

Risk Assessment for full school re opening March 2021

Name of assessor		Geraldine Fitzmaurice - Executive Headteacher Coral Wasylenczuk - School Business Manager			Date			26/02/2021				
School		Sir Thomas Abney Primary School			Review Date			Monthly				
Task being assessed		<p>Operational Risk Assessment in preparation for full school re opening to all children from March 8th 2021</p> <ul style="list-style-type: none"> - Provision provided for all children across all year groups. Assumptions underpinning this risk assessment: - This is a WORKING DOCUMENT and therefore subject to change. - This incorporates government guidance <p style="text-align: right;">Following the government's announcement on Monday 22nd February, all pupils from Nursery to Year 6 must return to school on Monday 8th March. School attendance is mandatory.</p> <p>The updated government guidance with regards to the full return to school can be viewed on the DfE website.</p> <p>Proposed offer will be:</p> <ul style="list-style-type: none"> o All years groups will be expected to return to school full time from Monday 8th March 2021, attendance is compulsory o All Teaching Staff will be teaching in school, all school support, premises, admin and catering staff will be on site. This will allow for the safe and effective running of all aspects of the school day. All members of SLT / safeguarding lead and first aiders will be on site daily o year group bubbles will be back in operation, each bubble has an allocated space in the lunch hall and playground to limit contact with other year groups and sharing of communal areas o Bubbles will be taught separately and encouraged to social distance from each other as appropriate o Start and finish times will be staggered, with classes divided into two groups. All children will enter through the main gate and exit via the KS1 gate. The playgrounds are extensive and allow for social distancing between families o Each bubble has its own corridor and allocated toilets o Wraparound care provision will be provided in the form of breakfast club and after-school play centre, the provision will only be used where necessary, (e.g. to support parents to attend work, to attend full time study) 										
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/ monitored by whom?	Action/ monitored by when?
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Full School re-opening for year groups Nursery - year 6	Staff Parents Children Visitors	Contracting the virus Spreading the virus to others	* Carry out risk assessment	5	5	H	<ul style="list-style-type: none"> * The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those affected * Risk assessment constantly being reviewed. * Due to the high level of COVID 19 , staff will be wearing face coverings when meeting the children and parents at the gate and walking in or around communal areas. All visitors, including parents are not permitted on the school site with out wearing a face covering-unless exemption has been recieved. Site manager and SLT will be at the gates monitoring this at drop off and collection. * The assessment should directly address risk associated with coronavirus, so that sensible measures can be put in place to control risk those risks for the children and staff *There are no visitors on site unless by prior appointment and authorised by SLT. All will be asked to wear a face covering, unless exempt. *Staff to be advised that hands must be washed before and after touching face coverings, all face coverings to be stored safely in individual, sealable bag between use * Staff advised that any face covering that becomes damp must not be worn and removed and replaced carefully * Strict cleaning schedule in place including all communal spaces * Staff are provided with Lateral flow tests twice weekly, they are required to let the school office know if they recieve a 	1	1	M	LW, GF, GA	08/03/2021
Staff availability Extremely Clinically Vulnerable - Staff members with underlying health conditions may be heightened risk	Staff	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * Staff identified as Extremely Vulnerable – Shielding at home – follow PHE guidance * Vulnerability risk assessments to be completed for all staff. * The health status and availability of every member of staff should be known and is regularly updated so that deployment can be planned * Staff members receive twice weekly welfare calls from their line manager to ensure they are safe. * Staff members sent on-line CPD suggestions and reading material for their continued professional development. 	3	5	H	<ul style="list-style-type: none"> * Vulnerability risk assessment to be completed for all school staff * Identification of minimal permissible staffing levels to support opening of the school * Full use is made of those staff who are unable to work in school but who are well enough to be assigned duties * Updated risk assessments carried out by CW/LW * Due to the restrictions staff on the extremely clinically vulnerable list are reviewing their risk assessment and are not allowed on school site until the 31st March 2021. 	1	1	M	CW, LW	08/03/2021

<p>Staff availability Clinically vulnerable - Living with or caring for someone with health conditions which puts them at heightened risk. BAME aged 50+</p>	<p>Staff</p>	<p>Contracting the virus Spreading the virus to others</p>	<p>* Staff members have been invited to identify as living or caring for someone with health conditions which puts them at heightened risk and are being supported to work from home where possible * Full use is made if those staff who are self-isolating or shielding are well enough to work from home * Flexible and responsive use of SLT, PPA teachers and support staff to supervise classes in place * Staff members receive welfare calls/contact from their line manager/ phase leader * Complete risk assessment if requested to be on site (BAMEed Risk Assessment for staff members who are aged 50+) * Vulnerability risk assessments to be completed for all staff. * The health status and availability of every member of staff should be known and is regularly updated so that deployment can be planned. * Prioritisation of vulnerable groups for self-isolating and working from home planning * Identification of minimal permissible staffing</p>	<p>3</p>	<p>4</p>	<p>H</p>	<p>* Vulnerability risk assessment completed for all school staff * Identification of minimal permissible staffing levels to support opening of the school * Full use is made of those staff who are self-isolating, shielded, in quarantine but who are well enough to be assigned duties * Updated risk assessments carried out by CW/LW if staff members circumstances change. * If any staff member is identified as clinically extremely vulnerable, the government is writing to everybody who falls in to this group to set out detailed advice while the new restrictions are in place This guidance is for everyone in England who has been identified as clinically extremely vulnerable. If any staff member falls in to this group they will and would previously have received a letter from the NHS or from their GP. The school fully supports this</p>	<p>2</p>	<p>2</p>	<p>L</p>	<p>CW LW</p>	<p>08/03/2021</p>
<p>Transport</p>	<p>Staff Children Contractors Volunteers</p>	<p>Contracting the virus Spreading the virus to others</p>	<p>* Staff members have been invited to identify how they travel to work * Use of face coverings on transport * Hackney Parking Scheme in place for staff who meet the criteria outlined on the guidance.</p>	<p>2</p>	<p>3</p>	<p>M</p>	<p>* No car sharing * Staff advised to use one mode of transport in to work / car/ bike / walk * Start times for staff are normal core times but can leave earlier to avoid busy times on public transport where possible. Staff meetings conducted virtually to enable staff to avoid busy times on public transport</p>	<p>2</p>	<p>2</p>	<p>L</p>	<p>CW LW</p>	<p>08/03/2021</p>

Social distancing Within school circulation areas	Staff Contractors Children Volunteers	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * Agree new timetable and arrangements agreed for each bubble - Circulation plans have been reviewed and revised – entrances and exits, movement around the building and one-way systems. * Clear signage across the school and areas of excess contact * Movement of children around the school is minimised as much as possible, with children staying in classrooms and staff moving around * Arrangements in place to support children who are self isolating with remote learning at home * Start times and finish times return back to normal core hours, with staggered start and finish times (two groups) * Children are regularly briefed regarding observing social distance guidance * Appropriate duty rota and levels of supervision are in place * Staff rooms and offices have been reviewed and configurations of furniture and workstations have been put in place for social distancing. * <u>Floor markings are visible to enable</u> 	4	4	H	<ul style="list-style-type: none"> * Communication sent home to parents to inform them of procedures e.g. entrance, exit and limited use of the school, face coverings to be worn on collection and drop off, no entrance to school office *Break and lunch times have been incorporated into the timing of the school day * Face covering are worn by staff in communal areas and on the main gate for collection and drop off * Hand sanitiser at all entrances and exits * Certain areas of the school and corridors are assigned to a bubble to avoid mixing of groups * Assemblies are carried out online through Google Meets to avoid large gatherings * All windows are open in the corridors * All multi use rooms are timetabled to avoid mixing of bubbles and to allow cleaning 	3	3	M	GF LW GA	08/03/2021
Social distance Within school classrooms	Staff Children Volunteers	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> *New timetable and arrangements for each bubble agreed * Arrangements in place to support children when not at school due to self isolating with remote learning at home * Classroom size and numbers reviewed * Classrooms arranged for seating in rows facing the front (Yrs3-6) * Clear signage in classrooms * Markings are visible to enable compliance with social distancing * Hand sanitizer, tissues, wipes and cleaning materials present in each classroom and used space * Bins in each classroom * Children to receive individual stationery and limit sharing of communal resources in class * Each classroom has a door wedge so it can be kept open * Adapt behaviour and safeguarding policy and communicate with children, staff and parents * The classrooms and spaces used have good ventilation. Windows and doors to be kept open to help with ventilation. 	3	3	M	<ul style="list-style-type: none"> * Staff to stand in front of the class to maintain social distancing from children -where possible * cleaning times built into the day for additional cleaning in classrooms * Face coverings will be used in communal rooms * Classrooms have been rearranged so teachers adhere to social distancing where possible * Well ventilated classrooms * Premises and kitchen to wear face coverings as they are in shared spaces * Staff on site to be in their own room and not to use shared spaces. If they have to then they should wear a face covering * Maximum number of staff per communal space to allow social distancing 	2	2	L	GF LW GA	08/03/2021

Social distancing Within school during peaked times – Start and finish of day Break/lunch times	Staff Children Contractors Volunteers	Contracting the virus Spreading the virus to others	* Staggered break and lunch times * Allocated areas for each bubble * Agree new timetable and arrangements in place for each bubble * Arrangements in place to support children who are self isolating with remote learning at home * Start times and finish times are the same * The number of entrances and exits used are maximised * Small office or workrooms to be out of bounds * Staff and children are briefed, and signage provided to identify which entrances, exits and circulation routes to use * A plan in place for managing movement of children and staff on arrival to avoid groups of people congregating * Floor markings visible where it is necessary	4	4	H	* Have a process for removing face coverings when children and staff who use them arrive at school and communicate it clearly to them, all face coverings need to be stored in sealed bags and placed in a bin * Face coverings to be worn by staff when queuing for lunch * Kitchen Staff to wear face coverings in the kitchen at all times	2	2	L	GF LW GA	08/03/2021
First aid provision	Staff Children Contractors	Contracting the virus Spreading the virus to others	* Children whose care involves the use of PPE should continue to be managed in the same way * Appropriate level of first aiders on site - PPE Trained * A room assigned for unwell Children, or those with suspected COVID 19, with PPE equipment - face mask, gloves, apron * First aid training given to all school staff	2	3	M	* isolation room only for suspected COVID 19 children or staff * Regular teams call with the School nurse	1	1	M	GF LW JB	08/03/2021
Attendance	Staff Children Contractors Volunteers	Contracting the virus Spreading the virus to others	* Staff and children must be advised to not attend school if they have any signs and symptoms of COVID-19 * Inentry system used to sign in contractors and staff and guidance given on social distancing and hygiene as they arrive. Hand sanitiser is based at reception * Parents are advised to not send children in to school who are unwell or showing any	3	3	M	* Identification of minimal permissible staffing levels to support opening of the school * Engage with the NHS Test and Trace process * Manage confirmed cases of COVID-19 amongst the school community. Contain any outbreak by following local health protection team advice * Follow all Hackney Education procedures	2	2	L	GF LW	08/03/2021

Hygiene Control & Cleaning	Staff Children Contractors Volunteers	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * Agree new timetable and arrangements agreed for each bubble * Share with parents, children and staff hygiene controls * Cleaning schedule has been put in place that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms, shared spaces, surfaces and toilets * Regular hand washing for staff and children for at least 20 seconds. All staff and children advised and sanitiser in all classrooms * Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Rooms have a sign, box of tissues and a bin provided * Availability of hot water and soap * Hand sanitiser, tissues and cleaning materials supplied in each classroom and used space * Teacher or support staff assigned to the same children throughout the day / week * Same classrooms to be used daily * Supervision of hand sanitiser use * Availability of soap and hand washing to all staff and children across the school * Coordinated approach adopted to the placement and replenishment of hand wash/sanitisers 	2	3	M	<ul style="list-style-type: none"> * Hand sanitiser stations distributed throughout the school * Increased cleaning of all touchpoints, handles, toilets, communal areas * Site Manager immediately contacted once classrooms are identified with a positive case for cleaning, all staff and children advised to wash hands * Premises team to follow daily cleaning schedule Review enhanced cleaning arrangements for high touch surfaces 	2	2	L	GF LW GA	08/03/2021
Preparation and serving of food	Staff Children Volunteers	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * Risk assessments - Kitchen * Catering Manager to review kitchen schedule and remind kitchen staff of face coverings * Break-times and lunchtimes are staggered * The number of entrances and exits used are maximised * Use is made of dining room and lower hall * Staff and Children are briefed, and signage provided to identify which entrances, exits and circulation routes to use. * A plan in place for managing movement of children and staff on arrival to avoid bubble mixing and staff congregating * Floor markings visible where it is necessary for children to queue 	2	3	M	<ul style="list-style-type: none"> * All staff to wear facecoverings when serving/collecting food for the children 	2	2	L	GF LW TA	08/03/2021

School Premises	Staff Children Contractors Volunteers	Contracting the virus Spreading the virus to others	* Making sure the site is safe and follows the guidance * Usual pre-term building checks are undertaken to make the school safe * Emergency drills as normal following social distancing where appropriate * Social distancing and hygiene are explained to contractors on or before arrival * Risk assessments shared with all staff * Fire safety and evacuation procedure circulated and applied. Evacuation arrangements have been reviewed to take into consideration the effects of social distancing * Safeguarding and security procedures circulated and adhered to	2	3	M	* Heating is being checked in the whole building to ensure it is in working order * Site Manager to review ventilation arrangements - ensuring fresh air is getting into the building at all times. * All contractors to wear face coverings while they are on site.	2	2	L	GF LW GA	08/03/2021
Use of equipment	Staff Children Volunteers	Contracting the virus Spreading the virus to others	* Staff and Children to have their own resources * Keyboards, art, sports, music equipment to be cleaned thoroughly between groups and if possible leave unused for a period of time. (48 hours/72 hours for plastics) * Wipes are placed in each room and becomes part of the children packing away routine	2	3	M	* Hand sanitiser units are in all rooms so equipment is wiped frequently	2	2	L	GF LW GA	08/03/2021
Physical Activity	Staff Children Volunteers	Contracting the virus Spreading the virus to others	* Children to be kept in consistent groups * No contact sports * Windows and doors to be opened to maintain good ventilation if hall used * Sports equipment thoroughly cleaned after each use * Prioritising outdoor sports or large indoor spaces used if not possible.	2	3	M	* Large grounds enable PE lessons to take place outdoors	2	2	L	GF LW WR	08/03/2021
Educational Visits	Staff Children Volunteers	Contracting the virus Spreading the virus to others	* No off-site educational trips until further notice	4	4	H	* To be reviewed	1	1	M	GF LW	08/03/2021

Potential Covid 19 Case at School	Staff Children Volunteers	Contracting the virus Spreading the virus to others	Someone falling ill while at school / or home and has been in close contact with other children or staff within 48 hours	4	4	H	<ul style="list-style-type: none"> • Staff member to use PPE [mask/ gloves] • Temperature taken • Parent/ carer contacted immediately • Isolated externally - use allocated room • Person that is ill to wear face mask • After the child is collected thoroughly clean areas used • Covid 19 case in school - contact Hilary Smith@HLT and DFE • School to offer support with booking a test (admin team to support with this over telephone if required) • School to maintain a stock of tests (admin to reorder as required) • School to be contacted by parent / carers with a copy of results once they have been received • Test and trace protocols to be followed as advised 	2	2	L	GF LW GA	08/03/2021
Signature	Geraldine Fitzmaurice			Position		Executive Headteacher					Date	26/02/2021
Signature				Position							Date	