

St Paul's C of E Junior School – Delivering Education during the COVID-19 Pandemic June 2020

This risk assessment has been written with reference to the following advice and guidance but within the context of St Paul's CofE Junior School:

- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june>
- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-6-cleaning-the-environment>
- <https://www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19>
- <https://www.gov.uk/coronavirus>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>
- <https://www.gmb.org.uk/checklist-gmb-reps-coronavirus-covid-19>
- <https://neu.org.uk/media/10536/view>
- <https://www.gov.uk/guidance/adapting-teaching-practice-for-remote-education>

Potential Hazards	Who might be harmed and how?	Existing control measures	Risk rating	Further action required?	Completed by & date	Risk rating now?
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a</p>	<p>Anyone present on site.</p> <p>General transmission may occur through close physical contact or by touching contaminated surfaces.</p> <p>Staff and pupils.</p>	<p>Medical</p> <ul style="list-style-type: none"> • Anyone presenting with any of the symptoms of Covid-19, or living in a household where a member of the family is symptomatic, will be unable to attend school. This will be included in the written communication to all parents inviting pupils back to school. • A designated room and protocol is in place for the isolation of any pupil or adult who begins to present with Covid-19 symptoms whilst in school. PPE is available for staff supervising a child who is being isolated. This includes a fluid resistant face mask, plastic gloves, disposable apron and plastic visor. Any pupil exhibiting symptoms will also be given a face mask and plastic visor. • The parents of all keyworker children and those of any pupil returning to school during a phased reopening, will be advised that they are not permitted to send any child to school who is feeling unwell. • Should a child complain that they are feeling unwell, parents will be required to collect them from school. 	H	<ul style="list-style-type: none"> • Maintain stocks of PPE. Where this is not available, contact Local Resilience Forum/LA. • Arrangements for parents to be included in the information sent out to parents prior to their child returning. • Updated information to be provided for parents as per Govt guidance issued implementing protective measures. • Children who are clinically extremely vulnerable will not attend schools. • Children who live in a household where someone is extremely clinically vulnerable and shielding wouldn't be able to attend school • Children who are clinically vulnerable would only attend where written 	<p>MC</p> <p>JT</p>	M

<p>period after transfer (depending on such things as the surface type, its moisture content and the ambient temperature).</p>	<p>Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> Every child will be required to bring a named bottle of water to school each day. <p>Administration of First Aid</p> <ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. Soiled medical materials and PPE must be disposed of appropriately. Ensure that any staff who are administering first aid have been instructed in donning and doffing PPE equipment video https://www.youtube.com/watch?v=-GncQ_ed-9w <p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p> <ul style="list-style-type: none"> When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. <p>If the decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>	<p>H</p>	<p>medical advice allows for this and a risk assessment is completed.</p> <ul style="list-style-type: none"> Ensure supply of fluid resistant surgical masks are available for first aiders if 2m distancing cannot be observed. Review medication plans to assess PPE requirements (if any e.g. pupils can self-administer antibiotics under supervision etc) for staff administering medication. Review Assessment of First Aid Needs Document. Arrangements for medicine to be included in the information sent out to parents prior to their child returning. There will be a member of staff on site trained to use the defibrillator. Weekly check that sufficient face shields are in stock. Weekly defibrillator check to ensure full battery power. 	<p>MC</p> <p>As part of staff training, prior to reopening</p> <p>Admin staff</p> <p>JT</p> <p>Ongoing</p> <p>Admin staff</p> <p>Admin staff</p>	<p>M</p>
<p>Potential Hazards</p>	<p>Who might be harmed and how?</p>	<p>Existing control measures</p>	<p>Risk rating</p>	<p>Further action required?</p>	<p>Completed by & date</p>	<p>Risk rating now?</p>
<p>Exposure to COVID-19</p>	<p>Anyone present on site.</p>	<p>Safeguarding</p> <ul style="list-style-type: none"> Make all staff aware of the addendum to the Safeguarding Policy. Addendum to the Behaviour Policy produced and shared with staff. Behaviour expectations shared with parents prior to school reopening and to the pupils upon their return. Parents will be required to remove any pupil who deliberately fails to follow social distancing rules or behaves in a way that will risk the safety of another pupil or staff member. 	<p>L</p>	<ul style="list-style-type: none"> To ensure professional safety in the event of an allegation against a member of staff, designate a room (Which room?) in school where class teachers have access to sims and a phone to ring families of pupils in their class. Timetable its use. Calls to be made on behalf of those staff unable to be in school. Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. Ensure staff are familiar with any changes to fire safety procedures 	<p>JT/SL</p> <p>WD</p>	<p>L</p>

		<ul style="list-style-type: none"> School will continue to contact vulnerable families every week to ascertain how the children are and what support can be provided by the school. School will continue to liaise with outside agencies such as CSC and Early Help to continue to support any families currently receiving their help and keep them updated re: attendance and any information that families share with us. School will agree a date with Walter Infant School for a fire drill. Teachers continue to provide regular contact with pupils in their class via the learning platform. All Safer Recruitment requirements met for the appointment of any new members of staff. Induction for new staff completed prior to the end of the summer term. Due to the emotional impact of school closure and the Covid19 pandemic, September class lists to remain the same for Y2 to Y3, Y4, and Y5. 		<ul style="list-style-type: none"> Ensure pupil groups and social distancing maintained during fire drills. Check that there is an adequate number of fire wardens on site NOTE: in an emergency, social distancing may not apply. Arrangements for parents to be included in the information sent out to parents prior to their child returning. Interview panels expanded to include at least one observer as interviewing virtually and appointing without seeing candidates teach is a previously untested approach at St Paul's. Induction of new staff to be via Teams, newly updated staff handbook and if time is to be spent in school, this will be following a risk assessment and preferably when there are no pupils in the building. 	All adults	JT	
		Existing control measures	Risk rating	Further action required?	Completed by & date	Risk rating now?	
Potential Hazards Exposure to COVID-19	Who might be harmed and how? Anyone present on site.	Hygiene <ul style="list-style-type: none"> Anti-bacterial gel will be available at both entrances to the site and anyone entering will be required to cleanse their hands. Children will be reminded of the Catch it, Bin it, Kill it message and reminded daily to cough and sneeze into a tissue or the crook of their arm. X:\COVID\Information Slides 	M	<u>Cleaning Instructions to be shared with Site Controller and all cleaning staff</u> <ul style="list-style-type: none"> Cleaning an area with normal disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. 	GM/MC Prior to the return of any further	M	

	<ul style="list-style-type: none"> • Handwashing will take place regularly throughout the day, including on arrival, before and after break and lunch, and after using the toilet. In addition to this, staff will be required to wash their hands on entry to and prior to exiting the staffroom. • Children will be shown the handwashing video at the start of every week and receive daily reminders from staff regarding the importance of thorough hygiene. • Anti-bacterial gel will be available in classrooms and at other key points around the school. • Hand dryers in all pupil toilets have been disconnected (21.5.20) and paper towels and bins provided outside each toilet. • Classroom stock of tissues, soap, sanitizer, hand towels and anti-bac gel will be checked and replenished on a daily basis. • Lidded, double bagged pedal bins will be installed in every classroom for tissues. Bins are emptied during and at the end of every day and waste stored for 72 hours before being disposed of. • Frequent touch points will be cleaned by the Site Controller during the morning and again in the afternoon, as well as after school – toilets, taps, sinks, door handles, light switches, glass panels in doors. • A supply of antibacterial wipes will be available by the photocopier and a sign reminding staff to wipe over the surface of the control panel and any other parts that they will need to touch before use. • A supply of antibacterial wipes will be available by the staff room computer with a sign asking staff to wipe the keyboard and other surfaces before and after using the computer • Workstations in the admin area will be for a dedicated member of staff and for sole use – these will be thoroughly cleaned at the end of each day, including phone, printers, keyboards and printers. • Increase the number of sanitary hygiene bins available for pupils 	<ul style="list-style-type: none"> • Wear disposable or washing-up gloves and aprons for cleaning. After use, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms and door handles. • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Government guidance • Only rooms with windows that can be opened and remain open will be used. PPA room is unsuitable for use. • A supply of sanitising spray, plastic gloves and disposable cloths will be available. 	<p>pupils other than keyworker children</p>
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Exposure to COVID-19	Anyone present on site.	<p><u>Hygiene cont.</u></p> <ul style="list-style-type: none"> Wherever possible, external doors to classrooms will remain open, except in 4A and 4L where they will be closed during break and lunchtime. Windows in classrooms and corridors will be opened to maximise ventilation throughout the building. Toilets will be designated unisex and one allocated to each pupil group. Pupils will be permitted to visit the toilet one at a time. Staff toilets have a plastic hook on which to hang their lanyard to indicate to other staff that the facility is in use. Staff waiting to use the office toilets should wait in the main entrance until they are sure that their colleague has vacated the area. Where possible, break and lunch time will be spent on the field to avoid exposing children in classrooms opening onto the playground to any additional risks e.g. runners. Social distancing will be observed at all times. 		<ul style="list-style-type: none"> The Brainbox and Base will not be in use at this time as they are not suitable for social distancing. Ensure increased ventilation measures do not compromise pupil or staff safety. Arrangements for parents to be included in the information sent out to parents prior to their child returning. 	Ongoing – all staff in school	
		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> Social distancing will be maintained at all times for all persons on site, including pupils. One-way circulation route for corridors and signage will denote this. Staff will be provided with an annotated map of the building as part of the training. Every group will have a designated door to enter and exit the building. Prior to school reopening, classrooms and other rooms, including the staffroom will be set out to comply with 2m space. Only contractors required for essential H&S works will be allowed to enter the building and this will be by appointment only. Group size will be capped at 8 children. Groups will not be permitted to mix with any other groups. 	M	<ul style="list-style-type: none"> Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. Ensure increased ventilation measures do not compromise pupil or staff safety. Discuss transport arrangements with LA and parents. Review access points for visitors / signage. Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. 	Ongoing – all staff and pupils	L

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Exposure to COVID-19	Anyone present on site.	<p><u>Social Distancing cont.</u></p> <ul style="list-style-type: none"> Where possible, outside space will be used for learning, still with social distancing measures in place. Groups will be based in one room. There will be no use of the hall or the ICT suite (because of air conditioning) as these areas will be needed for storage. Staff working with new groups of children (not their usual class) will have any key information passed on by their usual class teacher. Sharing of stationery and other equipment will not be permitted. All assemblies and gathering of pupils will be suspended until further notice, as will any off-site activities and trips. A system of in class dining will be implemented. 		<ul style="list-style-type: none"> Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. Arrangements for parents to be included in the information sent out to parents prior to their child returning. Limit of 1 parent per child on site. Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. 	Onwards from date of reopening during the period that these arrangements are in place.	
		<p><u>Start and end of the day</u></p> <ul style="list-style-type: none"> The Site Controller or another member of staff will be at the gate to ensure that only 24 parents enter the site at any one time. Assembly points for pupils at the start and at the end of each day are designated by group numbers on netball posts and cones for social distancing in the Craze Area. Playground marked out with 24 dots with 2m+ spacing for parents to stand. Children will be escorted to and from the Craze Area via the wooden gate at the back of the Learning Lodge. No parent will be permitted to enter the Craze Area. There will be a rolling start and rolling end to the day to ensure that only a limited number of pupils arrive and leave the site at the same time. There will be staff on duty on the playground to ensure the children are supervised at all times. Adults will collect their group from the playground – children will stand at cones spaced at 2m intervals. Groups will be given arrival times, spaced at 15 minute intervals. 	L	<ul style="list-style-type: none"> Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. 	Onwards from date of reopening during the period that these arrangements are in place.	L

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Exposure to COVID-19	Anyone present on site.	<p><u>Social Distancing cont.</u></p> <p><u>Arrival and departure</u></p> <ul style="list-style-type: none"> • Keyworkers Group 1, 2, 3 and 4 arriving via the school office at 8.20am, leaving at 3:30 • Group 5, 6 and 7 arrive at Murray Road entrance at 8.30, leave at 3:00 • Group 8, 9 and 10 arrive at Murray Road entrance at 8.45, leave 3:15 • Groups 11, 12 and 13 arrive at Murray Road entrance at 9.00, leave at 3.30 • On entering school, teachers email school secretary, alerting of any pupil absences. These are followed up straight away. Lunch orders are emailed to the hub kitchen. <p><u>Break</u></p> <ul style="list-style-type: none"> • Break time arrangements: • Groups 5, 6, 7, 8, 9, 10 out at 10.10 in at 10.30 • Groups 11, 12, 13 and 1K, 2K, 3K and 4K go out at 10.40 and come back in at 11.00. • If wet, the children will remain in the classroom and be able to watch a film (U rating) <p><u>Lunchtime</u></p> <ul style="list-style-type: none"> • Groups 5, 6, 7, 8, 9, 10 - lunchtime will be from 12.15 to 1.00 • Groups 11, 12, 13 and 1K, 2K, 3K and 4K – lunch will be from 12.45 to 1.30 • Lunch staff to deliver lunches to entrance of classrooms, where individual pupils will collect packed lunches. • Lunchtime staff delivering lunches to classrooms to wear masks and gloves for this part of service. • With the available space in communal areas, it is likely that the number of additional staff will need to be managed, possibly by rota, to ensure that the requirements of social distancing can be met. 		<ul style="list-style-type: none"> • Arrangements for parents to be included in the information sent out to parents prior to their child returning. 	<p>JT</p> <p>Onwards from date of reopening during the period that these arrangements are in place.</p>	

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Exposure to COVID-19	Anyone present on site.	<u>Social Distancing cont.</u> <ul style="list-style-type: none"> Lunch staff to be allocated fixed roles for the duration of phased reopening- there will be no rota system; Lunchtimes to be reduced to 45 minutes for pupils but service to extend beyond this to accommodate every group receiving lunch - order will mirror staggered arrival times and will be fixed, with no rotation; Parents asked to provide packed lunches for all pupils except FSM & Key Worker children in Wk 1 to enable all lunchtime staff and LM's to be trained up on new protocols; 		<ul style="list-style-type: none"> Arrangements for parents to be included in the information sent out to parents prior to their child returning. 	JT/SL	
		<u>Collection of pupils in the case of emergencies</u> <ul style="list-style-type: none"> No parents will be permitted to enter the building at any time. Parents collecting children will wait outside the main entrance and children will be sent out to their parents to reduce the possibility of close contact between a member of staff and a parent. 	L	<ul style="list-style-type: none"> Arrangements for parents to be included in the information sent out to parents prior to their child returning. 	JT/SL	L
		<u>Access to the Site</u> <ul style="list-style-type: none"> Only essential contractors will be permitted to enter the building and they will be given clear guidelines about the procedures for visitors, including providing their own PPE. Contractors will sign in using their own pens and sanitising their hands before touching the sign in book. Signage on the gates will make it clear that no unauthorised visitors will be permitted to enter the grounds or the building. 	M	<ul style="list-style-type: none"> Only essential maintenance (that ensuring the H&S of the pupils and staff) will be carried out when school is in session. No contractor will be permitted to visit school without making an appointment with the Site Controller. Assurances to be sought from contractors that all staff attending will be symptom free and contractors have procedures in place to ensure effective social distancing The Site Controller will escort and remain with contractors on site to ensure that any subsequent cleaning of the area is immediately carried out. 	GM/MC	L