

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

Date undertaken : 13<sup>th</sup> 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 23<sup>rd</sup> March 2020. School has been open throughout this time to eligible keyworker children and vulnerable children; since 1<sup>st</sup> June for Year R and 1 and from the 15<sup>th</sup> 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.

**Sources of information and Guidance:** Government **guidance including guidance for school's following the announcement of a full lockdown from 4<sup>th</sup> 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

**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;
- Transferal of the virus between home and school on hands, clothes or other items.

### **Control Measures put in Place (These are described in far more detail in the Action Plan below.):**

- 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.**
- 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**
- 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.**
- 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.**
- 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.**
- 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.**

- 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.**
- 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.**
- 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.**
- 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.**
- 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.**
- 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.**
- 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. On-going.
- 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 5<sup>th</sup> Nov – e.g. outside provider clubs (football, karate, dance) cancelled during November Lockdown.**
- 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.**

#### **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.

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 4<sup>th</sup> November 2020.

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

