

# Thurcroft Infant Risk Assessment V4 (Sept 2020)

## Document – Covid 19

September 2020 onwards

Revised March 2021



All schools must continue to produce and update a risk assessment identifying the risks to pupils and staff during the Covid-19 pandemic.

Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

- Identify what could cause injury or illness (hazards)

- Decide how likely it is someone could be harmed and how seriously (Likelihood)

- Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Covid-19 clearly remains a hazard and continues to pose a significant risk of harm to some people – particularly in those people considered to be clinically vulnerable. Schools must continue to do what is reasonably practicable.

As the government guidance is revised, schools may need to apply revisions of this risk assessment(s) in light of potential changes.

As a Trust it is likely that we will need to be flexible in our delivery of education from September. We will seek to open for all children if national and local decision makers allow this to happen. However this position may change if and when local restrictions change.

As such the following risk assessment preparation will enable a full school opening under a class bubble scenario. Consideration at this stage must also be given to a partial lockdown, where schools will operate within a rota basis of half the children in for a block (week?) followed by the other half. The Trust will implement the plans should a full lockdown be instructed.

**An Understanding of:**

**Transmission** – At time of writing transmission rates for SARS-CoV-2 (Covid-19) are between 0.9 and 1 (UK) with transmission in children aged <18 = 2% of Global positive tests.

**A new variant of Covid 19 has been identified**

**Reduced Mobility** – Closure and Part Closure of schools during the pandemic has helped to reduce mobility in the UK supporting the success of non-pharmaceutical interventions in reducing the transmission levels.

**Test and Trace** – Anyone with symptoms of coronavirus, however mild can now be tested. The tracing of that individual's recent mobility (on a positive test) will identify those who need to isolate for 10 days. (see updated infection control policy)

**Bubble Integrity** – Maintaining minimised cross contamination of areas outside of a bubble for staff and pupils and providing individual pupil learning resources and increased hygiene measures.

**Social Distancing Measures** – The relaxing of social distancing measures – where it is not possible to stay two meters apart, guidance will allow people to keep a social distance of one metre + . This means staying 1m apart, plus use of other mitigations which reduce the risk of transmission. As a school we will continue to ensure 2m distancing where ever possible –posters are visible in school and staff reminded.

**Other Mitigations** - Covid Secure Measures which were imposed into our setting from at least 1/06/2020 in readiness for wider opening of schools.

**Partial Lockdown – 2nd Spike** – If infection rate rises Partial Lockdown means reverting to a limited number of pupils in each bubble (15), following specific targeted Year Gp attendance as determined by the Government and limiting the mobility of staff and pupils in setting to protect bubble integrity.

**Tried and Tested** – Partial Lockdown has been operated in our setting(s) since 23/03/2020. We now know how this operates and will take lessons learned into any potential 2<sup>nd</sup> wave. This includes remaining in individual settings.

**National Lockdown commenced 06.01.21**

**Schools reopen 8<sup>th</sup> March 2021**

Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education.

**COVID SECURE MEASURES are:**

The hierarchy of control measures in our Covid-19 defence remain:-

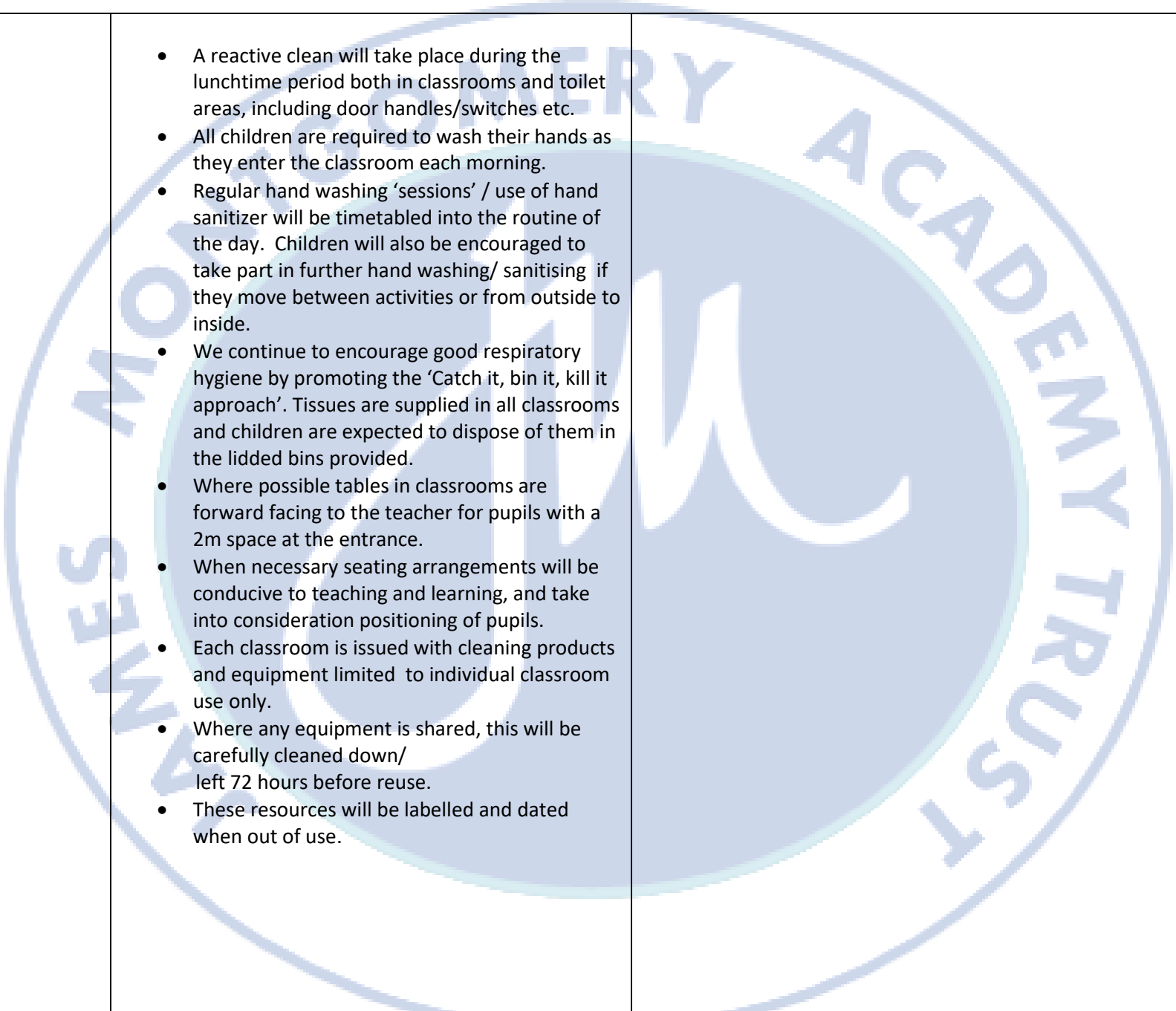
1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Bubble integrity and minimising access to communal areas

4. Adult deployment limited in setting to reduce cross contamination
5. Observing appropriate social distancing etiquette where necessary
6. Minimising additional visitors in setting.
7. Use of PPE.

While ever we are operating with a threat level from SARS-CoV-2 (Covid-19) we must continue to assess levels of risk of transmission in our schools and the impact thereof. This is the new hazard we are mitigating against. Measuring the success of limiting transmission in our settings cannot be achieved against monitoring positive cases. This is difficult due to the unquantifiable values and complexities involved.

PRACTICAL APPLICATION	WHOLE CLASS BUBBLE – Sept onwards	Phase 5 –March 8 <sup>th</sup> 2021
<p>How will you ensure a safe arrival and exit for children, staff and parents?</p>	<p>There will be 4 bubbles            Bubble 1 –F1            Bubble 2 –GS/TS/RT            Bubble 3 –RC/NG            Bubble 4 –DW/AT/MF</p> <ul style="list-style-type: none"> <li>• We will be operating 4 gates for children to enter &amp; exit the school site safely.</li> <li>• There will be a member of staff by the gates to safeguard children</li> <li>• Parents/carers are required to adhere to the allocated staggered opening and closing times, these are staggered to ensure the safety of all bubbles. Parents are asked to hand their child to the member of staff at the classroom door and <b>vacate the site promptly.</b></li> <li>• <b>Only 1 parent/carer</b> will be permitted to drop off or collect their child.</li> <li>• Posters are displayed to remind parents to keep hold of their child’s hand and adhere to the 2m distance where possible whilst on site.</li> <li>• Children <b>must</b> remain with their grown up at all times.</li> </ul>	<p>With effect from 08-03-21: All children will return to school            All children will continue to arrive and leave at their designated entrances and at the previously agreed times as in September 2020.            Messages to families sent as a reminder of the need for maintaining social distancing and wearing face masks on school premises.</p> <p><u>Face coverings</u>            All adults when receiving children in a morning and handing over at the end of the day will now wear a face covering (visor or mask).            All adults when working with a child (outside of their bubble) / speaking to parents / visitors / deliveries will also wear a face covering (visor or mask).            Parents to wear a face covering when entering the school grounds to drop off their children and collect at the end of the school day.            Staff members are recommended to wear a face covering when moving around school in communal areas.</p>

	<ul style="list-style-type: none"> <li>• The children <b>must not use</b> any outdoor equipment whilst entering or exiting the school site.</li> <li>• We will be flexible in our approach to Late Marks for any families who have to drop off/collect at more than one entrance in school or a nearby setting where times are conflicting.</li> <li>• Any families who have siblings in differing year groups within the same proximity (F2, Y1,Y2) will arrive/collect at the earliest specified time.</li> <li>• Signing in and out register kept for all staff and visitors to school in front entrance.</li> <li>• Daily register of pupils undertaken on Integris.</li> <li>• Individual staff timetables clearly demarcate timings and contact with pupils/ bubbles and available in school.</li> </ul>	
<p><b><u>Classrooms</u></b> Each classroom will need to operate as a class bubble</p>	<ul style="list-style-type: none"> <li>• Children will spend the large majority of their day within their classroom however, they will move into the hall or the playground at points during the day.</li> <li>• A small number of children will leave their classroom to access timetabled interventions with a specified adult.</li> <li>• Bubbles are staffed with 2 or more members of staff, these staff will generally remain in their bubble. In cases where teaching staff are absent the class TA will cover.</li> <li>• A member of staff in each bubble will participate in regular spot cleaning of surfaces and equipment. Each of the bubble groups have been supplied with a stock of cleaning materials that will be able to be used during the day, but are also safe to use around the children.</li> </ul>	<p>All previous safety measures will continue.</p>

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- The logo for Waterstones Montessori Academy Trust is a large, light blue circular emblem. It features a stylized white 'W' in the center, with the words 'WATERSTONES MONTESSEORI ACADEMY TRUST' written around the perimeter in a circular path. The logo is semi-transparent and serves as a background for the text.
- A reactive clean will take place during the lunchtime period both in classrooms and toilet areas, including door handles/switches etc.
  - All children are required to wash their hands as they enter the classroom each morning.
  - Regular hand washing 'sessions' / use of hand sanitizer will be timetabled into the routine of the day. Children will also be encouraged to take part in further hand washing/ sanitising if they move between activities or from outside to inside.
  - We continue to encourage good respiratory hygiene by promoting the 'Catch it, bin it, kill it approach'. Tissues are supplied in all classrooms and children are expected to dispose of them in the lidded bins provided.
  - Where possible tables in classrooms are forward facing to the teacher for pupils with a 2m space at the entrance.
  - When necessary seating arrangements will be conducive to teaching and learning, and take into consideration positioning of pupils.
  - Each classroom is issued with cleaning products and equipment limited to individual classroom use only.
  - Where any equipment is shared, this will be carefully cleaned down/ left 72 hours before reuse.
  - These resources will be labelled and dated when out of use.

<p><b><u>All other occupied rooms</u></b></p>	<ul style="list-style-type: none"> <li>• An identified member of staff will participate in regular spot cleaning of surfaces and equipment in other occupied rooms within school i.e Intervention rooms, staff room and office areas.</li> <li>• Social distancing measures applied at all times</li> <li>• Maximum occupancy signs are displayed in communal and shared rooms.</li> </ul> <ul style="list-style-type: none"> <li>• Emergency Evacuation procedures have been reviewed and remain the same as they comply with social distancing guidance.</li> <li>• The Accessibility Plan has been reviewed in light of current guidance.</li> </ul>	<p>All previous measures will be maintained.</p> <p>Mrs Nota will now be based in the Meeting Room.</p> <p>Staff have been allocated designated areas for breaks and lunchtimes.</p>
<p><b><u>Toilets</u></b></p>	<ul style="list-style-type: none"> <li>• Toilets are assigned to each bubble</li> <li>• Staff will monitor the use of toilets to ensure they don't become overcrowded and that proper hygiene protocols are being followed by the children.</li> <li>• The reactive cleaner will ensure that toilet bins are emptied at lunch times if they are full and disposed of in the outside bin.</li> <li>• Toilets and toilet areas will be monitored regularly throughout the day and cleaned at least 2x per day which is recorded on the cleaning schedule sheet.</li> </ul>	<p>Toilets assigned where possible to an individual bubble.</p> <p>Staff bubbles assigned to use specific toilet facilities.</p>
<p><b><u>Cleaning</u></b></p>	<ul style="list-style-type: none"> <li>• Enhanced daily cleaning to be undertaken: at lunchtime high frequently touched surfaces cleaned eg door handles and switches, and additional toilet cleaning undertaken during the middle of the day.</li> </ul>	<p>All previous measures to be maintained.</p>

	<ul style="list-style-type: none"> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal</li> <li>• Desk surfaces cleaned before and after change of pupil groupings eg phonics. Highly touched surfaces cleaned during the day.</li> <li>• Door handles, touch pads cleaned in the morning, lunchtime and evening.</li> <li>• Hand sanitiser is provided for staff to use after touching keypad.</li> <li>• Where possible doors are left open to reduce touching of door handles.</li> <li>• Bins for tissues and other rubbish are emptied throughout the day if necessary.</li> <li>• Rubbish bins are emptied and bags disposed of in main outdoor bin.</li> </ul>	
<p><b><u>Lunchtimes</u></b> There will be a need to minimise the number of children gathered in one location.</p>	<p>A full lunchtime service is in operation.</p> <ul style="list-style-type: none"> <li>• Staggered lunch times are timetabled – (3 sittings)</li> <li>• Tables are well spaced and children sit within their class bubbles.</li> <li>• Children in F1 who attend all day will eat their packed lunch from home in the F1 allocated lunch room.</li> <li>• Reactive clean by SMSAs as well as mandatory cleans between sittings will take place.</li> <li>• First Aid provision will continue to follow our usual practice as contact is minimal and any medium or high level incident would involve parent/carer collection.</li> </ul>	<p>A full lunchtime service has been maintained in school.</p> <p>Cleaning regimes maintained.</p>
<p><b><u>Outside Playtimes</u></b>  <b><i>Transmission rates are reduced outdoors</i></b></p>	<p>Transmission rates outdoors and from pupil to pupil are low and severity of condition remains low to non-vulnerable groups. Therefore outdoor play and learning is encouraged.</p>	<p>All outdoor time has been timetabled</p>

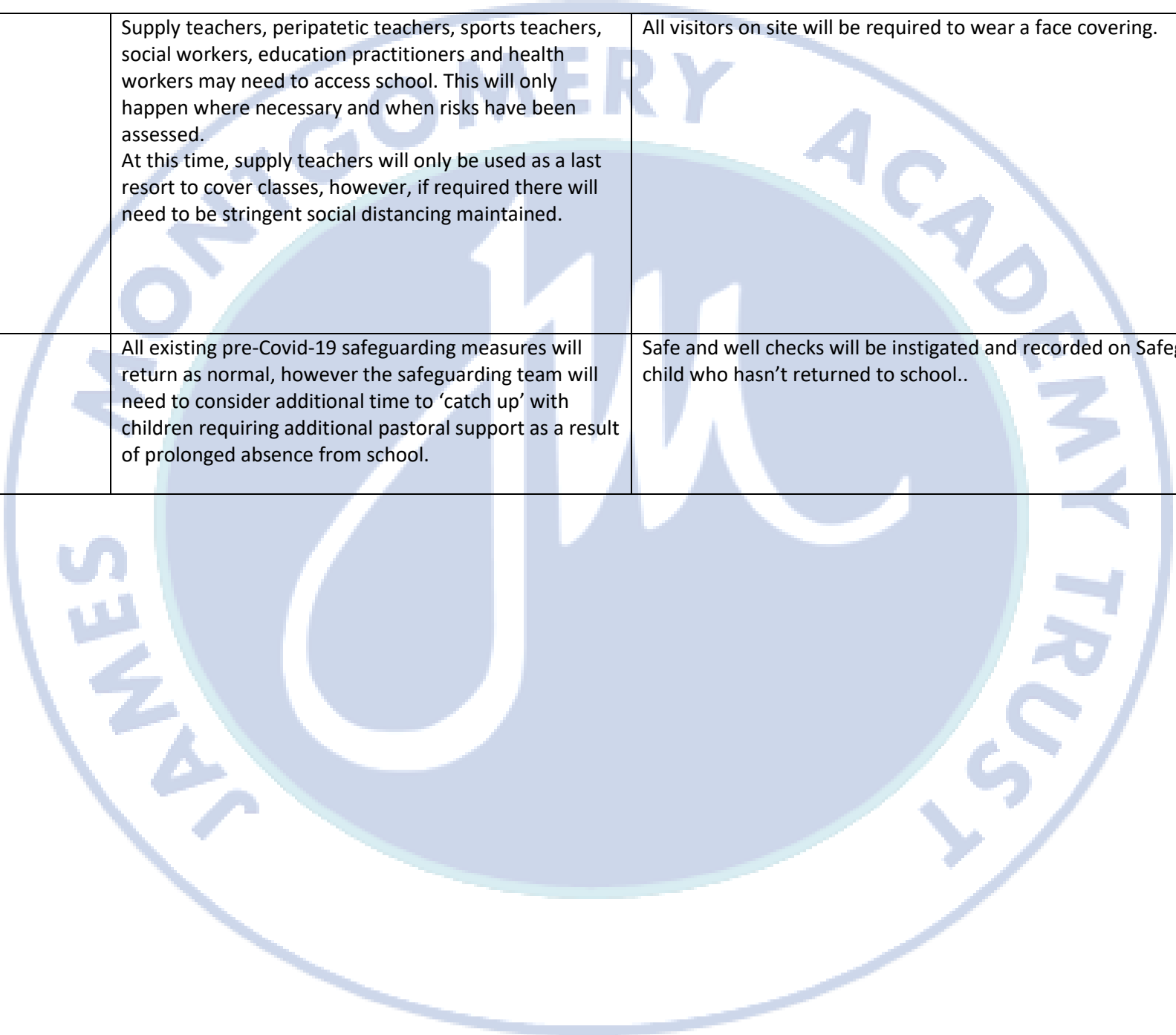
	<ul style="list-style-type: none"> <li>• Playtimes are staggered so that bubbles access the outdoor space at different times .</li> <li>• Staff will supervise in areas with shared resource i.e. trim trail/tyre park</li> <li>• Equipment will be cleaned between use by different bubbles.</li> <li>• Where possible, children are encouraged to keep their distance from others within their bubble.</li> </ul>	
<b><u>PE/Sports Provision</u></b>	<ul style="list-style-type: none"> <li>• Each class will undertake PE with strict cleaning routine of all equipment after when not designated 'sole use' equipment.</li> <li>• Children will change into their PE kit and parents will wash their kit weekly.</li> <li>• Outdoor sports are prioritised where possible, and the school hall used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> </ul>	<p>Each class bubble will continue to access 2 PE sessions per week</p> <p>All previous measures will be maintained.</p>
<p><b><u>First Aid</u></b></p> <p>There will be a need to minimise direct contact with children.</p> <p><b><i>See First Aid Policy and Intimate Care Policy</i></b></p>	<p>Typical response to First Aid requirements remain.</p> <p>PPE is provided for staff to use when dealing with Intimate Care of a pupil. This includes Mask, Apron, Gloves and Visor.</p> <ol style="list-style-type: none"> <li>1. Staff dealing with suspected Covid-19 cases will wear full complement of PPE if 2m distancing cannot be maintained.</li> <li>2. Appropriate staff know how to don and doff the PPE and dispose of it appropriately.</li> </ol> <p>All other non-topical First Aid requirements will continue in typical fashion.</p> <p>Staff may choose not to wear PPE for this task at their will.</p>	<p>First aid procedures will be maintained.</p>



	<p>Disposal of PPE must be done in one of two ways;</p> <ol style="list-style-type: none"> <li>3. Where access exists, hazardous waste (yellow) bags and bins should be used for the disposal of all PPE items, following use.</li> <li>4. Where access doesn't exist, PPE items should be bagged and disposed of in the lidded bins provided in each room.</li> </ol>	
<p><b><u>Isolation arrangements</u></b></p>	<p>Suspected Covid 19 cases will be Isolated in the library.</p> <p>Arrangements for isolation and collection if a child shows symptoms (new and persistent cough(coughing a lot more for more than an hour, or 3 or more coughing episodes in 24 hours) or a high temperature, or has a loss of, or change in, their normal sense of taste or smell ), whilst in school is communicated to all parents/carers.</p> <p>Should a child or member of staff show symptoms whilst in school, the following protocols will be followed:</p> <ul style="list-style-type: none"> <li>• The Admin Team will contact parents and ask them to wait in the social distancing area (in front of the school building) for their child to be brought to them.</li> <li>• The HT/LM will collect the symptomatic child/adult along with their belongings from the classroom, taking them directly to the library for isolation via the outside access.</li> <li>• The area where the symptomatic child/adult has been will be cleaned to avoid transmitting any infection to others.</li> </ul>	<p>All previous safety measures will continue.</p> <p>LFD Tests – All staff, including kitchen and cleaning staff who have opted in will undertake the tests twice weekly and Mrs Drabble will order further test packs from the DfE to ensure continuity.</p>

	<ul style="list-style-type: none"> <li>• Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• Until the results come back the bubble will continue to operate (if staffing levels permit)</li> <li>• If someone tests positive, they should follow the ‘<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li> <li>• If a member of staff shows symptoms they will be sent home immediately and book a PCR test.</li> </ul>	
<p><b><u>Positive Test</u></b></p>	<p>Schools will follow the Infection Control Policy at all times and advise the JMAT of positive cases and they will take advice from the Local Health Protection Team and they will inform us of next steps.</p> <p>School will take swift action if we become aware that someone who has attended has tested positive for Coronavirus. School will contact Jacqui Oliver who will inform the Local Health Protection Team. This team will also contact school directly if they become aware that someone who has tested positive for Coronavirus attended the school –as identified by NHS Test and Trace.</p>	<p>Schools will follow the Infection Control Policy at all times and advise the JMAT of positive cases including taking advice from Health Protection Team</p> <p>All previous safety measures will continue.</p> <p>Any staff with a positive LFD test will need to book a PCR appointment and follow the Infection Control Policy for isolation.</p>

	<p>The Local Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure that they are asked to self isolate.</p>	
<b><u>Educational Visits</u></b>	<p>Educational Visits may be planned, however with effect from Spring Term</p> <p>To limit the control of spread of transmission and transport arrangements – Trips will be delayed until Spring Term.</p>	All Educational Visits will cease.
<b><u>Pupils</u></b>	<p>Welfare and Wellbeing will be the first priority in Autumn term. Safeguarding concerns will be monitored in the usual manner</p> <p>A DSL and First Aider will be on site at all times – usual practice</p>	<p>Welfare and wellbeing will continue to be the main priority for all children in setting.</p> <p>Safe and well checks to continue for any children who are not attending school -all contact will be recorded within Safeguard.</p>
<b><u>Behaviour and Expectations</u></b>	<p>The Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&amp;S of staff.</p> <p>Where possible the corridors have been divided to promote the children walking in single file around school and ‘walk not talk’ adopted as part of the new behaviour school rule.</p>	<p>Any children who are issued with a shielding letter will be continuing their learning remotely and teachers will prepare work packs to be collected or delivered to the home. Teachers will offer at least 1 zoom session per week in order to maintain some virtual contact whilst also assessing their welfare and wellbeing.</p>
<b><u>Breakfast Club</u></b>	<p>See Risk Assessment for Thurcroft Infant School Breakfast Club.</p>	<p>Breakfast Club will resume as it was in September 2020.</p>



<b><u>Other Adults</u></b>	Supply teachers, peripatetic teachers, sports teachers, social workers, education practitioners and health workers may need to access school. This will only happen where necessary and when risks have been assessed. At this time, supply teachers will only be used as a last resort to cover classes, however, if required there will need to be stringent social distancing maintained.	All visitors on site will be required to wear a face covering.
<b><u>Safeguarding</u></b>	All existing pre-Covid-19 safeguarding measures will return as normal, however the safeguarding team will need to consider additional time to 'catch up' with children requiring additional pastoral support as a result of prolonged absence from school.	Safe and well checks will be instigated and recorded on Safeguard for any child who hasn't returned to school..

<b><u>SLT School</u></b>	Regular SLT and staff meetings will commence	SLT meetings will be held weekly and socially distanced in a well-ventilated room.
<b><u>Staff</u></b>	Policies and Procedures including Risk Assessments should be communicated using Safeguard as must reads and or paper copies circulated to those without access Drills should be implemented in early Autumn 1 term	Contact with staff not on site will be maintained by HT Staff meetings will be conducted virtually.
<b><u>Parents/pupils</u></b>	Information should be shared with Parents via Class Dojo & Website in sufficient time to make necessary childcare arrangements Schools should consider layers of communication	Information will be communicated via text message, class dojo or the school website.
<b><u>Governance</u></b>	Governors will be communicated with regularly. Chairs of governors are involved in key decisions on reopening with LA and DfE informed of all plans at Trust level  Schools must ensure Governors are kept up to date – Chair of Governor should disseminate information to whole LGB  Autumn term 1 meetings will be delayed to late October but held in person where possible.	Governors will be communicated with regularly. Chairs of governors are involved in key decisions on partial opening/closure with LA and DfE informed of all plans at Trust level  All Governing body meetings will revert to remote with circulation of documentation via secure area on Website.