

Jessie Younghusband School – Covid-19 Risk Assessment September 2020 Reviewed Nov '20

Reviewed 4th Jan 2021 Reviewed 27th Jan 2021

Date undertaken : 13th July 2020 (after consulting with staff and Governors) by Mandy Sadler, Headteacher

Consultation with : Staff, parents, Governors

Risks: Transmission of the Covid-19 virus currently at pandemic level around the world. Schools are currently planning for full opening following National Lockdown since 23rd March 2020. School has been open throughout this time to eligible keyworker children and vulnerable children; since 1st June for Year R and 1 and from the 15th June for Year 6. The Government have lifted the full lockdown and has announced that the risks of infection and transmission are reducing so that schools can fully re-open in September. Detailed guidance has been provided and will be implemented as set out within this document.

27th Jan 2021 – Additional risk identified due to the new variants of the virus which are seen to be more transmissible. Notes showing as yellow high lighting for reviewed and amended arrangements to minimise risks.

Sources of information and Guidance: Government guidance including guidance for school's following the announcement of a full lockdown from 4th November and daily up-dates which have set out expectations and principles for schools and the wider community. WSCC Guidance, Public Health England (PHE), NGA, NAHT. Further reviewed in light of Union Advice to all staff at the end Dec' 2020 regarding schools returning after Christmas break. Reference to SAGE advice not to open schools at the start of January 2021 for any pupils other than keyworkers and vulnerable. It is noted that the Government's expectations are that, despite the advice from SAGE and repeated representations by the education unions, all primary schools will return for all children on the 4th January 2021.

Guidance issued by DfE regarding testing of staff from w/c 25.1.21. Advice issued by Professional Bodies.

Who might be affected: Staff, Children, parents, other visitors to the school site.

Potential Hazards:

- Transmission through social contact with an infected person;
- Transmission through contact with a surface where the virus is present;
- People with symptoms being present in the community;
- Shared use of equipment;
- Inadequate use of hygiene and cleaning procedures;
- Transferral of the virus between home and school on hands, clothes or other items.
- Currently unknown impact of the new variant of Covid 19 on transmission within school and adults and children in the school environment.

Control Measures put in Place (

- Social distancing expectations – class groups (bubbles). Classroom tables facing forwards for children from Year 2 upwards. Tables in Year R and 1 used for group working arranged so that children do not face each other. Adult to sit beside rather than facing children. From Nov' 20, teachers are able to use table groupings as facing forward is not compatible with teaching and learning and children are turning round to speak to each other – due to the space available in the classrooms this brings them closer together than if they sat across 2 tables. It also makes it very hard for adults to get to the children without being very close. In re-considering this, it was felt that distances would be more easily maintained with tables in groups. Where space allows, this will involve groups of 4 using two tables. Teachers may choose to re-organise their tables to allow for greater social distancing with fewer children in attendance from the 4th January. In KS2 classes from 5th January, children sitting one per table, with spaces between tables to maintain as much distance as possible within bubbles.
- Adults to be allocated to bubble groups as much as practically possible, but some crossover will occur to enable full coverage of PPA and all curriculum subjects. Unchanged. Unchanged – children to continue to work in class bubbles. 27th Jan 2021 – further consideration given

to reducing the crossover of staff to the absolute minimum needed to maintain school functionality and to provide teachers with the maximum available release time for PPA and undertake work relating to on-line learning pupils at home.

- In order to provide for full classes, at least 2 adults are required to ensure that breaks can be taken and that there is someone immediately on hand in case a children becomes ill, and to supervise hygiene routines alongside maximising teaching time. At lunch time, a team of 8 members of staff are required to supervise the separate bubbles whilst eating and whilst out at play. **Any reduction in numbers does not allow for the safe levels of supervision during lunch and most especially with the Covid routines set out in this risk assessment. Lunchtimes have been the most challenging time of the day to manage over the last few months.** January 2021 – team is short by 1 member (self-isolating) and another member of the team starts 4th Jan to replace a very experienced member of staff. Careful management to keep children safe during this time of the day will be essential.
- Staggered start and finish times. Staff to be in position to manage this. **Several reminders and some adjustments to waiting areas has been needed initially, but now this is working well. Unchanged.**
- Break and lunchtimes to be staggered and arrangements put in place to maintain social distancing during meal times – e.g. some children eating in classrooms. Children to take breaks and lunch within their bubble groups. **Bubbles still maintained, but lunchtimes have been the most challenging time of the day over the first half of the autumn term. Different scenarios have been trailed to alleviate this. At this point, we have returned to more children eating in the hall seated in their bubble groups, but this has meant they are facing each other. However, there are still fewer children at the tables than pre-covid to maintain some social distancing. Space between bubbles will be maintained. Year 5 and 6 packed lunches still to eat in their classrooms. Where sufficient staff allow one adult to work with each class bubble over lunch time. Fewer children (70 on 4/1/21) in two sittings will provide room for Yr R – 2 and then Yr 3 - 5 to eat in the hall (with Year 6 in class). This will enable the lunchtime team, who are short (by 1 member of staff and one new member of staff) to manage the arrangements and maintain class bubbles. As approximately 50% of children in, and to maintain the bubble integrity as far as practically possible, classes now to have allocated staff either their TA or MMS who is not otherwise working in school. KS2 and Year 2 children to eat in their classrooms to reduce the numbers in the hall and to allow for greater distancing between YR and Y1. (Note this is working well so far.)**
- Outdoor play equipment (trim trails, climbing wall) to be out of bounds to everyone initially. This will be reviewed in light of up-dated guidance and once break time routines are established. Bubble groups to have their own football, hoops etc. – equipment that can be washed regularly. **Classes now use the available built equipment on a weekly rota, so that it is left over the weekend to 'rest' before a new group use it. Many reminders have been needed to parents at the end of the day to stop pupils and younger siblings playing on the equipment at these times.** Field is now wet and break time arrangements need to be reviewed with staff to see what is practical and how the space can be used. It is essential to have enough staff to ensure staff have a break and can take turns to supervise each bubble group. Further notes to be added here once discussed and agreed. **Arrangements working as well as they can at the moment.**
- All soft toys and things which cannot easily be cleaned (e.g. fabric cushions and dressing up clothes) to be removed from classrooms or used on a rota and then allowed to 'rest' for 72 hours. **Continuing. Library is now in use by one class each day with arrangements for changing books and cleaning areas between classes.** Library is now not in use with children due to the difficulties in avoiding possible cross contamination through handling books and library furniture. Access to books in classrooms remains.
- Any furniture which is not required may be removed from the classroom if more space is needed to allow for greater distancing. **Having tables grouped will also allow easier moving around the classrooms as tables in rows takes up a lot of room. If teachers choose to use the carpet areas for teaching, they are asked to keep distances between children to discourage physical contact. Teachers to determine the best way to seat children to maintain a learning environment with social distancing. This may vary from class to class due to numbers and children's ages. Sitting children next to each other or directly opposite each other should be avoided in the current situation. Teachers must keep to a minimum the amount of time spent working closely / opposite pupils during teaching. KS2 now sitting 1 per table to maintain distancing and KS1 have fewer tables.**

- Only one parent to accompany children into school and to drop children at the outdoor to their classroom. Younger siblings to be in pushchairs or carried. Year 6 children to be encouraged to come in on their own. **These measures will help to reduce the numbers of people coming onto the school site .Reminders to parents have resulted in parents generally following these arrangements. Some younger siblings still coming in 'on foot' which makes it difficult for parents to stop them running about. Parents also inclined to stop a chat to each other and allow children to walk together. Reminders and requests to follow guidelines sent a number of times and sign on path by back gate as a daily visual reminder. From November lockdown, parents asked to wear a face-covering on site when dropping off / picking up. It is hoped that this will provide an on-going reminder to follow the rules and to come in and leave school promptly. It also gives staff more confidence that rigorous measures are in place. Staff allowed to wear visors in class if they feel this is helpful when working closely with children. Teachers to wear masks at the start and end of the day. Parents asked to send messages etc. via the office or to email teachers. The measures described for November continue. Staff now may choose to wear masks if working closely with individual children or when moving around the school. To continue. MMS wearing masks.**
- Minimise items being bought into school by children – for example no toys or other belongings not required in school. **Continuing. Reading books are now being sent home with classes having a quarantine box when books are returned. Homework is not being returned for marking. Teachers are providing feedback in other ways. On-going.**
- Movement around school to be restricted to a minimum. Most movement to be through the outer doors. **Some adjustment to the door to be used by Year 1 and Years 4 and 5 to avoid children congregating at the start and end of the day. This is now working well. On-going.**
- Where possible, bubble groups to use their designated toilets and no more than 3 children to access each toilet area at any time. 4 children in KS2 (e.g. 1 per class) but if there are no cubicles free, children to be encouraged to wait outside until one becomes available. **Continuing. New hand washing basin troughs installed in Years 3 and 4 whose sinks were very difficult to use, and troughs installed to replace water fountains which could not be used anyway. On-going.**
- Children who are unwell for any reason to remain at home for 48 hours or until well again. Children or staff with CV-19 symptoms to self-isolate in accordance with the PHE guidance (currently 7 days – July 2020) and arrange a test. **Arrangements for positive test results from PHE to be followed at all times in these circumstances. School keeps up to date with revised arrangements for reporting positive cases. On-going.**
- Daily cleaning of tables and touch areas, e.g. door handles, light switches. Resources used by the class to be washed **regularly** (at least once weekly) or left unused for 72 hours. Resources needing to be used across bubbles to be washed in between use. **Staff to clean down all touch surfaces at least twice a day and more where different children and adults are in contact with the surfaces. Tables in the hall used at lunchtime wiped down in between sittings. Cleaning procedures to be followed during the day with rigor and consistency across the school. Tables in classrooms – and any other learning areas used – to be wiped with anti-bac spray at lunchtime and if activities undertaken have involved greater surface touching. Classroom staff to undertake these cleaning routines.**
- These arrangements will be reviewed on an on-going basis and adjusted in response to issues identified and any new guidance received. **Reviewed and issues discussed many times over the last 7/8 weeks. November Lockdown advice read and any adjustments needed undertaken by 5th Nov – e.g. outside provider clubs (football, karate, dance) cancelled during November Lockdown. All clubs cancelled until further notice. This risk assessment and the arrangements within reviewed 4th January by MS and to be discussed at staff meeting – to be held by Zoom and all staff to be given the opportunity to join and share concerns or ideas for further reducing the risk. Risk assessment adjusted and up-dated and then shared with staff for their information and comment. If needed, a Zoom call will be set up for the start of w/c 1/2/21 if there are matters to discuss or clarify.**
- Staff to raise any safety concerns as they arise with the Headteacher (MS or PN). **Concerns have been raised on a number of occasions. Most have been relating to arrangements that were not going very well. These have all been addressed and responded to as a matter of urgency. Some parental concerns and worries also received - some arguing against wearing face masks and unhappy with social distancing plans, but on the whole very supportive. Most parents now seen to be wearing masks at drop off / collection. Staff outside "meeting and greeting" are doing the same.**

Added November 2020

- Staff well-being – this has been closely monitored since return to full opening. Anxieties still exist. These take different forms. Staff are being supported where these arise. For some staff, this has involved individual risk assessments and adjustments to the way they work.
- Communication with parents has been frequent and replies sent promptly where concerns are raised. This has been generally by parent mail with email or telephone responses for individual issues. Teachers undertook Zoom meetings instead of face-to-face discussions for parent's evenings – this worked well.
- Headteacher keeping up to date with guidance from DfE and WSCC. Office keeping up to date with admin related guidance – e.g. attendance and reporting positive cases.
- Christmas activities to be managed to meet Covid safe measures. Raffle – to be held remotely and shared via video. Prizes and donations to be stored for at least 48 hours before handling and hamper prizes to be made wearing PPE gloves and masks. Christmas fun day to include Santa visiting each class at the outer door; Christmas lunch hall arrangements to follow bubble arrangements currently in use; classes to do all activities including parties in bubbles, crackers to be brought in and isolated for at least 48 hours, theatre performance via video classes to watch in the interactive whiteboard screen; Christmas performances to be created in bubbles and shared with parents via school U-Tube channel.
- Teaching student meetings with university tutors to be via Zoom and observations to be undertaken via Zoom as well during Nov' lockdown. These will be 'hosted' by school and watched live and not be recorded. This will be reviewed so that the student is not disadvantaged whilst a safe environment is maintained for the school community.

Added January 2021

- **Numbers of cases have continued to rise over Christmas and the new variant of Covid is being seen in increasing numbers of positive cases.**
- **No members of staff so far have tested positive, which is seen as a positive reflection of the measures that have been in place and will therefore continue with some additional measures as a result of increasing numbers in the wider community. National Lockdown – including schools effective from 5th January until at least 15th February.**
- **Unions have written to their members to advise them that they may want to inform their Headteacher that due to the increase in cases school is not a safe environment if all children are here. They advise staff to offer to attend to teach keyworker and vulnerable children and provide on-line learning for all other children. Headteacher informed 3rd Jan that 8 (of 10) teachers wish to follow their union's advice and to only come in to teach keyworker and vulnerable children. No TAs formally notified that they wouldn't come in, but 1 self-isolating as extremely clinically vulnerable and two others needing to provide more care for secondary aged children at home. 1 TA in Year 6 left at end of December and has not yet been replaced. In addition, the lunchtime team are short by 1 self-isolating and another completely new to the team and the role. This would not provide enough staff in any class to be able to open safely and to provide the necessary levels of supervision for children, or the quality of provision expected.**
- **Discussed the staffing concerns and anxieties with Chairs of Governors and decision made to move to on-line home learning for two days initially as not enough staff to open to all children with keyworker children and vulnerable children attending.**
- **Children to continue to work in class bubbles so that there has not been in school cross-contamination which would affect returning to full opening. Class teachers agreed to attend school on this basis and will provide on-line learning in all classes for those not at school.**
- **Zoom meeting to be held 4pm 4/1/21 to discuss current plans and measures in place to determine what provision will be offered from Wednesday 6th January. Meeting held but full lockdown announced that night so now working towards that situation.**

Added 27th January 2021

- **Teachers to be undertaking the Lateral Flow tests from w/c 25/1/21. These will be done twice a week on Sunday and Wednesday evening. This will allow for the impact of any positive tests to be addressed.**
- **If lateral flow tests come back positive for staff in the classroom, that class bubble will close and all children and staff asked to self-isolate until the member of staff has a full test. This will then determine the next steps.**

- **Office team – the two admin officers are now working in school alternately and working at home for the remainder of their hours. This is to avoid a scenario where they both have to self-isolate if one tests positive. This will maintain office cover.**
- **Teacher well-being – staff meetings have been postponed until a later date so that teachers have more time to organise and prepare their online and face-to-face learning, including contacting children at home. All activity relating to actions on the SDP other than those related to supporting vulnerable children are postponed to reduce workload and to allow teachers to focus on the current priorities. Additional preparation time during the day has also been allocated to all teachers, utilising the music teacher (who has prepared lessons for KS2) and the SENCo's available time.**
- **Contact with parents' teachers have been asked to make it clear that they will not respond to emails after 6pm (unless and individual arrangements is made) to maintain a clear work/life balance. (This should include not picking up notifications of emails as that can play on people's minds.)**
- **Staff are now allocated to just one bubble as much as possible, including MMS when working inside, and working outside where possible. Three members of staff are currently working across bubbles but the numbers of classes is the fewest possible to be able to maintain PPA and other class cover. 1 x TA working in 3 KS2 classes to provide cover in the afternoons and also in Year 6 due to a vacancy to provide a second member of staff to support these classrooms. This will be reviewed as soon as an appointment to the post is made.**
- **Emails to parents have gone out asking people to keep children at home if at all possible. This has not had much impact and attendance is around 50% across the school. Wednesday is the highest.**
- **Discussions with Governors on setting a 'maximum' bubble size (as there is no official maximum) led to an agreement that this was not desirable at the moment and would be extremely challenging in determining fair priorities. It was felt important that parents felt positively supported and school wants to do this in support of the Covid needs. There should, however, be room for children to sit 1 per table within the classroom or learning area. If the numbers seeking a place would prevent this from being possible then this will be urgently reviewed. Classrooms at JYS are larger than average and currently can accommodate the number of places being requested.**
- **Supply teachers will not be used in the event of a member of staff being absent for a reason other than Covid. Should this happen, if no other cover is available from the school's own staff, it may be necessary to close the bubble for the days involved. An exception would need to be considered if the member of staff was off for a longer period of time e.g. beyond 2 days, as it would not be appropriate to remove provision for keyworkers or vulnerable children for any longer. The decision on this will be on a 'case by case' basis.**
- **With increased numbers of parents requesting places for vulnerable children or as they are claiming keyworker status, we will need to review how we allocate places. This will involve creating a "Priority list" for keyworker jobs and asking ALL parents to re-apply for places.**

On-going review undertaken by Mandy Sadler, Headteacher in consultation with staff over the various arrangements and points detailed above. Review to continue to happen on an on-going basis. Noted on summary in red 4th November 2020. Noted above in Purple 4th January 2021. Yellow highlight for notes added 27th January 2021.

The full detailed arrangements on school re-opening in September 2020 can be found on the document prepared in September 2020.