carer and then pp on behalf of the parent / carer.</li> <li>• In the event of a fire alarm, evacuate to main playground/FS OLE and stand with your class group, lines as socially distanced as possible.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Building will be cleaned at the end of each day. Please leave surfaces as clear as possible. Packs under the chairs so that hard surfaces can be wiped.</li> <li>• Bins to all have bin liners, rubbish from bins to go into large bin bags before disposal in external bins.</li> <li>• If a case of C19 is suspected, rubbish to be double bagged and stored safely external to building to await test results/advice on disposal from PHE.</li> <li>• Staff to leave the building by 5pm, except in specific circumstances.</li> </ul>

**Who Will Carry Out These Actions:-**

Headteacher / Senior Leadership Team – planning, creating procedures and protocols, informing parents and children, ensuring the risk assessment is followed, purchasing additional resources and arranging additional staff hours as necessary.

All school adults – adhering to this risk assessment and the actions and policies outlined, ensuring day-to-day observance by themselves and the children.

Caretaker – to empty bins in line with risk assessment and ensure all supplies are topped up along with additional supplies nearby, morning cleaning of taps, sinks, door handles etc after arrival of children and staff.

Castle Cleaning – to undertake end of day cleaning in line with risk assessment.

Parents / Carers – reading and following protocols, supporting children.

Governing Body – ensuring a robust risk assessment is in place and monitoring this.

This risk assessment was written by TS, KO, YS, JEF (with input from staff and reviewed by FGB)  
Date: January and February 2021

**Amendments/Review**

**Children Reopening to all children (8th March 2021)**

Persons at risk and Hazards; as in main body of Risk Assessment (RA)

Additional Risks –

- i. That “fatigue” with systems of control, in addition to the “normalisation” of risks (being in Lockdown since 5<sup>th</sup> January), plus relief in return to school leads to complacency with regards to protocols
- ii. Children may be anxious or uncertain after almost a year of disrupted education

#### **Actions Put in Place to Mitigate the Risks**

- RA sent out to parents and carers prior to return to school of all pupils
- In line with latest evidence; higher rate of infection in 5-12 year olds, parents/carers reminded NOT TO SEND UNWELL CHILDREN to school
- Stress protocols for mask wearing at drop off/pick up and social distancing – use existing gates/drop off points and timings, no one who is unwell (parent/carer/child/staff member/visitor) should be onsite
- Staff to reread updated RA and discuss at Team meetings prior to return of all pupils
- Reminders to children of handwash/use of hand sanitiser and re-iteration of respiratory hygiene protocols – use of tissues and hand wash/sanitiser etc as Main RA, careful supervision of this
- Reassure children of safety of school, we are doing these things to keep us safe and school is a safe place to be
- Familiar routines quickly re-established
- Staff to have a focus on well-being and Personal, Social and Emotional Development as well as academic curriculum, re-establishing social connections between children in class and across school, also between staff and children
- Staff to build in opportunities for independent learning and decision making to build self-confidence and self-esteem

#### **Singing/humming in school**

Persons at risk and Hazards; as in main body of RA

#### **Actions Put in Place to Mitigate the Risks**

- children must be spaced apart and all facing in the same direction
- singing session should be short; 15 minutes of actual singing as a maximum
- the room must have good ventilation
- it must be quiet singing.

RA based on

<https://www.musicmark.org.uk/wp-content/uploads/Guidance-for-Schools.pdf>

#### **Items into school**

Persons at risk and Hazards; as in main body of RA

#### **Actions Put in Place to Mitigate the Risks**

- reminders sent home; (Parent Hub, email); please do not send in birthday cards etc
- hazard - Key rings etc on book bags; letter sent home (Parent Hub, email) to ask for these to be removed and why
- Items brought in by children to support topic etc; these will be “quarantined” for 72 hours before use

#### **Cold weather/indoor temperatures too low**

Persons at risk and Hazards; as in main body of RA plus risk that temperatures in class become too low-children are too cold to be safe or learn

#### **Actions Put in Place to Mitigate the Risks**

- Staff to inform Headteacher – reminder home (Parent Hub, email) asking parents/carers to ensure children are warmly dressed
- Staff may choose to close one of the open windows/doors to raise the temperature (for not more than 10 minutes then reopen)

- Internal doors MUST remain open to ensure airflow from hallway/cloakroom windows which need to always remain open

### **Lockdown**

Persons at risk and Hazards; as in main body of RA

Additional Risks;

Too many children attend school creating a high risk to attending children and school staff

- Clear guidance from Headteacher on need to only send in children when essential for key worker to fulfil their role and only on days when in role
- SLT to monitor uptake of places and raise with FGB if needed

Lost learning and disengagement from school due to Lockdown

- Digital platform issues finalised, ongoing staff training, including expectations
- Remote learning put in place with use of high quality video lessons and other resources
- Learning set up so that it can be accessed on Smart phone or tablet
- Parents/carers asked to communicate if access to technology (including Wi-Fi/broadband) is an issue
- Paper copies of work or other materials available to collect on request
- Use of Teams meetings, in place of phone calls, to provide feedback/assessment/engagement
- Protocols for sending in work/attending teams meetings communicated to parents
- Procedure for follow-up of non-attendance/non-engagement in place
- Ongoing support and understanding of pressures clearly communicated to parents/carers – priority of mental health and wellbeing of individuals and family made clear
- Email/phone call support to individual families available as needed, identified by parents/carers or staff monitoring

Low numbers require changes to systems

- Ongoing review of systems, adapted as need to existing numbers whilst maintain two distinct bubbles; FS and KS1

### **New variant – increased risk of transmissibility**

Persons at risk and Hazards; as in main body of RA

#### **Actions Put in Place to Mitigate the Risks**

- Reminder to staff to follow protocols in RA, including cleaning and rotation of used resources.
- Extra vigilance with children and visitors in regards to hand washing/sanitising
- Essential visitors to school to wear masks whilst moving around school
- Monitor results of LFT; revisit RA as needed if results indicate need

### **Lateral Flow Tests**

All school staff to be offered the option to opt in to staff Lateral flow testing. Staff training to take place. Sessions to be repeated to allow all staff to attend training. “Mop up” sessions to be put on as required for any absent staff. Staff training to include direction to NHS video on how to administer the home test.

Risks;

LFD KITS SUPPLY and DISTRIBUTION;

Risks	Mitigating Actions
Stock Shortages (LFD kits)	Systems in place to reorder when stock is low (subject to availability from DHSC)
Unavailable storage between 2-30 degrees C (LFD kits)	Stock stored safely and securely in main school building; all SLT aware of location

LFD distribution management and tracking (LFD kits)	Test kit log set up and maintained by trained staff
Safe distribution of kits (LFD kits)	Staff trained in distribution
Timely re-distribution of kits before staff run out of them (LFD kits)	Staff training includes need to alert test admin once only two tests left and collect new box of tests
RESULTS REPORTING and RECORDING	
Reporting of only positive results (LFD test reporting)	Staff training includes need to report all LFT results
Poor result reporting compliance to schools (LFD test reporting)	System of reporting included in staff training and any non-reports followed up by test admin
Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)	Test Lead (HT) to follow guidance on how to report incidents
Incident escalation protocols and feedback loop (LFD test reporting)	Staff training includes need to report incidents to school. Test Lead (HT) to follow guidance on how to report incidents
BUSINESS CONTINUITY	
Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Arrangements made for cover in event of staff absence/bubble closure, including shift to remote learning if needed and use of known supply/agency staff or in-house cover when possible
COVID and OUTBREAK RESPONSE	
Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)	Contact PH in event of cases as well as DFE helpline and follow advice as given. In event of closure go to Remote learning and arrange additional cleaning if recommended by Public Health.