

South Ossett Infants' Academy

Risk Assessment

From 6th September 2021 onwards

Ongoing Review in line with changing advice

www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance

www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic

Key Points to note

- We no longer recommend that it is necessary to keep children in consistent groups ('bubbles').
- Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
they are fully vaccinated
they are below the age of 18 years and 6 months
- Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.
- The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.
- Schools - should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission.

Schools should have the following control measures in place -

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This risk assessment, approved by the governing body and reviewed for September 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.

Who May be Harmed

- Any child on site
- Any adult on site, staff, parents/carers, governors, volunteers, contractors, other visitors

Actions Put in Place to Mitigate the Risks

People	<ul style="list-style-type: none"> • Key points and mitigating actions and procedures shared with all staff. • All staff to read and sign the risk assessment. • Staff training on how to safely put on/remove PPE in the event it is needed. • The risk assessment is to be shared with parents – all parents to understand the reasonably practicable mitigating actions and procedures in place. • Government guidance on clinically extremely vulnerable and clinically vulnerable staff will be followed. • Pupils, parents, carers, staff are not to visit the site if they are displaying symptoms. • Notices displayed at all entrance points. • Medical/social services/school related professionals may visit site; protocols made clear on arrival. • Other visitors to the site limited to maintenance and delivery of essential goods and where possible only by prior appointment. • All visitors asked to confirm they are not displaying symptoms of COVID 19 before being allowed onto the site. • All visitors directed to use sanitising gel at entrance. • All adult visitors to school will be asked 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. • High levels of vigilance around developing symptoms – children and staff sent home if displaying symptoms to follow self-isolation guidance. • Parents informed not to send child to school if showing any symptoms of being unwell. • Staff offered to opt in to twice weekly lateral flow testing
Organisation	<ul style="list-style-type: none"> • Wherever possible staff will be mindful of differing viewpoints on social distancing • Parents/carers are not to enter the school building with the children. • In Foundation Stage, the children will use the children’s entrance, in KS1 both classes will enter via the children's entrance • iPads will be returned to a specified place after use. These will be wiped down regularly. Keyboards will also be wiped down regularly. • 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). • Where it matches the learning objectives and weather permitting, learning will take place outdoors. • If undertaking PE in the hall rather than outside, windows and doors need to be open for good ventilation. • UFS, Year 1 and Y2 children will be provided with water bottles by school which will be kept in school. • Children bring in and keep their pump bags in school, taken home each half term.
Additional Cleaning	<ul style="list-style-type: none"> • 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. • Toilet doors touch points; sinks/taps will be cleaned after lunchtime. • Tables will be wiped down before or after lunchtime • Internal doors will remain open to avoid unnecessary touching of door handles and to promote good ventilation. • The caretaker will open the windows in the cloakrooms, one side of the hall. • External doors will be opened at playtime and lunchtime to allow a complete refresh of air within the classroom. • Staff will open classroom windows and will close these before leaving the building to go home. • Each area in use to be cleaned in line with advice at the end of each day by school cleaner.

	<ul style="list-style-type: none"> • Cleaning spray and cloth in addition to anti-bacterial wipes available in each class.
Hand hygiene	<ul style="list-style-type: none"> • Hand wash facilities including soap, paper towels and alcohol gel replenished throughout the day at every hand wash station. • All staff and children must wash their hands in accordance with guidance on arriving at school. • All FS children in FSU will sanitise their hands on arrival, then wash them once all children have arrived. • Staff will ensure that children regularly wash their hands and supervise this; on arrival, after playtime, before eating, after lunch playtime and as needed for good respiratory hygiene. • Staff will regularly wash their hands; where appropriate alongside the children, modelling good practice. • 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. • Tissues to be available in each room. • After using a shared resource; large building bricks, jigsaw, construction kit with others from their grouping, children will wash their hands.
Drop off and collection	<ul style="list-style-type: none"> • Younger or older siblings who accompany adults at drop off/collection must stay alongside their adult and not play with the playground equipment. • There will be a “Hello/Goodbye” line marked 2 metres from each entrance; parents/carers should not cross this line, unless absolutely necessary. • All parents will be sent a copy of the rules around collection, drop off and distancing. • At Main School, parents to wait socially distanced within the Main playground • In Foundation Stage, parents will wait, socially distanced, within the playground. • At Main School, gates to be open at 8.30 and the cloakroom door will be opened at 8.45 • Entrance time in Main School to be between 8.45am and 9.00am so that pupils arrive in a steady flow. • In Foundation Stage, the children will use the children’s entrance. • 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. • Parents to wait within the playground to collect their child. • 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. • 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. • 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. • If parents/carers need to give information to staff, they will be asked to do so by email, requesting a call back if needed, or if necessary to come to the school office door.
Lunch/playtime	<ul style="list-style-type: none"> • The children will use the Main School playground. • The Key Stages will be consistently mixed for lunchtimes. • Children will get an allocated table for dining. • In bad weather the children will use the assembly hall and classroom One. • 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. • All tables and chairs to be wiped once each group leaves the sitting.
Staff facilities	<ul style="list-style-type: none"> • For break time and lunchtime staff will use the staffroom or Quiet Room. • Staff will consider distance from others when choosing seats and moving around the staffroom.

	<ul style="list-style-type: none"> • Staff to be responsible for washing their own crockery and pots up. • Staff to be reminded of and be personally responsible for maintaining a comfortable distance. • Wipes made available for wiping telephones before use by another member of staff.
DSL/Child protection and safeguarding	<ul style="list-style-type: none"> • DSL or deputy DSL on site every day. • Same protocols for how to raise a concern about a pupil as before. • Addendum to Safeguarding policy on website. • Children encouraged to speak with staff about worries - mini circle times and use of Wolfgang stories to promote discussion.
Premises/First Aid	<ul style="list-style-type: none"> • Building maintained and safe for pupils and staff, compliant with all regulations, all checks carried out. • All staff will be briefed on procedures regarding unwell children/staff. • 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. • Gloves and masks in the first aid boxes are available to be used if treating a child in close proximity. • Emergency PPE is in school for dealing with complex needs or if there is a suspected case of COVID-19. • 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. • 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.
Cleaning	<ul style="list-style-type: none"> • Building will be cleaned at the end of each day. Please leave surfaces as clear as possible. • Bins to all have bin liners, rubbish from bins to go into large bin bags before disposal in external bins. • 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. • Staff to leave the building by 5pm, except in specific circumstances.

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 initially written by TS, KO, YS, JEF , with input from staff and reviewed by FGB.
Date: September 2021

Amendments/Review

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>

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.
Additional Review Points -	

--	--

Discussed with staff and shared with governors on 6th September 2021

Sent out to parents on 6th September 2021