

# RISK ASSESSMENT FOR THE REOPENING OF SOUTHWAY JUNIOR SCHOOL



THIS IS DOCUMENT FORMS THE BASIS OF THE SCHOOL'S APPROACH.  
THIS RISK ASSESSMENT IS A LIVE DOCUMENT AND SUBJECT TO CHANGE AT ANY TIME.

December 2021

<b>Location / Site</b>	Insert location and site where activity taking place
SOUTHWAY JUNIOR SCHOOL	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
RE-OPENING AFTER SUMMER HOLIDAYS	
<b>Assessment date</b>	Insert date when assessment is being carried out
September 2021	
<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	YES
<b>Children</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	YES

**Government guidance (December 2021) for school states:**

**Prevention:**

- minimise contact with individuals who are required to self isolate by ensuring they do not attend school
- ensure face coverings are used in recommended circumstances; if wearing a visor a face covering must also be used. Safe wearing of face coverings requires the cleaning of hands before and after touching, the safe storage of them in individual sealable plastic bags/plastic box between use and where a face covering becomes damp
- ensure everyone is advised to clean their hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- keep occupied spaces well ventilated
- ensure individual wear appropriate the personal protective equipment (PPE) where necessary
- promote and engage in asymptomatic testing where available; staff are strongly encourage to test every Saturday and Tuesday. Positive result means HT, AHT and SMB informed.
- Numbers 1 to 8 must be in place in all schools, at all times.

**Response to any infection**

- Promote and engage with the NHS test and trace process
- manage and report confirmed cases of coronavirus (covid-19) amongst the school community
- contain any outbreak by following local health protection team advice
- Numbers 10-11 must be in place in all schools, at all times

## Southway Junior School

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to poor hygiene / ventilation</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Staff will wear face coverings in communal areas and corridors</li> <li>2. Soap/hand gel to be available in the every room, including staff room and communal areas</li> <li>3. Children hand wash / sanitise on entry to school, or in the classroom, before break, after break, before lunch, after lunch, leaving school, using the toilet, changing rooms and any time they cough or sneeze</li> <li>4. Washing hands posters in all washing areas including classrooms and toilets</li> <li>5. Reminders how to wash hands properly – videos and posters</li> <li>6. Procedures agreed for children to wash hands thoroughly</li> <li>7. Any sanitisers brought in from home must be above 60%+ alcohol</li> <li>8. All areas being used to be well-ventilated ensuring doors / fire doors and windows are open when occupied. All rooms, including: classrooms, toilets, hall and dining hall to be ventilated</li> <li>9. Staff meeting venues to be well ventilated</li> <li>10. Extra soap/gel ordered to ensure the school does not run out – audited at the end of each week by Premises Officer/C. Morley</li> <li>11. Offices and Staffroom to be well ventilated at all times</li> <li>12. Staff discretionary use of PPE equipment. Face masks encouraged if there is a positive case in the household</li> </ol>			

## Southway Junior School

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of hygiene when providing care for a child with suspected Coronavirus</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Class Teacher/TA to assess symptoms presenting – new persistent cough/temperature/lack of taste and smell</div> <div>2. If it is decided that the symptoms are such that it could be Covid-19 then the child is sent to <b>reception area</b> along with their belongings</div> <div>3. Ensure reception area is well ventilated</div> <div>4. Supervising adult to wear PPE as appropriate</div> <div>5. Following a period of monitoring, if the child is sent home with suspected Covid-19 symptoms, the Admin team will email the relevant staff to inform them and advise that the child has been requested to self-isolate until a test has been taken and a negative result received.</div> <div>6. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</div> <div>7. Any tissues/PPE equipment used is to be disposed of in a yellow bio hazard bag which needs to be tied up and placed in the bio hazard bin once the child has left</div> <div>8. If a child needs to use the toilet before being collected then the disabled toilet is to be used and no one is to then use it until it has been cleaned</div> <div>9. Class Teacher/TA within Year Group to ensure tables and door handles are cleaned after child has left the classroom and the room is ventilated</div> <div>10. Children should wash their hands</div> <div>11. Once the child has been collected then the supervising adult can remove their PPE and dispose of it appropriately and then wash their hands</div> <div>12. Reception area (and the disabled toilet if used) should then be cleaned and disinfected with a fogger and if necessary PPE equipment replenished</div>			

## Southway Junior School

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Seek expert guidance from LA re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</div> <div>2. Masks purchased if needed – N95 grade and instructions from PHE re cleaning</div> <div>3. Extra disposable aprons ordered</div> <div>4. Extra gloves ordered</div> <div>5. Some visors also ordered if needed</div> <div>6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</div>			

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. All surfaces, handles, toilets and shared equipment will be cleaned each day</div> <div>2. Shared rooms and areas i.e. PPA Room, Staff Room, TA Room, The Hub, LaRC, Da Vinci, Garden and Rainbow rooms must be cleaned using anti-bacterial spray and disposable cloths or fogged.</div> <div>3. The cleaning contractor will use a disinfectant fogger every evening in ALL rooms.</div> <div>4. Staff will use the disinfectant foggers provided, after children have eaten lunch in classrooms</div>			

## Southway Junior School

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of infection when off site or external visitors on site</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Coronavirus measures are in place at the destination</li> <li>2. Undertake a full risk assessment to ensure the educational visit can be done safely</li> <li>3. Visiting specialists undertake their own risk assessment and share with the school prior to their arrival</li> <li>4. When appropriate (contractors; external professionals etc.) must wear a face covering</li> </ol>			

## Omicrom LFD update

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.

Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

## Outbreak Management Plan

The DfE's Contingency Framework sets out that, for most education and childcare settings, the thresholds for consideration of escalation are (whichever comes first):

- 10% of children, pupils or staff who are likely to have mixed closely, test positive\* for Covid-19 within a 10-day period (for example 3 children/staff in a class of 30 or 5 children/staff in the year group, would meet the threshold), or
- 5 children, pupils or staff who are likely to have mixed closely (for example in a sports team), test positive\* for Covid-19 within a 10-day period (34 pupils or adults in the school setting).
- If a single case is identified then the inform/warn letter will be sent to the child's class only.

If the threshold is met, the following actions will be taken:

- Welfare & Admin Officer to alert HT.
- In the event of the threshold being met, the school reverts to year groups throughout the day.
- If 10% of staff Kent, Surrey and Sussex HTP will be contacted for advice.
- If the threshold were met in a class, parents/carers would be advised to have their child take a PCR test.
- Adults in the affected year group will be advised to wear appropriate facemasks or PPE.
- Where possible learning will take place outside.
- The HT will make decisions regarding the viability of school trips.
- Whole school assemblies will be paused.
- Changes will be communicated to all stakeholders via the school website at the earliest possible opportunity.
- Kent, Surrey and Sussex HTP will be contacted if the school has significant concerns and their advice will be followed.
- Face to face onsite visits will be limited and virtual meetings will be encouraged where possible

Name of assessor	Signature of assessor/s	Date
<b>Pete Newbold</b> <b>Gerry Bailey</b>	Headteacher - P Newbold Assistant Headteacher – G Bailey	<b>8<sup>th</sup> September 2021</b>

Risk assessment reviews	Reviewer/s	Next review date
Reviewed and amended on: 7 <sup>th</sup> September 2021	P Newbold / G Bailey	
6 <sup>th</sup> October 2021	P Newbold / G Bailey	22 <sup>nd</sup> October 2021
12 <sup>th</sup> November 2021	P Newbold / G Bailey / M Blanchard	15 <sup>th</sup> December 2021
15 <sup>th</sup> December 2021	P Newbold / G Bailey	January 2022