

**Coronavirus (COVID-19) Risk assessment (reviewed and amended)**

**Establishment: Bushfield Road Infant School**

**Date: Reviewed January 2021**

Focus	Area of consideration	Recommendation	Level of risk
Children	Managing parents' drop off and pick up routines	<ul style="list-style-type: none"> <li>• Children to be dropped off at an access point directly from outside and start times staggered between 8.55am and 9.15am</li> <li>• Children to be picked up at staggered pick-up times between 2.55pm and 3.15pm.</li> <li>• Children to only be picked up and dropped off from the designated entrance for each group of children.</li> <li>• Parents to wear a face covering whilst on the school premises.</li> <li>• Only one parent or adult to accompany each child at drop off and pick up time.</li> <li>• SLT on hand to manage this effectively and appropriately.</li> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Parents are to follow the one-way system into the school grounds so that parents and pupils maintain distancing whilst entering and leaving the school site.</li> <li>• Parents to socially distance themselves whilst waiting for doors to be opened. 2 metre markers on the ground set out for parents to stand on.</li> <li>• Parents informed about the process that has been agreed for drop off and collection, including that gathering at the school gates and coming onto the school site or entering the school building without an appointment is not permitted.</li> <li>• One adult to open the classroom door as soon as children begin to arrive.</li> <li>• Parents are not to speak face to face with the adult on the door. Any messages to be given through telephone calls or email. Posters visible around school and Posters in message board outside, text messages and letters sent out with reminders.</li> <li>• Parents to leave the site promptly after dropping off or picking up children.</li> <li>• Only children who are symptom free or have completed the required isolation period to attend school.</li> </ul>	

		<ul style="list-style-type: none"> <li>• All children coming to school should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.</li> <li>• Parents not following social distancing guidelines will be asked to leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the Head teacher will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them.</li> </ul>	
	<p>Maintaining social distancing/ minimising contact between individuals</p>	<ul style="list-style-type: none"> <li>• Children to be kept in the same class at all times each day, and different classes are not mixed during the day or on subsequent days.</li> <li>• Children will be supervised by the same adults in the same classroom every day.</li> <li>• Children to remain in their designated class throughout the day, including lunch time which will take place in classrooms.</li> <li>• The outside area should be used as much as possible to enable social distancing.</li> <li>• Two designated outdoor play areas marked out and assigned to each class to ensure classes do not mix during playtimes.</li> <li>• Children to be supervised during outdoor play by the adults assigned to each class.</li> <li>• One-way system as pupils move through spaces which are accessed by corridors e.g. toilets.</li> <li>• Limit the number of children who use the toilet facilities at one time (4 children) and supervise by assigned adult.</li> <li>• Children should spend limited time sat together, for example carpet time. Children should be seated side by side and facing forwards wherever possible at their tables rather than face to face.</li> <li>• Children will sit at the same assigned table each day and movement around the classroom and school site will be kept to a minimum.</li> <li>• Staggered break and lunch times for each class bubble. Children to eat lunch at their assigned table in the classroom. Tables to be cleaned thoroughly before eating and afterwards. Adults from each class bubble to support the children to eat their lunch. Other lunch time staff to support their designated class bubble when the children are eating their lunch and taken outside for playtime.</li> <li>• Staff will collect their own class 'Grab bags' from the hall and distribute them in the classroom to children at their designated table.</li> <li>• Large gatherings/whole school events will not take place, ie: assemblies and collective worship.</li> </ul>	

Curriculum, behaviour and wellbeing	<ul style="list-style-type: none"><li>• Minimise the resources available to those that can be cleaned effectively. Remove all soft toy and furnishings.</li><li>• Ensure no enclosed areas - tents, dens etc.</li><li>• No playdough, water, sand and malleables.</li><li>• Encourage play outdoors as much as possible throughout the day.</li><li>• Outdoor equipment should not be used unless it is appropriately and frequently cleaned. Multiple groups must not use it simultaneously.</li><li>• Prevent the sharing of stationery and equipment by providing children with their own set.</li><li>• Classroom based resources, such as books and games, can be used and shared within the bubble. Shared materials and resources should then be cleaned and disinfected more regularly, along with frequently touched surfaces.</li><li>• Pupils and teachers can take books and other resources home, although unnecessary sharing should be avoided.</li><li>• Wherever possible, music lessons should take place in small groups, limiting group sizes to no more than 15. Physical distancing, avoiding sharing of instruments and good ventilation should be ensured.</li><li>• Outdoor sports should be prioritised where possible and weather permitting. Pupils should be kept in their class bubble, PE equipment thoroughly cleaned between each use by different bubbles, and contact sport avoided.</li><li>• Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing for 20 seconds with soap and water and by sneezing into a tissue before disposing into a bin.</li><li>• Consider how to encourage young children to learn and practise these habits</li><li>• Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</li><li>• Pupils who are reluctant or anxious about returning or who are at risk of disengagement will be identified and plans for re-engaging them will be developed.</li><li>• For pupils in Reception year, teachers should focus on the prime areas of learning, including communication and language, personal, social and emotional development (PSED) and physical development. Teachers should also assess and address gaps in language, early reading and</li></ul>	
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mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Consider how all groups of children can be given equal opportunities for outdoor learning.

- For pupils in Key Stage 1, the identification of gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics) should be prioritised. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/Sport, RE and RHE.
- Teaching Assistants may be deployed to lead groups or lessons under the direction and supervision of a qualified or nominated teacher.
- The school has made plans for specialist teaching staff providing 1:1 support (e.g. Speech and Language Therapy) as follows:
  - Staff will sign in with their details to enable test and trace if required
  - Staff wash hands before and after working with a pupil
  - A space will be identified for the intervention to take place and set up to enable distancing
  - Visiting staff implementing interventions will wear a face covering or visor.
  - Equipment is set up in the space prior to the start of the session
  - Child is collected from and returned to the classroom door
  - After the child has returned to class, all surfaces and equipment will be thoroughly cleaned
- Individual or groups of children requiring support/intervention can be withdrawn from the same class bubble. A place will be identified and appropriate distancing maintained. All surfaces and equipment will be cleaned thoroughly between groups/individual children. Staff will wash hands before and after working with individual/groups of children.
- PPA is scheduled weekly and will be supervised by Teaching Assistants within their own class bubble. Provision to be confirmed.

Hygiene	<p>Children and staff to wash their hands with soap and water for at least 20 seconds across the school day. Time will be built into the school day to facilitate this.</p> <ul style="list-style-type: none"> <li>• After coming into school</li> <li>• After sneezing or coughing</li> <li>• Before and after handling or eating food</li> <li>• After going to the toilet</li> <li>• Before and after staff hand out Lunch bags.</li> </ul> <ul style="list-style-type: none"> <li>• Encourage children not to touch their mouth, eyes and nose.</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste (catch it, bin it, kill it)</li> <li>• The inside of each classroom should be well ventilated, doors and windows open (at least 2 windows open at any time).</li> <li>• Children should be supported to do as much for themselves as possible.</li> <li>• Markers to be used for the children to line up at for handwashing, toileting.</li> <li>• Children to have clothes changed in the classroom if required.</li> <li>• If an accident happens, staff are to wear apron and one pair of gloves and a face mask. Used gloves and apron are to be double bagged and put into an outside bin.</li> <li>• Once the child has been sorted out then the toilets should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• School clothes to be used if a child has an accident. If these are returned, then they are to be washed again in school.</li> <li>• If a child needs help with self-care then the adult is to wear an apron, gloves and mask.</li> </ul>	
First Aid and medication	<ul style="list-style-type: none"> <li>• Children should be supported to do as much for themselves as possible.</li> <li>• A member of staff with first aid training and certificate will be placed in each class bubble.</li> <li>• First aid will be administered in each individual classroom bubble.</li> <li>• Each class will be provided with their own first aid equipment.</li> <li>• If an injury needs adult support then the adult to wear an apron, gloves and mask</li> <li>• Incidents to be recorded on each individual class first aid record.</li> <li>• Only inhalers to be given. If a child requires any other regular medication then they are unable to attend school.</li> <li>• If a child requires hand cream then staff to provide cream to be self-administered.</li> </ul>	

<p>If a child, parent of staff member starts displaying symptoms.</p>	<ul style="list-style-type: none"> <li>• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the government guidelines. The child must be sent home and advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>), which sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• Anyone with symptoms or a positive test must isolate for 10 days.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door (Medical room). If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.</li> <li>• If they need to go to the toilet while waiting to be collected, the toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The member of staff supervising them should wear PPE (an apron, mask and gloves).</li> <li>• If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Parents to agree to pick children up promptly if they display symptoms whilst in the setting.</li> <li>• Parents to confirm emergency contact details, to ensure we have correct telephone numbers.</li> <li>• If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access).</li> <li>• Ensure that staff and parents understand that they must engage with the NHS Test and Trace process (<a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>)</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked on line through the NHS testing and tracing for coronavirus website (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus</a>), or ordered by telephone via NHS 119.</li> <li>• The school will take swift action and report any positive tests to the local authority and the local health protection team. The health protection team will then work with the school to provide guidance on the actions we need to take.</li> </ul>	
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Staff	Attendance	<ul style="list-style-type: none"> <li>• Following the reduction and prevalence of COVID-19 and the relaxation of shielding measures, we expect that most staff will attend school.</li> <li>• Staff should only attend school if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.</li> <li>• All staff should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.</li> <li>• All staff to receive a copy of policy and risk assessment documents before return. A copy will be retained and signed by all staff to say that they have received and read a copy of the updated risk assessment (January 2021).</li> <li>• Testing is available to all key workers and their households.</li> <li>• Current government guidance to be followed.</li> </ul>	
Staff	Wellbeing	<ul style="list-style-type: none"> <li>• Staff will be working in separate and different classes.</li> <li>• Staff to wear clean clothes every day.</li> <li>• Staff to be focused on supporting children's learning and ensuring social distancing as much as possible.</li> <li>• Staff to support cleaning procedures during the day within their classroom as much as possible.</li> <li>• Socialisation and interaction will be different with a limit to contact with other adults and the children.</li> <li>• Staff to stagger breaks in the main staff room and limit occupancy if possible.</li> </ul>	
Children and Staff	Lunch time	<ul style="list-style-type: none"> <li>• School kitchens will comply with the guidance for food businesses on COVID-19.</li> <li>• Lunchtime supervisors will wear disposable aprons and gloves which will be double bagged and disposed of at the end of lunchtime.</li> <li>• Class lunchtimes will be staggered to minimise risk. (See Timetable)</li> <li>• Children to have a 'Lunch bag' provided by the school kitchen, comprising of a selection of hot/cold food.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Children will sit at a designated table in their classroom to eat their lunch.</li> <li>• Tables to be cleaned before and after each sitting by staff/lunchtime supervisors.</li> <li>• Staff and Children <b>MUST</b> wash hands before handling food or eating,</li> <li>• Staff and children <b>MUST</b> wash hands after handling food or eating.</li> <li>• Supervising adults to collect lunch bags from the hall and give out to children at their tables.</li> <li>• Supervising adults to be responsible for clearing away and disposing of food rubbish. Adults to handle eaten food as little as possible.</li> <li>• Children with packed lunches encouraged to be responsible for their own lunch box and to dispose of their own food rubbish in their box to take home.</li> <li>• Tables to be cleaned before and after lunch and floors swept as appropriate.</li> </ul>	
PPE	Staff and children	<ul style="list-style-type: none"> <li>• Wearing a face covering or face mask in the classroom is not obligatory, however staff can choose to wear face coverings and/or visors if they wish. This will be supported by the head teacher and Governing body.</li> <li>• Wearing a face covering in shared/communal areas is required, for example in the corridors, the hall, whilst supervising toilets and any other movement around the school beyond the classroom.</li> <li>• Office staff are not required to wear face coverings whilst working in the office, but should wear them when moving around school.</li> <li>• Cleaning staff will not be required to wear face coverings.</li> <li>• Children are not required to wear face coverings in school.</li> <li>• Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>• All visitors will be required to wear a face covering in school.</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</li> <li>• Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be</li> </ul>	



		<p>maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> <li>• Staff will need to wear PPE when: helping with self-care, administering first aid and if a child becomes ill.</li> </ul>	
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Prop doors open where safe to do so to limit the use of door handles, keypads and aid ventilation.</li> <li>• Each class bubble will be provided with their own set of essential cleaning equipment and will not be shared between groups. The cleaning kit will include antibacterial spray (x2), cleaning cloths, liquid soap, hand gel, washing up liquid).</li> <li>• Clean AND disinfect frequently touched surfaces throughout the day.</li> <li>• This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>• Play equipment to be washed and disinfected at the end of every day including outside resources and the hoops the children sit in.</li> <li>• Limit the number of resources available to the children to enable resources to be cleaned thoroughly at the end of the day.</li> <li>• Shared resources to be cleaned at the end of the day.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> <li>• Soft toys and furnishings to be removed from the setting where possible.</li> <li>• Clean painting aprons to be used with each group of children and washed regularly in school.</li> <li>• Surfaces to remain clutter free to enable cleaning to be completed successfully.</li> <li>• Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> <li>• Bins for tissues emptied throughout the day.</li> <li>• Thorough cleaning of the rooms at the end of the day.</li> </ul>	•

		Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:             <ol style="list-style-type: none"> <li>1) the individual tests negative; waste can then be put in with the normal waste</li> <li>2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste.</li> </ol> </li> </ul>	•