

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.

January 2021

Location / Site	Insert location and site where activity taking place
SOUTHWAY JUNIOR SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
PARTIAL CLOSURE DUE TO NATIONAL LOCKDOWN	
Assessment date	Insert date when assessment is being carried out
8 th January 2021 to be updated every fortnight	
Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	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)
- 7) PPE to be worn by all staff in communal areas and when moving around the school
- 8) As per Government guidance to Primary schools, lateral flow tests are available for staff

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.

Southway Junior School

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the classroom / offices resulting in direct transmission of the virus. The overarching principle to apply is reducing the number of contacts between children and staff.			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Limit the number of children in each learning area – Y3,4 & 5 = maximum 15 per room and Y6 = maximum12 per room. Maximum 2 rooms per year group</div> <div>2. Remove excess furniture and resources to increase space in learning areas</div> <div>3. Bubble charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc)</div> <div>4. Charter re-visited and modelled as necessary – lots of praise for adherence</div> <div>5. No close interaction (within 1 metre) with the keyworker and vulnerable children in school</div> <div>6. The maximum possible area to be marked around Teacher’s desk and TA working area in all learning areas – a minimum of 1 metre.</div> <div>7. Each child to be allocated their own desk (no sharing).</div> <div>8. Children to remain seated at the desk having filled the classroom from the rear</div> <div>9. Staff are assigned to these children and stay with these children throughout the day</div> <div>10. Children not to mix with other bubbles</div> <div>11. Pupils’ zip wallets, bags, hats, coats, water bottles and lunchboxes etc. kept under children’s tables</div> <div>12. No personal belongings brought in to school other than school bags & coats. Mobile phones – which must be switched off – will be placed on spare chair at their table at their own risk</div> <div>13. Trays available outside each learning room for messages / delivery of items.</div> <div>14. School staff other than the bubble staff to only enter the bubbles where absolutely necessary i.e. safeguarding issue, emergency cover.</div> <div>15. WhatsApp to be used wherever possible to communicate between staff.</div> <div>16. One person to occupy offices (main office, medical room, HT office, Deputy HT office, SBM office). When visiting staff member entering an occupied office, face masks MUST be worn and remain at least one metre apart)</div>			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Limit the number of children from each bubble allowed to go to toilet at any one time</div> <div>2. Children to use allocated year group bubble toilets</div> <div>3. Children to be encouraged to go to the toilet whilst inside so that no one needs to come in off the playground to their bubble toilets</div> <div>4. Handwashing guidance displayed in all toilet areas</div> <div>5. Extra signs in toilet re-washing hands</div> <div>6. Toilet doors open at all times</div> <div>7. Extra soap available to ensure we do not run out – to be audited at the end of each week by Premises Officer</div>			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing whilst waiting to enter or exit school premises resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	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. All adults; parents and staff; to wear a face covering when entering and / or exiting the premises.</div> <div>3. All parents / carers when dropping off and / or collecting their children must wear a face covering.</div> <div>4. Separate entrances for years 3 and 4 and years 5 and 6</div> <div>5. A member of SLT to be on duty to supervise at the start and end of the day</div> <div>6. One member of staff to be present at Year 5 door and Year 3 fire exit to supervise entry encouraging social distancing</div> <div>7. One bubble at a time to exit the premises</div> <div>8. No movement through school entrance gates from external visitors / parents between 08:30 – 09:00 and 15:00-15:30 daily to comply with social distancing and safe arrival and departure of children</div> <div>9. Children from schools other than Southway Junior School will not be permitted onto the school site at any time.</div> <div>10. No bikes or scooters allowed on school premises</div>			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Allocated play area for each year group bubble</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. Allocated areas for staff to have their break and lunch (Staff Room & da Vinci). If more than one staff member occupies the room, they MUST stay more than 2 metres apart.</div> <div>6. Mobile phones to be with staff at all times</div> <div>7. When moving into and out of playground bubble areas, bubbles should be aware of social distancing from other bubbles</div>			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Children asked to bring packed lunch– packed lunches kept with the children’s.</div> <div>2. Packed lunches – including for FSM children – provided by Chartwells</div> <div>3. FSM packed lunches to be delivered to outside the classroom prior to lunch time</div>			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom external door where possible 2. Limit the number of children from each bubble allowed to go to toilet at any one time 3. Messages to office via WhatsApp or email where possible 4. Agree instructions with children concerning going and returning to toilet 5. When moving 'bubble' around the school, encourage social distancing between other bubbles 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All staff to have own named plastic (zippy) wallet with stationery resources 2. Shared resources cleaned by 'bubble' staff using anti-bac every day, including tables, iPads, maths equipment etc. 3. Tables, door handles and other surfaces cleaned every night and lunchtime 4. Whenever possible, resources on tables ready for lesson and not distributed within the lesson 5. Plastic packets (zippy) bags used for individual resources 6. Children encouraged to wash hands / use hand sanitiser before lessons and after each lesson 			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing when providing First Aid resulting in direct transmission of the virus			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	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, visor available 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 and PPE for all bubbles, replenish accordingly and update the medical log.</div>			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing when providing care for a child with suspected Coronavirus resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Class Teacher/TA to assess symptoms presenting – generally unwell, new persistent cough/temperature/lack of taste and smell 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 3. Supervising adult to MUST wear PPE as appropriate 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. 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. 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 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 8. Class Teacher to ensure tables and door handles are cleaned after child has left the classroom and the room is ventilated 9. Children should wash their hands 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 11. Reception area (and the disabled toilet if used) should then be cleaned and disinfected with a fogger and if necessary PPE equipment replenished 			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Emotional distress of the children			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Children to have a class teacher and TA from their year group (if possible under vulnerable staff guidance) in the first instance 2. Inclusion Manager available to work alongside the year group staff to support pastoral needs 3. Staff to consider the children's well-being when planning the curriculum. 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Emotional distress of the staff – including anxiety			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Weekly remote staff meetings to discuss concerns and shared control measures 2. Regular remote TA meeting to discuss concerns and shared control measures 3. At least one SLT member of staff on site everyday for staff to share concerns with 4. Risk assessments reviewed fortnightly after that – this is flexible 5. Use of staffroom and da Vinci at break and lunch times on a rota basis to assist with social distancing 6. Risk assessment for any staff with specific medical needs or considered vulnerable if appropriate 7. Risk Assessment shared with all staff and governors 8. Option of any concerns to be raised with HT/DHT 			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards			
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus				
Existing level of risk	Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<div><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 available upon request – N95 grade and instructions from PHE re cleaning</div><div>3. Visors purchased and available upon request</div><div>4. Extra disposable aprons ordered</div><div>5. Extra gloves ordered</div><div>6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</div><div>Please note the Government guidance states “Wearing face coverings or face masks is not recommended”</div></div>				

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of spreading virus due to poor hygiene / ventilation resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<div>1. Soap dispensers and hand sanitiser in each classroom</div> <div>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</div> <div>3. Washing hands posters in all washing areas</div> <div>4. Reminders how to wash hands properly – videos and posters</div> <div>5. Procedures agreed for children to wash hands thoroughly</div> <div>6. Any sanitisers brought in from home must be above 60%+ alcohol</div> <div>7. All areas being used to be well ventilated ensuring doors / fire doors and windows are open when occupied</div>			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day 2. At the end of each day, children to put their folder/pack on their chair if they are definitely in school the following day. If not, then in an allocated place to allow for table and chair to be cleaned. 3. Shared resources will be cleaned before and after use by staff 4. Resources which cannot be cleaned will be rotated and left to de-contaminate for 48 hours to reduce the risk of transmission 5. Soft furnishings and soft / cloth toys will be removed from use in classrooms 6. 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. 7. The cleaning contractor will use a disinfectant fogger every evening in ALL used rooms. 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 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 2. People with significant risk factors to discuss concerns with the HT and actions put in place to reduce the risk 			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of infection when off site or external visitors on site			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. No offsite visits or educational visitors to take place 2. No volunteers or external extra-curricular clubs in school 3. Visiting specialists undertake their own risk assessment and share with the school prior to their arrival 4. No movement through school entrance gates from external visitors / parents between 08:30 – 09:00 and 15:00-15:30 daily to comply with social distancing and safe arrival and departure of children 5. Parents / carers can only come onto the school site with a prearranged appointment and only in exceptional circumstances 6. Parents / carers with pre-arranged meetings requested to attend alone. 7. Children from schools other than Southway Junior School will not be permitted onto the school site at any time. 			

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

Risk assessment reviews	Reviewer/s	Next review date
Reviewed and amended on:	P Newbold / H Denison	11 th September 2020
	P Newbold / H Denison	25 th September 2020
	P Newbold / H Denison	9 th October 2020
	P Newbold / H Denison	23 rd October 2020
	P Newbold / S Carter / G Bailey	25 th November 2020
	P Newbold / H Denison / S Carter	8 th January 2021
	P Newbold / H Denison	22 nd January 2021
	P Newbold / H Denison	5 th February 2021

Next review		26 th February, 2021
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