

Hollingwood Primary School

KS1 Risk Assessment



Location / Site	Hollingwood Primary
Revised	28-01-2021 To be updated regularly in light of revised Government Guidance.
Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

<u>Identify hazard</u>	Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>				
<p>These control measures are to encourage space between children where possible. Government guidance states (August 28th 2020): We recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <ol style="list-style-type: none"> 1. Remove soft furnishings (pillows, bean bags and rugs), soft toys, and any toys that are hard to clean, such as those with intricate parts. 2. Remove all unnecessary resources from around the room to facilitate cleaning. 3. Children and staff work in year group bubbles. 4. Staff to remain in their allocated bubbles and avoid mixing with other bubbles. 5. Arrange furniture so children are seated side by side and facing forwards wherever possible. 6. If using carpet area- seat children in rows facing forwards. 7. Children allocated their own desk. Where this is not possible and children have to share tables then wipe down tables regularly during the day. 8. Individual stationary packs to be prepared for each child- named and used only by that child. 9. Keep water bottles on tables. 10. Staff to wash hands regularly after touching surfaces/ children's resources and in doing so setting a good example to the children. 11. Books returned from home to be placed in a quarantine box for 72 hours. 12. No singing in the classroom or any enclosed space. 13. Classroom windows and doors to remain open as much as possible for ventilation. Staff to be vigilant where doors are open in terms of safeguarding. 14. Staff to maintain distance from children as much as possible. Where possible teach from front, side or back of room. 15. Staff avoid close face to face contact and minimise time spent within 1 metre of anyone. 16. Reinforce social distancing/ hygiene messages with children regularly <ul style="list-style-type: none"> ○ Instructions on arriving, departing, use of entry and exit points, toilet use and how to move around school. ○ Regular washing of hands for 20 seconds. ○ Use and disposal of tissues when sneezing and coughing. ○ 'Catch it, bin it, kill it' message reinforced. ○ Reminders about avoiding touching mouth, nose and eyes. ○ Instructions about sharing of any equipment. ○ Rules about breaks times, including allocated areas where children can play and remaining with bubble members. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Identify hazard</u>	Lack of social distancing waiting to enter classroom in morning and exit at the end of the day resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>				
<ol style="list-style-type: none"> 1. Staggered entry and exit times when there school is open to all pupils. 2. Inform parents pick up and drop off procedures and points before the children return to school. 3. Bubble staff to be on duty to supervise children arriving and leaving. 4. Staff to wear face coverings. 5. Entrances open ready for the children to arrive: <ul style="list-style-type: none"> ● Year 1 – Classroom doors ● Year 2 – Year 2 Class door 6. Children to exit using the same entrances at home time. 7. Social distancing messages sent to parents reminding them of avoiding any gatherings by the school gate or school grounds. Parents to be asked to wear face coverings whilst on school premises. 8. Children to wash their hands on arrival. 9. Staff to be made aware of any arrangements and Child Protection issues around collection of children in their bubbles. 				
Remaining level of risk	Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Identify hazard</u>	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>				
<ol style="list-style-type: none"> 1. Ensure sufficient handwashing facilities are available for staff and children at all times. (To be checked and restocked daily by the caretaker and cleaners to ensure adequate supply in school at all times) 2. Staff monitor and supervise handwashing. Children to wash their hands for at least 20 seconds upon entering the setting, regularly throughout the day, visiting the toilet, before and after eating, after being outside, after coughing or sneezing and when they leave. 3. Children to visit the toilet one at a time. 4. All bubbles to have a 'cleaning station' with a supply of antibacterial wipes, tissues, hand sanitizer and soap. 				

5. Classes to have foot pedalled lidded bins that will be emptied regularly by the cleaners.
6. Tissues are to be disposed of through lidded, foot pedalled bins.
7. Display hygiene posters in classrooms.
8. A strict cleaning schedule in place for the cleaners to adhere to.

TOILETS

9. Individual bubbles to keep to their own allocated toilets.
Year 1 – Class toilets
Year 2 – Class toilets
10. Visual prompts on hand washing displayed at washing points and in the toilets.
11. Wedges to keep doors (not fire doors) open en-route where possible to the toilet facilities to reduce touch contact on doors.

Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Identify hazard</u>	Lack of social distancing during playtimes and lunchtimes/ Fire drills/ Lockdown/ Invacuation resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures

Break/ Lunchtimes

1. Staggered playtime and lunchtimes - Rotas in place to ensure that only one year group on the playground at any one time.
Morning break Year 1 -10.15- 10.30 am Year 2 – 10.30 – 10.45 am.
Afternoon break Year 1 - 2.00- 2.15 pm , Year 2 -2.15- 2.30 pm.
2. Bubble staff to agree a break duty rota amongst themselves.
3. Allow 1 child at a time to visit the toilet. Year 1 use the Year 1 class toilet at break. Year 2 to use Year 2 class toilet.
4. Reduced play equipment- keep equipment within the bubble and clean after use.
5. Games discussed which encourage an awareness of social distancing (avoiding contact sports) whilst being mindful of the age and stage of development of children in their bubble.
6. Classes allocated their own lunchtime supervisor.
7. KS1 children to eat in the dining hall at staggered times with allocated supervisor. Y1 at 11.45. Y2 at 12.00.
8. Staff must not congregate in the staffroom. Only 6 members of in the staffroom at any one time. Staff to maintain socially distancing rules whilst in the staffroom and remain in there for no longer than 15 mins. Some seats to be taped off to facilitate distancing.

Fire Drills/ Invacuation / Lockdown

9. If the fire alarm should sound evacuation should be via nearest access.
10. Classes to line up socially distanced from other bubbles. Staff follow normal reporting procedure.

11. If a lockdown or invacuation is triggered, staff to direct children to safe places and follow normal reporting procedure. Social Distancing may not be possible in these circumstances.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>					
<ol style="list-style-type: none"> Children remain in their classrooms and access outside areas from their allocated bubble exit door only. Staff to use mobile phones or email to contact staff/office to reduce moving around school in general. Movement around school closely supervised by staff adhering to marked out spaces and one-way system. No large gatherings or any mixing of bubbles. Assemblies to take place virtually. Basic first aid to be carried out in bubbles and recorded on safeguard monitor as normal. Visitors such as social workers etc will be by appointment only. Other visitors eg, contractors, will where possible, complete work outside of school hours. 					
Remaining level of risk		Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE		

<u>Identify hazard</u>		Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>					
<p>Government guidance (August 28th 2020) states: Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ol style="list-style-type: none"> Shared resources cleaned each night and left to dry. Resources to be kept in bubbles – avoid sharing between bubbles. Cleaners to be informed of additional areas or resources that need cleaning at the end of the day. Children to have specific resources of their own e.g. pair of scissors, pencil, glue stick, coloured pencils, whiteboard, whiteboard pens. Bubble laptops/lpads cleaned with wipes at end of sessions. 					

5. Children encouraged to wash hands regularly.
6. Reading books taken home to be placed in 'Quarantine boxes' upon return. Staff to set up a rotation system to avoid cross contamination.
7. PE equipment to be cleaned frequently and left for a period of 48 hours / 72 for plastic before use, wherever possible.
8. PE LTP to be revised to ensure non-contact skills/ topics.
9. Hall and hub timetabled to avoid any mixing of bubbles.
10. Dining room tables cleaned between bubbles.
11. Cutlery etc to be given to the children by lunchtime staff to minimise touch points.
12. Teachers may take books home to mark but aim to mark books in school.
13. All surfaces left clear at the end of the day to allow for cleaning.

Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Identify hazard</u>	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>				
<ol style="list-style-type: none"> 1. Senior member of school site staff to have read relevant government guidance and ensure its implementation. 2. An enhanced cleaning schedule in place. 3. Cleaners briefed on cleaning requirements and to work extra hours if appropriate. 4. Contract cleaners to clean at lunchtime. 5. All surfaces, handles, light switches toilets and shared equipment will be cleaned regularly. 6. Soft furnishings and soft / cloth toys will be removed from use in classrooms where possible. 7. Photocopiers wiped down after each use. 8. PPE (Gloves, aprons and masks) to be nappy bagged and disposed of in the yellow waste bins. 9. Foot pedalled bins emptied regularly. 10. Toilets and classrooms to be checked for soap, hand towels and tissues regularly. 11. Fogging machine purchased by school -to be used as appropriate. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

<u>Identify hazard</u>	Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Shielding members of staff to inform HT of any changes to their shielding conditions. 2. Issue all relevant risk assessments to all staff. 3. Prepare individual risk assessments for relevant/ clinically vulnerable staff. 4. Occupational Health referrals / support if and when necessary. 5. Fortnightly surveys to allow for concerns to be raised. 6. Lateral Flow Testing available for staff. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of spreading virus due to close contact with children/adults – First Aid/restraint/ 1: 1 resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>				
<u>Close contact</u>				
<ol style="list-style-type: none"> 1. PPE purchased for first aid and intimate care. 2. PPE provided to staff for those working closely with children requiring intimate care. 3. Social distancing to be maintained- between staff and between staff and children 4. Reduced numbers of children in each classroom during lockdown – limited to key worker and vulnerable children spread across classes in the year group allowing social distancing to be possible. 5. Guidance states that primary school children do need to wear a face covering. Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, headteachers will have the discretion as to whether face coverings are worn. If in an area of local lockdown face coverings should be worn by adults where social distancing is difficult to maintain. School staff to wear face coverings in all communal areas around schools. Staff can wear face coverings in the classrooms if they feel this something they wish. 				
<u>First Aid</u>				
<ol style="list-style-type: none"> 6. Basic first aid to be carried out in bubbles and recorded on safeguard monitor. 7. If there is a need for a qualified first aider bring the child into the First Aid room. Office will contact the first aider on duty. 8. PPE available for first aid 9. When administering first aid carry out side to side, using verbal instructions if possible. 10. A small number of testing kits to be kept in school 				
<u>Covid Symptoms</u>				
<ol style="list-style-type: none"> 11. If a child or member of staff becomes ill with symptoms of Coronavirus: They will be taken to the Meeting Room room via outdoor route. 				

Staff dealing with children/staff with symptoms to wear full PPE (– apron, mask, gloves, visor.) These staff do not need to go home to self-isolate unless they develop symptoms themselves.

Open windows in the Meeting room. Parents of the child to be informed.

Child remain in the Meeting room until parents arrive to collect child.

Parents to arrange a test and inform school of the results.

Siblings of the child with symptoms also sent home.

Deep clean of First Aid room and bubble.

Negative result will allow child and siblings to return to school.

Positive test – Child and households to self- isolate for 10- days. School to engage with Track and Trace and contact the Local Health Protection Team .

Bubble and staff in close with contact do not need to go home to self- isolate unless they develop symptoms or are asked to do so by Track and Trace and Local Health Protection Team.

School will be provided with a small number of home testing kits.

Optional lateral testing in place twice weekly for all staff (Jan 21)

Restraint / 1:1

12. SENCO to provide guidance and support to staff for children with behaviour difficulties who might need restraint
13. Individual risk assessments for children, where required.
14. Should a child need removing from a classroom this will be the responsibility of the HT/ SLT.
15. PPE offered to staff for those working closely with children requiring intimate care.
16. Where the safety of others is compromised the HT will make a decision as to whether the child continues to attend school.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Safeguarding –measures implemented during the period of the virus impact on safeguarding			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>				
<ol style="list-style-type: none"> 1. DSL always on site. 2. Staff to remain vigilant when doors are open for ventilation for strangers entering and children walking out without supervision. 3. Teachers to register attendance using Arbor- as school policy. 4. Any relevant CP issues around picking up to be communicated to staff by DSL's. 5. Log any disclosure / safeguarding matter as school safeguarding policy states on safeguard monitor. 6. Ring through to HT/SLT member if any concerns. 7. DSL feedbacks to relevant staff any safeguarding issues around a child in the bubble on a need to know basis. 8. With the increase in use of online learning and devices DSL's to carefully monitor E safety logs received by E Safe Monitor. 				

9. Continue to address online safety with children and parents.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Emotional distress of the children means social distancing is not adhered to			
Existing level of risk		HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures					
<ol style="list-style-type: none"> Children to work with their own class teacher and LSA initially to build relationships. Setting for phonics etc across the year group bubbles to occur once children are settled. Emotional well-being to be the driver of the curriculum on returning to school. Timetable of activities allows for daily PSHE activities (daily news, How are you feeling cards?, worry bags, sharing of books around the virus etc.). Children to access a broad and balanced curriculum with a focus on reading, writing and maths. Remote learning to continue for families who continue to self-isolate at home. Class Dojo continue to be used by class teachers as a method of communication with parents. In the event of a local lockdown / closure due to infection in school, remote learning will continue through ClassDojo. Weekly welfare calls by teachers/ LSA's to check in on children. SENco to contact SEN children weekly For children who are distressed, social distancing will not be appropriate. Offer comfort to the child being mindful of the time spent in close contact and wash hands afterwards. In the case of bereavement of a known person to the child, staff members to seek advice and guidance from the learning mentor. 					
Remaining level of risk		Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE		

Identify hazard		Emotional distress of the staff – including anxiety			
Existing level of risk		HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures					
<ol style="list-style-type: none"> Risk assessment shared with staff. Staff Inclusion in risk assessment process – input into hazard identification and control measures. Risk assessments reviewed regularly. Staff have access to the Online Wellbeing Package 					

4. Ongoing staff meetings (Google Meet) to discuss concerns and shared control measures as well as to update staff on current developments.
5. Reduced timetable for staff meetings.
6. Sharing of support helplines.
7. PPA to be covered by members within the bubble . Option of taking PPA at home.
8. PPE masks and gloves offered to staff supporting children’s personal care and any first aid.
9. Any staff feeling vulnerable or having any concerns around social distancing in school to discuss concerns with HT / Team leader.
10. Light on and off system in staff toilets to indicate someone is already in.
11. Staffroom closed for social congregation.
12. Friday survey to continue.
13. Lateral Flow Testing in place in school.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Visitors bring the virus into school			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>				
<ol style="list-style-type: none"> 1. No External visitors permitted to enter the school building unless absolutely necessary and agreed with HT. 2. Where essential work needs to be carried out on site, an assessment to be carried out by the HT/ Caretaker to see if any additional control measures are needed to keep staff and pupils safe. 3. A risk assessment may need to be carried out depending on the nature of the work . 4. Comply with hygiene rules once in school. 5. Parents will only be allowed into school by invitation. 6. Staff maintain social distancing and hygiene rules when meeting with parents. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	