

# 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.

September 2020

<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 PARTIAL CLOSURE	
<b>Assessment date</b>	Insert date when assessment is being carried out
6 <sup>th</sup> July 2020 – to be updated regularly	
<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 (JULY 2020) for school states:**

**Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

<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 social distancing in the classroom</b> resulting in direct transmission of the virus. The overarching principle to apply is reducing the number of contacts between children and staff.			
<b><u>Existing level of risk</u></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. Remove excess furniture to increase space if space to do so</div> <div>2. Bubble charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc)</div> <div>3. Charter re-visited and modelled as necessary – lots of praise for adherence</div> <div>4. Feedback – using large whiteboard and interactive whiteboard not close interaction</div> <div>5. Children to use same NAMED desk when seated</div> <div>6. Staff are assigned to these children and stay with these children throughout the day</div> <div>7. Children not to mix with other bubbles</div> <div>8. Pupils’ zip wallets, bags, hats, coats, water bottles and lunchboxes etc. kept under children’s tables or lockers</div> <div>9. No personal belongings brought in to school other than school bags &amp; coats. Mobile phones – which must be switched off – will be placed in children’s trays at their own risk</div> <div>10. Where staff are working across more than one bubble, social distancing MUST be in place and any equipment used must be cleaned at the end of the session prior to another adult / child using it.</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>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and 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. One boy and one girl from each bubble allowed to go to toilet at any one time</div> <div>2. Children to use the named sink relating to their class</div> <div>3. Handwashing guidance displayed in all toilet areas</div> <div>4. Extra signs in toilet re-washing hands</div> <div>5. Toilet doors open at all times</div> <div>6. Extra soap ordered to ensure we do not run out – to be audited at the end of each week by Premises Officer</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>Lack of social distancing whilst waiting to enter or exit school premises</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. Instructions shared re social distancing between families in the morning with parents and children through school communication</div> <div>2. Separate entrances for years 3 and 4 and years 5 and 6</div> <div>3. A member of the Senior Leadership Team (SLT) to be on duty to supervise at the start and end of the day</div> <div>4. One member of staff to be present at Year 5 door and Year 3 fire exit to supervise entry encouraging social distancing</div> <div>5. One bubble at a time to exit the premises</div> <div>6. Staggered start and finish times for year groups</div> <div>7. No movement through school entrance gates from external visitors / parents between 08:20 – 09:00 and 15:00-15:40 daily to comply with social distancing and safe arrival and departure of children</div> <div>8. Children from schools other than Southway Junior School will not be permitted onto the school site at any time.</div> <div>9. No bikes or scooters allowed on school premises</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>Lack of social distancing during playtimes and lunchtimes</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. Flexible playtimes and allocated play area in the first instance</div> <div>2. Reduced playtime equipment – hard surfaces and can be easily cleaned – each bubble has its own equipment</div> <div>3. Children to line up at the end of break and lunchtimes to return to their classrooms as separate bubbles</div> <div>4. First Aid kits travel with ‘bubble year groups’ at all times</div> <div>5. Mobile phones to be with staff at all times</div> <div>6. When moving into and out of playground bubble areas, bubbles should be aware of social distancing from other bubbles</div> <div>7. Only if outside and social distancing is in place, House Captains (from the same bubble) can supervise playground areas and equipment</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>Lack of social distancing when eating lunch</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		
1. Children asked to bring packed lunch– packed lunches kept in children’s lockers 2. Packed lunches – including for FSM children – provided by Chartwells			

## 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 social distancing in the corridors</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. Children staying in their classroom and accessing outside from classroom external door where possible</div> <div>2. One boy and one girl from each bubble allowed to go to toilet at any one time</div> <div>3. Messages to office via WhatsApp or email where possible</div> <div>4. Agree instructions with children concerning going and returning to toilet</div> <div>5. When moving ‘bubble’ around the school, encourage social distancing between other bubbles</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>Contact of shared resources</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. Tubs of resources for individual SEND children – maths cubes etc. stored in the child’s tray</div> <div>2. Shared resources cleaned by ‘bubble’ staff using anti-bac every day, including tables, iPads, maths equipment etc.</div> <div>3. Tables, door handles and other surfaces cleaned every night and lunchtime</div> <div>4. Whenever possible, resources on tables ready for lesson and not distributed within the lesson</div> <div>5. Plastic packets (zippy) bags used for individual resources</div> <div>6. Children encouraged to wash hands / use hand gel before lessons and after each lesson</div> <div>7. Extra playground equipment i.e. climbing wall, gym equipment etc (not bubble buckets) to be cleaned between each bubble usage at break and lunch times.</div> <div>8. Extra playground equipment to be used alternately by upper and lower school, either break time or lunch time as per rota</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>Lack of social distancing when providing First Aid</b> resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></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 injury and decide whether the injury requires adult intervention</div> <div>2. If the injury is such that it requires cleaning/a plaster/dressing/ice applied then the adult will wear appropriate PPE if needed to carry out First Aid</div> <div>3. PPE (apron, surgical mask, eye protection and gloves) and a basic First Aid Kit (Plasters, dressings antiseptic wipes and bio hazard bag) will be available in each bubble and when the class goes outside then the first aid kit including PPE is to be taken out by an adult</div> <div>4. If an injury requires ice then a message can be sent to the office via phone call to request some</div> <div>5. Any blood/bodily fluid contaminated wipes/paper towels used when dealing with an injury are to be disposed of in a yellow bio hazard bag and placed in the bio hazard bin</div> <div>6. If a child, becomes unwell with symptoms of coronavirus while in their class and needs direct personal care until they can return home they are to be isolated in reception – supervised by office staff. A fluid-resistant surgical face mask, disposable apron and gloves should be worn by the supervising adult. 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 First Aid administered to be recorded using the school system</div> <div>8. If a first aider is not available within a bubble, WhatsApp the office</div> <div>9. Once a week, the Welfare Office will audit first aid equipment for all bubbles, replenish accordingly and update the medical log.</div>			

# Southway Junior School

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing 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>Control measures</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 reception area along with their belongings</div> <div>3. Supervising adult to wear PPE as appropriate</div> <div>4. 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>5. 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>6. 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>7. 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>8. Class Teacher to ensure tables and door handles are cleaned after child has left the classroom and the room is ventilated</div> <div>9. Children should wash their hands</div> <div>10. 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>11. 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>Emotional distress of the children</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. Children to have class teacher and TA (if possible under vulnerable staff guidance) in the first instance</li> <li>2. Option for timetabled work with the school's pastoral support adults</li> <li>3. Adapted curriculum to be delivered to support children's well-being – slowly increasing the cognitive load</li> </ol>			

<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>Emotional distress of the staff – including anxiety</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. Regular Staff meetings to discuss concerns and shared control measures</li> <li>2. Regular TA meeting to discuss concerns and shared control measures</li> <li>3. At least one SLT member of staff on site everyday for staff to share concerns with</li> <li>4. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>5. Use of staffroom and da Vinci at break and lunch times on a rota basis to assist with social distancing</li> <li>6. Risk assessment for any staff with specific medical needs or considered vulnerable</li> <li>7. Risk Assessment shared with all staff and governors</li> <li>8. Option of any concerns to be raised with HT/DHT</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>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		
<ol style="list-style-type: none"> <li>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</li> <li>2. Masks purchased if needed – N95 grade and instructions from PHE re cleaning</li> <li>3. Extra disposable aprons ordered</li> <li>4. Extra gloves ordered</li> <li>5. Some visors also ordered if needed</li> <li>6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> </ol> <p>Please note the Government guidance states “Wearing face coverings or face masks is not recommended”</p>			

<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</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. Soap dispensers and hand gel in each classroom</li> <li>2. Children handwash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>3. Washing hands posters in all washing areas</li> <li>4. Reminders how to wash hands properly – videos and posters</li> <li>5. Procedures agreed for children to wash hands thoroughly</li> <li>6. Any sanitisers brought in from home must be above 60%+ alcohol</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>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 resources will be cleaned before and after use by staff</div> <div>3. Resources which cannot be cleaned will be rotated and left to de-contaminate for 48 hours to reduce the risk of transmission</div> <div>4. Soft furnishings and soft / cloth toys will be removed from use in classrooms</div> <div>5. Shared rooms and areas i.e. The Hub, LaRC, da Vinci, Garden and Rainbow rooms must be cleaned using anti-bacterial spray and disposable cloths between different bubble use.</div> <div>6. Additional cleaning of extra playground equipment between break and lunch times</div> <div>7. Bird hide door to be wedged open when in use</div> <div>8. The cleaning contractor will use a disinfectant fogger every evening in ALL rooms.</div>			

<u><b>Identify hazard</b></u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of illness of vulnerable staff and family members</b> through direct and 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>
<u><b>Control measures</b></u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Individuals who are considered to be clinically extremely vulnerable and have previously received a letter advising them to shield can now return to work as long as they maintain social distancing</div> <div>2. People with significant risk factors to discuss concerns with the HT and actions put in place to reduce the risk</div>			

# Southway Junior School

<b>Identify hazard</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>Control measures</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. Children kept in their consistent bubble</li> <li>2. Coronavirus measures are in place at the destination</li> <li>3. Undertake a full risk assessment to ensure the educational visit can be done safely</li> <li>4. Educational visitors to provide the school with a risk assessment outlining their Covid-19 secure measures</li> <li>5. No volunteers or external extra-curricular clubs in school in autumn term</li> <li>6. Visiting specialists undertake their own risk assessment and share with the school prior to their arrival</li> <li>7. No movement through school entrance gates from external visitors / parents between 08:20 – 09:00 and 15:00-15:40 daily to comply with social distancing and safe arrival and departure of children</li> <li>8. Parents / carers can only come onto the school site with a prearranged appointment and only in exceptional circumstances</li> <li>9. Parents / carers with pre-arranged meetings requested to attend alone.</li> <li>10. Children from schools other than Southway Junior School will not be permitted onto the school site at any time.</li> </ol>			

Name of assessor	Signature of assessor/s	Date
Pete Newbold Helen Denison	Headteacher - P Newbold Deputy Headteacher - Helen Denison	6 <sup>th</sup> July 2020

Risk assessment reviews	Reviewer/s	Next review date
Reviewed and amended on:	P Newbold / H Denison	11 <sup>th</sup> September 2020
	P Newbold / H Denison	25 <sup>th</sup> September 2020
	P Newbold / H Denison	9 <sup>th</sup> October 2020
	P Newbold / H Denison	23 <sup>rd</sup> October 2020
	P Newbold / S Carter / G Bailey	25 <sup>th</sup> November 2020

Next review	9 <sup>th</sup> December 2020
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