

Risk Assessment for National Lockdown Jan 2021

Name of assessor		Geraldine Fitzmaurice-Executive Headteacher Coral Wasylenscuk - School Business Manager			Date			15/01/2021				
School		Sir Thomas Abney Primary School			Review Date			09/02/2021				
Task being assessed		<p>Operational risk assessment while in national lockdown -</p> <p>Provision provided for critical worker children and vulnerable children. Assumptions underpinning this risk assessment:</p> <ul style="list-style-type: none"> - The government say that schools should remain open for critical workers and vulnerable children only - This is a WORKING DOCUMENT and therefore subject to change - This incorporates government guidance <p>Proposed offer will be:</p> <ul style="list-style-type: none"> o Staff and pupils will be working in year group bubbles. Each will comprise of 10 - 15 children per group, working in year group specific classes where possible o The maximum number of children in school will be 75 o Teaching Staff will be working remotely from home as well as those identified as extremely clinically vulnerable and those who can carry out their duties at home. The great majority of class based support staff will be on site. Rofas will vary depending on roles. This will allow the school to manage the safe and effective running of all aspects of the school day. A member of SLT, admin, premises, safeguarding and first aid will be in school each day o Each bubble will have an allocated timeslot in the lunch hall and dedicated playground ensuring bubbles do not use the same communal areas o Bubbles will be taught separately and encouraged to socially distance from each other. Bubbles made up of more than one class may be split into small class groups for learning o Start and finish times will remain the same and all children will enter and exit through the main gate which is wide enough to ensure social distancing o Each bubble will have its own classroom and allocated toilets o Wraparound care provision, breakfast club and after school playcentre will remain closed 										
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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Actions for school opening for key worker and Vulnerable children during pandemic following the increased prevalence, new variants and infection rates of Covid-19	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 *All systems of control outlined in the Govt guidance will be adhered to * Risk assessment constantly being reviewed. * Due to the high level of COVID 19 in the borough, staff will be wearing face coverings when meeting the children and parents at the gate and advised to wear one when walking in or around the communal areas. Parents have also been asked to wear face coverings when they are dropping off their children and picking them up. * The assessment should directly address risk associated with coronavirus, so that sensible measures can be put in place to control risks for the children and staff *There are no visitors on site unless pre arranged with SLT. All visitors will be asked to wear a face covering and will receive a health and safety guidance sheet when signing in, * Reduce occupancy in order to minimise the risk of COVID-19 to staff and children. There will be 5 small bubbles max 15 children with 2-3 staff. We will be open from 9.00 am-3.15 	3	3	M	GF GA	29/01/2021

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 weekly meetings from their phase leaders and welfare calls from their line manager if unwell. 	3	5	H	<ul style="list-style-type: none"> * Vulnerability risk assessment completed for all school staff * Identification of minimal permissible staffing levels to support opening of the school reviewed weekly * Full use is made of those staff who are in quarantine but who are well enough to be assigned duties * Updated risk assessments carried out by LW if staff members circumstances change * Due to the new lockdown restrictions staff on the extremely clinically vulnerable list are shielded and are not allowed on school site 	3	3	M	GF LW	29/01/2021
Staff availability Clinically vulnerable - Living with or caring for some one with health conditions which puts them at heightened risk. BAME aged 50+	Staff	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * 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. * Full use is made if those staff who are self-isolating or shielding but who 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 weekly contact from their line manager / phase leader to ensure they are safe. * Complete risk assessment if asked to be on site (BAMEed Risk Assessment for staff members that are aged 50+) * Registered the school for staff to be COVID19 tested. * 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 levels to support wider opening of the school 	3	4	H	<ul style="list-style-type: none"> * 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 shielded or working from home but who are well enough to be assigned duties * Updated risk assessments carried out by LW if staff members circumstances change. * If any staff member is identified as clinically extremely vulnerable, the Government will write 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 telling them this. One member of premises staff shielded and the school fully supports this recommendation. 	3	3	M	GF LW	29/01/2021
Transport	Staff Children Contractors Volunteers	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * 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. 	2	3	M	<ul style="list-style-type: none"> * No car sharing * Staff advised to use one mode of transport in to work / car/ bike / walk and to make use of Hackney Parking Scheme if required * Start times for staff are normal core times but can leave earlier to avoid busy times on public transport * Operating hours have changed for the school to allow staff to get home earlier and avoid busy times on public transport * If staff can work from home they are advised to do so 	2	3	M	GF LW	29/01/2021

Social distancing Within school circulation areas	Staff Contractors Children Volunteers	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * Agreed number of children and staff who can attend the premises on any given day to enable compliance with social distancing rules * 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 and posters across the school and areas of excess contact (photocopiers, door handles) * 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 when not at school with remote learning at home * Start times, finished times and movement around the building is staggered. * 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 	4	4	H	<ul style="list-style-type: none"> * Communication sent home to parents to inform them of new procedures e.g. start and finish time, entrance, exit and limited use of the school *Break and lunch times have been incorporated into the timing of the school day * Face covering are advised to be worn in communal areas and on the main gate for collection and drop off * Hand sanitiser in all rooms and at entry and exit points * 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 after every use 	3	3	M	GF LW	29/01/2021
Social distance Within school classrooms	Staff Children Volunteers	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * Agreed number of children who can attend the premises on any given day to enable compliance with social distancing rules * Agree new timetable and arrangements agreed for each bubble * Arrangements in place to support children when not at school with remote learning at home * Classroom size and numbers reviewed * Classrooms arranged for seating in rows facing the front * 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 no resources are shared * Each classroom will have a door wedge so it can be kept open * Adapt behaviour and safeguarding policy and communicate with children, staff and parents * IT facilities in the classroom to enable staff 	3	3	M	<ul style="list-style-type: none"> * Staff to stand in front of the class to maintain social distancing from children and adults (colleagues) when possible * cleaning times built into the day for additional cleaning * Face coverings and/or screens will be used in small classrooms. Sign on door advising of maximum occupancy * Classrooms have been rearranged so teachers adhere to social distancing when possible * Well ventilated classrooms * Premises and Kitchen to wear face covering 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 * Staff in the office, kitchen and premises on a rota basis to minimise contact 	3	3	M	GF & LW	29/01/2021

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	* Agreed number of children who can attend the premises on any given day to enable compliance with social distancing rules * 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 when not at school 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 * Different entrance and exits are used for different bubbles * 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 for children to queue	4	4	H	Limited numbers of staff and children attending during current partial closure. Staggered timetables for breaks and lunches, smaller class sizes enable ease of movement around school. Staff and children briefed on controls to keep them safe.	3	3	M	GF LW	29/01/2021
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, equip with PPE equipment - face mask, gloves, apron * PPE training given * Any student with an underlying health or medical condition should stay at home and	2	3	M	* isolation room only for suspected COVID 19 children or staff * Regular contact with school nurse and regular checks on supply of PPE	2	3	M	GF LW	29/01/2021
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 * Inventory 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 signs	3	3	M	* Identification of minimal permissible staffing levels to support opening of the school * Engage with the NHS Test and Trace process and RFTs for staff- advise of twice weekly testing * 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	3	3	M	GF LW	29/01/2021

Hygiene Control & Cleaning	Staff Children Contractors Volunteers	Contracting the virus Spreading the virus to others	<ul style="list-style-type: none"> * Agreed number of children who can attend the premises on any given day to enable compliance with social distancing rules * Agree new timetable and arrangements agreed for each bubble * Share with parents, children and staff health and safety expectations * 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 to wash hands before coming into the building. * 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 	2	3	M	<ul style="list-style-type: none"> * Hand sanitiser stations at all entrances and exits and in classrooms * Cleaning team clean throughout the day * Site Manager notified immediately once classrooms are identified of a positive case and they deep clean the rooms ensure the team are wearing PPE. * Site Manager to supervise daily cleaning schedule Review enhanced cleaning arrangements for high touch surfaces 	2	3	M	GF LW GA	29/01/2021
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 arrange kitchen rota and timetable * Break-times and lunchtimes are staggered * The number of entrances and exits used are maximised * Different entrance and exits are used * Staff and children are briefed on 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 face masks when serving food for the children 	2	3	M	GF LW	29/01/2021

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 * 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 * 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	3	M	GF LW GA	29/01/2021
Use of equipment	Staff Children Volunteers	Contracting the virus Spreading the virus to others	* Staff and Children to have their own resources and resources only to be shared when they can be left for 72 hours before being used again unless cleaned between use. * Keyboards, art, sports, music equipment to be cleaned thoroughly between groups and if possible leave unused for a period of time. * Wipes are placed in each room and becomes part of the Children packing away routine of wiping equipment such as keyboards	2	3	M	* Hand sanitiser units are in all rooms so equipment is wiped frequently and meticulously between sessions	2	2	M	GF LW GA	29/01/2021
Physical Activity	Staff Children Volunteers	Contracting the virus Spreading the virus to others	* Children to be kept in consistent groups * No contact sports * Sports equipment thoroughly cleaned after each use * Prioritising outdoor sports or large indoor spaces used if not possible.	2	3	M	* Limited use of PE outdoor spaces.	2	2	M	GF LW	29/01/2021
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 in February 2021	1	1	L	GF LW	29/01/2021

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 thorough cleanse of area – speak to cleaners • Covid 19 case in school - contact Hilary Smith@HLT and DFE • School to offer support with booking a test • 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	M		
Signature	Geraldine Fitzmaurice			Position			Executive Headteacher	Date		09/02/2021		
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