

Risk assessment for COVID-19 - Educational settings from 1 st June (Parent version)	
Completed by: Emma Levers	Date created: 12/05/2020 Date Last updated: 27.05.2020
Next Review Date: 1 st June 2020	Manager approval
Applicable to: All children and adults, including visitors and parents	<p>Following further guidance on 14th May, we predict greater numbers of children returning to school on the 1st June due to more critical workers returning to work</p> <p>‘Now that we have made progress in reducing the transmission of coronavirus we are encouraging all eligible children to attend settings (where there are no shielding concerns for the child or their household), even if parents are able to keep their children at home’</p> <p>This updated risk assessment reflects the changes that have been made to accommodate greater numbers of children</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Critical worker information https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p> <p>Early years information https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings</p>

Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	Adults Children	High	<p><u>Hygiene practices</u></p> <p><u>General hygiene for children and staff</u></p> <ul style="list-style-type: none"> • Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website • Apply catch it, bin it, kill it for coughs and colds. https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be • Posters to be displayed throughout school to support the education of staff, visitors and children • Adults and children are required to change clothing at the end of each day in school. This should be washed straight away. Children will not wear normal school uniform to enable clothing to be washed daily. <p><u>Handwashing and hand sanitising</u> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Increase the availability of hand washing and sanitising facilities throughout school, including reception. <ul style="list-style-type: none"> - All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly. - All <u>staff and visitors</u> to wash hands on entry and exit from the building. Hand sanitiser to be placed in reception and regularly restocked and signage placed into reception area - Ensure reception has hand sanitiser available for visitors into school. Display signs and reception staff to request that visitors do this. • All adults and children to wash hands frequently throughout the day. Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2) after AM playtime (3) before lunch time (4) after lunch time 	Medium

			<ul style="list-style-type: none"> • Reinforce good hygiene with the children through lessons and information to parents. <p><u>Cleaning</u></p> <p><u>General Cleaning services (Metro clean)</u></p> <ul style="list-style-type: none"> • Increase in general cleaning services throughout the week • ‘Deep clean’ of all rooms • Some areas in school will be ‘closed’ and not used by anyone in school – signage will indicate this (see below). If these rooms are used they must be left tidy and clean by the school staff as Metro clean will be informed that they are not in use. Staff will inform lead cleaner through the front office if ‘closed’ room needs cleaning. • The clear desk policy will be strictly adhered to, to enable staff and wipe down areas throughout the day and cleaning staff to thoroughly clean surfaces at the end of the day. <p><u>Cleaning (school staff)</u></p> <ul style="list-style-type: none"> • Shared areas are not open however if required they will be used will be cleaned after use i.e. hall – Please speak to HOS before using a shared area • Doors will be propped open where possible (risk assessment to be completed) • Resources will not be shared where possible. If they are shared, they must be cleaned after each use and before other children use them. A ‘red’ zone will be allocated for ‘used’ resources, which staff will clean. Once used children will place them into the ‘red’ zone for cleaning. They will not allow other children to use them directly after the • A COVID cleaning ‘grab pack’ will be available in school. This will be easily accessible so that areas can be cleaned easily if needed (after illness of child/adult with COVID symptoms). This will be stored in the medical room in a locked cupboard. • Additional cleaning resources will be available. Staff to request these through the T&L lead. • All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated area. Staff will wipe down surfaces and equipment throughout the day. Cleaning products will be available in all ‘open’ rooms, in locked cupboards 	
--	--	--	---	--

			<ul style="list-style-type: none"> Support staff not specifically allocated to a class will routinely wipe areas they are working in. At 10.30am, 1.00pm and 2.45pm a team of staff will clean down 'shared' spaces (if required). This will be limited as there will be very little movement from out of allocated teaching and learning spaces. Staff will routinely wipe down frequently touched areas including door handles. <p><u>Other</u></p> <ul style="list-style-type: none"> unnecessary items will be removed from classrooms and other learning environments soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms 	
			<p><u>Limiting interactions between adults/children</u></p> <p><u>Social Distancing - general</u></p> <ul style="list-style-type: none"> 2m guidance to be applied throughout the school setting i.e. with children, visitors, colleagues, where possible 'We know that, unlike older children and adults, children in the early years cannot be expected to remain 2 metres apart from each other and staff' (Government guidance) Signs to be displayed outside the school to indicate social distancing for parents, highlighting methods to drop off and collect children Only necessary visitors will be allowed into school. This would include, but is not exhaustive; social workers, police, VENN central staff Where possible virtual methods will be used to communicate. (see virtual communication technologies below) Staff in school will adhere to social distancing, where possible. <p><u>School timetable</u></p> <p>The following groups of children will continue to be eligible to attend the school setting</p> <ul style="list-style-type: none"> Children of critical workers vulnerable children – social workers and those identified by the school inclusion team 	Medium

			<ul style="list-style-type: none"> • children with an EHCP in ALL year groups <p>The above has been the case since school closure. As per the guidance, parents are encouraged to send these children to school, regardless of whether they can look after them at home.</p> <p><u>Start and end of the day arrangements</u></p> <ul style="list-style-type: none"> • Based on the low numbers attending school – subject to change if numbers increase • The school will be open from 8.40 – 3.00pm • See below for entry and exit arrangements and routines • School leaders and staff will be visible at the start and end of the day to support parents and children on and off the site. High vis to be worn. Positions to be allocated by HOS • The start of the day will commence between 8.40 and 9am to allow parents to bring children to school in a ‘staggered’ manner, reducing the pinch point at the start of the day. • The end of the day will be between 2.40 and 3.00pm to allow parents to collect children in a ‘staggered’ manner, reducing the pinch point at the end of the day • School leaders/staff will support children into school and check the site before locking gates in the morning and end of the day <p><u>Bubbles</u></p> <ul style="list-style-type: none"> • Provisional numbers of children indicate the following ‘bubbles’ from the 1st June • Bubble’s refer to groupings. The groups will not be mixed as much as possible, however 1 mix may be needed if numbers increase. Groups will not exceed 15 children, but will depend on age range and floor space (see Brooke floor plan) • Adults allocated to ‘bubbles’ will remain consistent where possible. • Bubble’s will be ‘fixed’ where possible. If children join a bubble they will remain there. HOS must be informed before any changes are made. <p><u>EYFS bubble (F1 and F2)</u></p> <ul style="list-style-type: none"> • Supported in the Nursery F1 setting. • Groupings of 8 – 16 children. EYFS ratio’s applied. If numbers exceed 8 the nurse unit could be split into 2, housing 2 EYFS bubbles OR an F2 classroom used. 	
--	--	--	--	--

			<ul style="list-style-type: none"> • Will have access to the EYFS playground – free flow • Entry and exit to the school site through the school car park (risk assessment to be completed) – reduction of ‘pinch point’ at main gate at front of school • Parents to drop off/collect children at the F1 door and will not enter the classroom – procedures to drop off and collection to be displayed. <p><u>KS1 bubble</u></p> <ul style="list-style-type: none"> • Supported in Miss Hennigan’s classroom • Grouping of 12 children (based on floor plan). • Will have access to the KS1 playground • Parents to drop off/collect children at Miss Hennigan’s door and will not enter the classroom • Markers will indicate social distancing for parents to drop off and collect children <p><u>LKS2 bubble</u></p> <ul style="list-style-type: none"> • Supported in Miss Merry’s classroom • Grouping of 12 children (based on floor plan). • Will have access to the KS2 playground (half) • Parents to drop off/collect children at Miss Merry’s door and will not enter the classroom • Markers will indicate social distancing for parents to drop off and collect children <p><u>UKS2 bubble</u></p> <ul style="list-style-type: none"> • Supported in Mrs Marshalls classroom • Grouping of 12 children (based on floor plan). • Will have access to the KS2 playground (half) • Parents will be encouraged to see their children into school from the front gate. Children will walk in independently. • Markers will indicate social distancing for parents to drop off and collect children (for those who do not walk home independently) • The ‘bubble’ teacher/support staff will support the children off site safely, applying social distancing measures and encouraging the children to do this once off site. 	
--	--	--	---	--

			<ul style="list-style-type: none"> • Y5/6 children will not be allowed to leave the premises until 3pm unless parents collect them earlier. <p><u>Daily timetable</u></p> <ul style="list-style-type: none"> • Rooms will be ventilated – doors and windows open providing safeguarding arrangements are not compromised. • Home learning PowerPoint activities will be completed. Activities will take place outside where possible. • Health and wellbeing activities will take place in afternoon sessions once home learning activities have been completed. • Staff will focus on SEMH. • Transition arrangements to be agreed • The children do not need to wear their school uniform to school as parents are asked to change their child’s clothing each day. Please ensure this is suitable and where possible other normal uniform standards are applied i.e. suitable hair styles and colours and gold/silver small stud earrings only • The school will provide each child with his/her own coloured pencils/pens, which will be stored on their own desk. This will only be used by the child. • The child’s own normal exercise books will be used for learning. • Where possible the children will not bring other equipment and resources to school i.e. no PE kit/pencil case • The classrooms being used will have their own cleaning products. Staff will wipe surfaces regularly throughout the day. • Children should go to the toilet one at a time • Children will only have access to their own ‘bubble’ classroom and outdoor space. Other outdoor areas can be accessed through discussion with T&L lead. Children will not be sent out of their own ‘areas’ i.e. take register to office <p><u>Start of the day</u></p> <ul style="list-style-type: none"> • Assemblies, provided by bubble teachers or school staff/ leaders through MS Teams 	
--	--	--	---	--

			<ul style="list-style-type: none"> • 15 mins physical exercise including daily mile (in own 'bubble' playground area), Joe Wicks. This will take place outside where possible <p><u>Morning playtime</u></p> <ul style="list-style-type: none"> • Children will be allocated a 30 morning break. Whilst numbers in school are low this does not need to be staggered as 'bubbles' have their own playground area • For KS2 the playground will be divided into 2 to prevent 'bubbles' from mixing. The children will be reminded about social distancing. • Playground equipment will be made available to a 'bubble'. The children will know not to share equipment and place it in the 'red' zone once used. <p><u>Lunchtime</u></p> <ul style="list-style-type: none"> • The children will have a 60 mins lunchtime. • DRA's will be allocated to a 'bubble' so that adults do not change between groups • Currently the school is unable to offer hot meals. Children will bring in their own packed lunch. This will be eaten in their allocated classroom and the children will be able to access the playground once they have finished. • The children will be reminded about social distancing in a caring and kind manner • Playground equipment will be allocated to a group and IF equipment needs to be alternated between groups, it will be cleaned thoroughly before being used. <p>We are aware that some activities where social distancing cannot be applied i.e general first aid.</p> <p>Vulnerable children will not be identified as being vulnerable.</p> <p><u>Other</u></p> <ul style="list-style-type: none"> • Flow control will be applied to ensure no overcrowding in circulation spaces • Apply the following guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings 	
--	--	--	---	--

			<ul style="list-style-type: none"> • The outside of the school will be marked clearly to display social distancing measures. Leaders will be visible at the start and end of the day to support parents to ensure their child is dropped off / collected safely and to follow the routines arranged. <p><u>Children displaying COVID symptoms</u></p> <ul style="list-style-type: none"> • Removal of the child to the ‘medical’ room • PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing • The child’s parents/carers will be contacted to collect the child • The child will remain in the room (if possible) until parents/carers arrive. • If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so, and then cleaned using standard cleaning equipment before being used by anyone else. • A window will be opened to ventilate the room, if possible • The child will be supported to the front office and taken home by the parent/carer • The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance) • IF the child tests positive for coronavirus, other children and staff in the child’s allocated ‘group’ will be informed and isolation guidance followed. Testing kits will be available for parents to test their child and household • https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p><u>Adults displaying COVID symptoms</u></p> <ul style="list-style-type: none"> • Will go home straight away • Follow the isolation guidance and will take a test https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 	
--	--	--	---	--

			<p>Both</p> <ul style="list-style-type: none"> Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. 	
			<p>Closure of part of the school The following areas will be closed</p> <ul style="list-style-type: none"> - LFA classroom - Hall - Library - Computer suite - Music room - Phase Shared areas (only open for movement to toilets in KS2) - Shared spaces will have limited access. Signage will indicate this i.e. front office – only 2 adults present at one time. This will also apply to adult toilets, staff room etc <p><u>Staff lunch times</u></p> <ul style="list-style-type: none"> The ‘community hub’ aka bungalow and main kitchen will be open to accommodate staff at lunch time, so that staff have an additional area to prepare their lunch, enabling social distancing to be adhered to. Staff are able to eat their lunch in the staff room, F2 outdoor area, bungalow, KS1 shared area and Hall outdoor area 	Medium
			<p>Personal Protective Equipment (PPE)</p> <p><u>Intimate care</u></p> <ul style="list-style-type: none"> ‘routine’ PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron) <p><u>Other</u> A face mask, disposable gloves and apron are available for the following situations</p>	Medium

			<ul style="list-style-type: none"> • Child/adult displaying symptoms of coronavirus. The member of staff supporting the child should wear PPE • Perspex screen to be created in the reception area • Offices to be measured for possible PPE if 2m distance difficult to apply • Gloves and apron to be worn for cleaning carried out by school staff 	
			<p><u>Entry and exit to the school building</u></p> <ul style="list-style-type: none"> • See notes above RE handwashing, PPE and limiting interactions • Parents and carers will drop off and collect children according to the information detailed above • Children will start and end the day at ‘staggered’ times • A sign will be displayed in reception that states that only family/visitor should be present in the reception area at any one time. 	Medium
			<p><u>Virtual communication technologies</u></p> <ul style="list-style-type: none"> • MS Teams to be used for all meetings, where possible • Zoom will be used for Virtual Circle time for children not attending school- see Zoom risk assessment) • If other software is to be used, please get authorisation from HOS first. 	Medium
			<p><u>COVID-19 symptom identification and reporting</u></p> <ul style="list-style-type: none"> • Symptoms guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#symptoms • Any child displaying signs of COVID-19 should be isolated immediately in the medical room. • The member of staff supporting the child should wear the allocated PPE • Cleaning of possible infected areas will take place • The HOS/AHT will be informed, who will contact parents and make arrangements or the child to go home. • Any adult displaying signs should go home immediately. The HOS should be informed • Details of the child/adult displaying symptoms of COVID-19 will be emailed to the admin team/school business manager. 	Medium

			<ul style="list-style-type: none"> Staff/children with symptoms should be tested https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested 	
		Medium	<p>Education of adults and children</p> <p>Develop understanding of the following aspects through teaching, reminders, communication</p> <ul style="list-style-type: none"> handwashing practices catch it, bin it, kill it Coronavirus Reasons for social distancing Routines for hygiene in school – regular handwashing times, ‘red’ zones, not sharing resources and why. <p>All of the above will be done with care and kindness</p>	Low
Negative effects on Mental Health and Wellbeing		High	<p>Children</p> <ul style="list-style-type: none"> PSHE, Health and wellbeing resources to be shared with children through the academy website, twitter and weekly welfare call to parents Zoom virtual circle time for children not eligible or unable to attend school Weekly wellbeing calls to all parents (all children not attending) apart from during school holidays The curriculum for all children will be supported by SEMH activities 	Medium
Communication issues		Medium	<p>Parents</p> <ul style="list-style-type: none"> BR-admin@vennacademy.org email address and the number academy telephone number to be used by parents to communicate with teachers and school leaders Twitter, academy website, text, email and telephone calls will be used by staff to communicate with parents Any parents concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult. Staff email addresses <u>will not</u> be communicated to parents A letter will be sent to parents explaining the school reopening plans A survey will be sent to all parents to find out their intentions regarding return to school – this will help to inform staffing numbers for working in classrooms 	Low

<p>Decline in educational standards through reduced learning opportunities</p>		<p>High</p>	<p><u>Educational provision for children attending the school setting</u></p> <p>Only the following groups of children will be allowed to attend the school setting</p> <ul style="list-style-type: none"> • children of critical workers https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision • Children who are vulnerable and have a social worker • Children identified by the safeguarding team as being vulnerable • Children with an EHCP <p><u>Educational provision for children NOT eligible to attend the school setting OR are unable to attend due to the criteria set out by the government i.e. critically extremely vulnerable</u></p> <ul style="list-style-type: none"> • Educational resources for these children will continue as before 1st June, with some focus on SEMH • Weekly home learning resources will be made available through the academy website • Weekly purple mash activities (minimum of 3 per week) will be set by the teacher and comments made in response, which the child can view. • Weekly tweets, texts and uploads to the academy website will take place to share home learning resources. • High Risk children – Clinically extremely vulnerable (shielding) - personally received a 12 week letter advising to shield – should not be in school. • Medium Risk children - Clinically vulnerable (stringent social distancing) - Has a health condition listed on the vulnerable list or lives with a high-risk person – measures sent out in this risk assessment will be applied to all children. No further measures can be applied if the child attends school <p>Please note, we are unable to provide additional safety measures for children who are critically vulnerable. As with all children currently, it is the parents decision as to whether their child will return to school on the 1st June.</p>	
--	--	-------------	--	--

Health and safety whilst in school			<ul style="list-style-type: none"> All adults will sign in as normal at the front office when they enter and exit the building A member of first aid will be on site at all times A paper register will be taken by the 'bubble' teacher each day and sent to the school office by 9.10am Normal evacuation procedures apply 	
Safeguarding			<ul style="list-style-type: none"> Monthly safeguarding meetings to continue Weekly welfare calls to be made to all children, with 2 calls per week for those identified as vulnerable Home visits to be made for children who have not been contacted for 2 weeks 	
Head of School	Name		Signature	Date
Executive Head	Name		Signature	Date

		Consequence				
		What is the result of exposure to the hazard?				
		1 Insignificant First aid only	2 Minor Medical attention	3 Moderate Increased medical attention	4 Major Severe health crisis	5 Extreme Severe injury or death
Likelihood of occurrence	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Legend: Low Medium High