

COVID-19 Risk Assessment

School name	Emerson Valley Junior School		
Assessment carried out by (name/role)	Iain Mortimer-Fox (Head of School)		
Date of assessment	04/11/21	Date of next review	Ongoing

Hazard identified	The risk of transmission of Covid-19
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

<ul style="list-style-type: none"> • Staff • Pupils • Parents <p>Risk of contracting Covid-19 and risk of transmission to others</p>	<p>Minimising contact with other people and maintaining social distance where possible.</p>	<ul style="list-style-type: none"> • We are creating year group bubbles whilst inside. They will come in through the cloakrooms in their year groups and leave through the cloakrooms/shared areas. • Parents/carers will not be allowed on site in the morning to reduce the possibility of contact around the outside of the school (with the exception of previous agreements dependant on the children’s needs). • After school, the parents/carers/any child over primary school age, on the school premises must wear a face covering when collecting their children. • The children will be using their classrooms, cloakrooms and year group shared areas. They are able to use the music room or the hall where it is only one class or the classes are kept separate in the hall. • The hall will not be used for assemblies. • The music room can be used by all year groups however, the equipment used must be cleaned between year groups. • Peripatetic teachers will be able con continue with the lessons as long as they can maintain a safe distance from the children during these times. If children are having lessons and are from different year groups, they must also be distanced. • Some staff will work across the year group during lesson time. In these instances, the staff will keep their distance where possible. • Sports clubs will be able to continue however, the children will be encouraged to keep their distance from each other where possible. • Wraparound care will maintain group bubbles as much as possible. See Covid risk assessment BSC and ASC. • Some lessons may be taught remotely (and securely) in school e.g. Spanish, with the teacher staying in the room for safeguarding reasons. • The tables should allow a 2m distance from the board for the teacher to teach from. This may mean that some teachers need to move their tables to be perpendicular to the wall to give them the 2m distance. They will be able to go within 2 metres of a child for a period of less than 15 minutes. 				
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		<ul style="list-style-type: none"> ● The TAs that are working in the class will have a 2m space for distancing from the children. They will be able to go closer than 2 metres for a period of less than 15 minutes at a time. They will need at least 15 minutes at 2m distance from the child then. ● All adults (staff and visitors) are required to wear a facecovering in communal areas (outside the staffrooms) unless exempt. There are facemasks in school for adults who do not have a facecovering. ● Children are to use hand sanitiser when they enter the classroom and when they leave the classroom. ● The children will not be able to fill their bottle up during the day and the fountain will be out of use. There will be a jug of water in the shared area that a TA will be able to fill the bottles up with. This is with the exception of 3CM and 6AM who have a tap in the room and the teachers can fill up the bottles. ● In the event of a child not having a drink, a staff member will fill up a disposable cup for the child. They will sanitise/wash their hands before touching the cup. ● The children will be able to play in their phases rather than year groups. ● The children will eat their packed lunches inside their classrooms under supervision from the midday supervisors. They will then go out to play once they have finished. ● The children that have hot dinners will be taken to the hall and sit in their year groups. There will be no more than 2 year groups in the hall at the same time and they will be separated by at least 4m. The tables will be cleaned before the next year group come in. ● The children will use their own year group toilets throughout the day, including break and lunch times. The doors are propped open to minimise contact. The mirrors in the boy's toilets that could reflect the cubicles are covered over for privacy for the boys to use the urinals as the doors are propped open. ● The staff will have their breaktimes in their classroom/shared area. The staff can leave the site at lunchtimes. ● The staffroom is not to be used by staff other than to make drinks and heat or collect food. 				
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	<p>People displaying symptoms of Covid 19</p>	<ul style="list-style-type: none"> ● Children that display symptoms of Covid 19 will be sent to the first aid room and their parents/carers contacted to collect them. They will then be advised to book a Covid-19 test and then contact the school as soon as the results are in. ● Adults displaying symptoms will be asked to leave the school and self isolate until they have booked and received the results of a Covid-19 test. They must then contact the school to advise them of the results. ● If anyone displays symptoms before coming into school, they should not come in as per the guidance that will be sent to staff and parents/carers. ● If a child requires medical attention whilst displaying symptoms of Covid-19, the first aider must wear the correct personal protective equipment. These people will be trained on how to 'don and doff' (putting the equipment on and taking it off) these articles properly. ● The area that the child was sat in whilst waiting will require cleaning before anyone else is in the area. The table that they were at will also require cleaning. ● The children that were in the room the child was sat in will be removed while the on-site cleaner cleans the surfaces in the room. ● In the event of a positive test for an adult or child, NHS Test and Trace will contact the close contacts of the person. Please see NHS guidance for when people need to isolate. ● In the event of more than 5 children or 10% testing positive for Covid-19 in a group who regularly mix, we will seek support from PHE who will advise us on what measures from the Contingency framework we should implement. Please see the contingency framework for additional information. ● In the case of self isolation, Google Classroom will be used to ensure that children can still access their education. Training will be given to the children in how to access this regularly. ● Any child or adult that is contacted by NHS test and trace will be encouraged to heed the advice given. 				
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	Living in a household with someone with Covid-19	<ul style="list-style-type: none">• Where children or staff are household contacts (living with someone with Covid), they can still attend school/work if they undertake daily lateral flow testing before coming into school. This includes children in year 3 and upwards.				
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	<p><u>Clinically vulnerable, extremely clinically vulnerable (shielding) and people living with others in this group</u></p>	<ul style="list-style-type: none"> • Unless PHE state otherwise, or national guidance changes, staff members who are in the CV or CEV groups are able to work safely if following the risk assessments. 				
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> • Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including sanitising hands on arrival, before/after eating and after sneezing/coughing. • Provision of hand soap in toilets and regular checking of supply. • Regular reminders about hand washing and social distancing (e.g. posters in prominent positions). • Hand sanitiser and tissues available in classrooms and other key locations. • There will be lidded bins in each classroom for the tissues. When a child sneezes or coughs into a tissue, they will put this in the bin before using the hand sanitiser. • The children are expected to wear the school uniform. This does not need to be cleaned following any other processes than they would normally be. • The children will wear their P.E. kit all day on the days in which they have P.E. On these days, we will ask them to bring in a spare pair of shoes/trainers in case their trainers get wet or muddy. 				
	<p>Enhanced cleaning</p>	<ul style="list-style-type: none"> • Enhanced cleaning protocols are in place. One of the current cleaning staff has increased her hours of work to ensure frequent cleaning of frequently touched surfaces throughout the morning in addition to the usual school cleaning routines in the morning and the evening. 				

		<ul style="list-style-type: none"> • Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time. • There will be hand sanitiser opposite the photocopier. People must use this before and after touching the photocopier. • Children will be able to use and borrow library books. 				
	Maximising ventilation	<ul style="list-style-type: none"> • Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). These can be open slightly for ventilation during lesson time and then opened fully during breaks and lunchtimes to ventilate the room. 				
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> • A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home. • Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to] take place. • If children or staff wear face coverings to school, they will be expected to remove these as they come onto the school site. The children will be taught how to take these off safely. They will need to be put into the child's bag. • Staff are given the option if they wish to wear facemasks within the staff room or during staff meetings. 				
	Ensuring visitors conduct themselves in line with our Coronavirus guidance.	<ul style="list-style-type: none"> • Only essential visitors are allowed on site with the prior permission of SLT. • Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. The visitors will have to wear facemasks 				

		<p>at all times when moving through the building and unless it is necessary to remove them to work with children effectively.</p> <ul style="list-style-type: none"> • The risk assessment for visitors will be displayed in the office. • Contractor visits are scheduled outside school hours where possible. 				
	Monitoring	<ul style="list-style-type: none"> • Management checks to be undertaken each day on the control measures in place and reported back to SLT. • Staff encouraged to report any breaches of health and safety protocol they have witnessed. 				

Hazard identified	Stress and anxiety relating to coronavirus workload
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<ul style="list-style-type: none"> • Staff • Homeworking staff <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> • Those working remotely encouraged to ensure that they take breaks from work during the day if there is a local lockdown. • Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 				
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> • If there is a local lockdown/self isolation for a bubble, the line managers will speak at least weekly (by phone or other medium) to the staff working on their team to check on wellbeing. 				

	Weekly communication with all staff	<ul style="list-style-type: none"> ● Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. 				
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> ● School has signposted suggested sources of support to all staff; ● Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 				