

COVID 19 - RISK ASSESSMENT FORM

Establishment:

Hillside Junior School Site

The purpose of this risk assessment is to outline the measures that have been taken to manage the current / ongoing risks posed by COVID 19.

On Wednesday 3rd September we are directed to try and reopen to all year groups.

**Assessment by: A Davies and SLT / (Chair of Governors)
etc. / Jeff Baker
John Faley (H and S advisor) to advise & help with
reviewing this document**

**Date: Original 20/8/2020 –see updates
below**

**Review date :4.1.21
Closure of school to only
vulnerable children and
children of critical workers.
Provisionally the closure is
only until the 12.2.21**

**Originally approved by H&S Committee / Chair of
Governors: Joy Mason**

Position: Chair of Governors

Date: 24.8.20

Hazard / Risk <i>(Also indicate who is at risk)</i>	Initial Risk Rating VH/H/M/L	Normal Control Measures <i>(Brief description and / or reference to source of information).</i>	Are Control Measures In place Adequate/Appropriate Y/N/NA	Additional Control Measure <i>i.e. What more needs to be done prior to School opening to take account of local / individual circumstances</i>	Residual Risk Rating VH/H/M/L
COVID 19- Social distancing /minimise transmission	VH	<p>Contingency framework for schools published 1.1.21</p> <p>Government guidance published on 3.7.20 states that schools must minimise contact between individuals and maintain social distancing wherever possible</p> <p>Government guidance published on 28.8.20 states that schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be</p>	<p>Staggered drop off and pick up will be suspended until the 12.2.21: Year 3 and 4 - 8.50am – 3.20pm Year 5 and 6 - 8.40am – 3.10pm The school day from 5.1.21 – 15.1.21 will be 8.45am – 3.15pm</p> <p>Parents will be encouraged to maintain social distancing whilst dropping off and picking up</p> <p>Parents will not be allowed onto the school site unless there is need to visit the school office</p> <p>Parents will be encouraged to wear masks at the gates</p> <p>The front green gates will be a point of entrance and for exit. Normally the black field gate would be used in addition for collection of Year 4 and 5 children. Due to the low numbers of children attending, this will not be used until the full school return.</p> <p>Senior leaders will supervise the entrance and exits times</p>	<p>All staff to remain alert at all times and support the children with this message</p> <p>This will reduce the volume of parental traffic at the gates at pick up</p>	L

		<p>encouraged to keep their distance within groups. It is likely that for younger children the emphasis will be on separating groups and for older children, it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p>	<p>Children who arrive late will be accompanied by a senior member of staff to their group room</p> <p>Late collections are to congregate (whilst adhering to social spacing guidelines) in the Children Centre</p> <p>Year groups will work in “bubbles” with reduced contact between groups</p> <p>PPE is available to the Site Manager, first aiders and senior leaders who are dealing with an emergency.</p> <p>Medical supplies which are required to be locked away are stored in the medical room. The remaining medical equipment is stored in Hallowell until lockdown is finished. Medical treatment will be given in Hallowell with both doors open.</p> <p>Outside spaces are zoned and supervision allows for spacing between zones</p> <p>The dining hall will be used on a rota basis in order to minimise contact between year groups</p> <p>Children will sit with their classes in the lunch hall</p> <p>Staff breaks are staggered and the staff to be aware of social distancing</p>		
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			<p>The Food Technology room and Staff room will be available at lunchtime to help maintain social distancing</p> <p>The wearing of masks by staff in communal areas and when speaking to parents will be highly recommended</p> <p>Staff will contact the administrative team by phone or verbally through the entrance window</p> <p>Staff should maintain a social distance from other staff</p> <p>Staff are aware of all documentation relating to the virus</p> <p>Assemblies will take place in the classroom and there will be no singing assemblies</p> <p>Briefing- email will be issued weekly and online meetings arranged when necessary</p> <p>Children will be sat in rows facing the teacher</p> <p>Classrooms will be well ventilated</p> <p>The children will be reminded that where possible, they should maintain a social distance from other children. This would include lining up.</p> <p>Limit the number of children who visit the toilets at the same time</p>		
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			<p>Children will have their own writing equipment and will not need to share</p> <p>Children will have labelled water bottles</p> <p>Children will have their own musical equipment</p> <p>Children will have access to year group specific equipment in PE such as tennis balls</p> <p>After school activities will be limited to specific year groups although these have been suspended</p> <p>Parent consultation meetings will be held over the phone or via Zoom (or equivalent)</p>		
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<p>COVID 19- Handwashing and sanitising</p>	<p>VH</p>	<p>Government guidance published on 3.7.2020 states that hands should be cleaned more thoroughly more often than usual</p>	<p>All classrooms have access to soap, hand sanitiser and towels</p> <p>Hands to be washed (for at least 20 seconds) or sanitised when they arrive, before and after outside play, before and after eating and before dismissal as well as when they return from the toilets</p> <p>Children that have their own sanitiser bottles can have these on their desk- named</p> <p>Children will be encouraged to avoid touching their face with unwashed hands</p> <p>Staff will use the hand sanitiser after using the sign in system</p> <p>Cleaning wipes will be available in the photocopying room and the photocopier keys will be wiped before use.</p> <p>Dining tables will be wiped after each year group sitting</p> <p>PE mats will be quarantined for 72 hours after each afternoon session. Mats are limited to the use of one year group</p>	<p>Risk assessments required by catering supplier</p>	<p>L</p>
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<p>COVID-19 Respiratory Hygiene</p>	<p>VH</p>	<p>Government guidance published on 3.7.2020 states that we need to encourage good respiratory health through:</p> <p>CATCH IT, BIN IT, KILL IT</p>	<p>All children and staff need to ensure that respiratory hygiene is actively encouraged.</p> <p>All tissues need to be binned and bagged as per the lunch arrangements</p> <p>Signs visible in each classroom</p>		<p>L</p>
<p>COVID 19- Cleaning</p>	<p>VH</p>	<p>Government guidance published on 3.7.2020 states that schools should introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>All rooms will be cleaned thoroughly each evening. Emphasis on all touched surfaces</p> <p>On arrival each cleaner will collect their spray, bin bag, blue roll and set of gloves. Jeff B to stock this each evening</p> <p>Each classroom will have a spray cleaner and disposable blue roll. The adult in the dining hall is required to spray the table before we eat and after we eat and gloves are available</p> <p>Classroom tables will be wiped between different intervention groups</p> <p>Rubbish to be bagged and tied and left outside the door for collection</p> <p>All banisters, switches and window sills to be wiped at the end of each day</p>	<p>Cleaning / procedures are monitored daily & Resources reviewed weekly by SLT</p>	<p>L</p>
<p>COVID 19 – Outbreak in school</p>	<p>VH</p>	<p>Government guidance published on 3.7.2020 / 28.8.20 states the following:</p> <p>If someone becomes unwell with: a new or continuous cough, high temperature or loss of</p>	<p>The corridor outside the HT office will be used as the isolation area for any child displaying symptoms</p> <p>If a child in your group presents unwell</p>		<p>M</p> <p>M</p>

		<p>sense of smell or taste they must be sent home</p> <p>Whilst awaiting collection they must be moved to a room and isolated behind with adult supervision. This adult should wear PPE if 2m distance cannot be maintained</p> <p>If this is an emergency situation dial 999</p> <p>The staff member who dealt with the child does not need to go home unless they develop symptoms</p> <p>Testing is encouraged and available</p> <p>A separate toilet needs to be identified</p> <p>The isolation room needs to be cleaned once the person has gone home</p> <p>When the child or staff members test negative they can return to their group and all household members can come out of isolation</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools</p>	<p>call SLT and child waits outside in the fresh air (weather dependent) or by main classroom door</p> <p>Parents will be phoned by the welfare/office to collect their child. SLT will have the option to wear PPE if within 2 metres of the child. This includes: face mask/visor, gloves and apron. All to be disposed of immediately. Parent will be advised to get their child tested for Covid 19 or isolate for 10 days.</p> <p>Room to be cleaned and not in use until this is finished</p> <p>Testing is to be encouraged for children using 111 online service if the child is over 5</p> <p>If the child is under 5 they must call 111</p> <p>Staff can book tests through the online portal and employees can book this or the employers can book this for them. Some testing kits will be available in school for staff. There is also additional testing available for Hillingdon staff at the civic centre</p> <p>Parents need to be alert and monitor their child for symptoms and follow the national advice and inform school</p>		
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		<p>should contact the local health protection team.</p> <p>This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves</p>	<p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Class registers, records of interventions and the SEND register will be used to provide a record of close contacts for local health protection team in the event of a confirmed case</p>		
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		<p>unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow the guidance.</p> <p>They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following the guidance. 	<p>Parents informed of the guidance and available on the website</p>		
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		If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.			
COVID 19- Transport Arrangements	H	Government guidance published on 11.5.2020 states that all parents and children should be encouraged to walk or cycle to their education setting where possible. If public transport is required, follow the government guidance.	All parents informed of the advice		L
COVID 19- Clinically Vulnerable and Critically Vulnerable	VH	Government guidance published on 3.7.20 states: Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can	All clinically extremely vulnerable have been contacted by the Headteacher and necessary safety measures put into place for their return. During the lockdown, members of staff who have been identified as clinically extremely vulnerable will work from home.	Staff have been advised to raise any concerns with Line manager / SLT immediately Additional RA written	H

		<p>return to work from 1 August as long as they maintain social distancing.</p> <p>New guidance on 4.11.20 stated that if you are clinically extremely vulnerable: You are strongly advised to work from home. If you cannot work from home, you should not attend work for this period of restrictions.</p> <p>If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate..</p>			
<p>COVID 19-</p> <p>Trips, Visits and Visitors</p>	VH	<p>Government guidance published on 3.7.20 states: In the autumn term,</p>	<p>There will be no coach/underground based trips or visits until further notice</p>		<p>M</p> <p>L</p>

		<p>schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.</p>	<p>There will be no parents in the building. All meetings with parents will take place in the Children Centre</p> <p>Any essential visitors such as social care and maintenance contractors will be supervised / encouraged to wash hands, sanitise and maintain social distancing</p> <p>External providers will be allowed on site in line with school risk assessment. This included after school Portuguese classes. These lessons have been suspended until further notice</p>	<p>Provider's risk assessments requested</p>	<p>L</p> <p>See Individual Provider / Contractor RA</p>
Other medical issues	M	<p>If a child becomes injured and needs first aid then PPE is encouraged when supporting the child</p>	<p>PPE available</p> <p>To be disposed of.</p> <p>Additional guidance issued (23.6.20)</p>		L

Higher risk groups (BAME)	H	Public Health England guidance on BAME and potentially higher risks	All BAME members of staff have been spoken to and offered separate risk assessments in addition to this assessment. All members of staff declined.	Staff have been advised to raise any concerns with Line manager / SLT immediately	
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