



Elmwood Junior School

Head Teacher: Mrs A Read

Elmwood Junior School – YEAR 6

Risk Assessment and Organisation for Re-opening during Covid19 Pandemic

1. Children attending school
2. Staff attending work
3. Preventing the spread of the virus
4. Minimising contact and mixing
5. Minimising risks to parents
6. Suspected and confirmed cases of Covid19



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1. Children attending school

Risk	Actions to mitigate risks
Risk of vulnerable children contracting the virus.	<ul style="list-style-type: none"> - Children who are classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and should not attend school. - Clinically vulnerable children are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

2. Staff attending work

Risk	Actions to mitigate risks
Staff who are termed clinically extremely vulnerable (who have received a letter from the government).	The Government advice for these staff members is to work from home.
Staff who are termed clinically vulnerable (e.g. asthma and diabetes)	School will liaise with these individuals to determine the best next step: <ol style="list-style-type: none"> 1. Work from home. 2. Take an on-site role but staying 2 metres away from others wherever possible. 3. Take up an on-site role the same as non-vulnerable staff.
Staff who are living with a clinically extremely vulnerable adult or child who is shielding.	School will liaise with these individuals to determine the best next step: <ol style="list-style-type: none"> 1. Work from home. 2. Take an on-site role where social distancing can be applied stringently, staying 2 metres away from others wherever possible. 3. Take up an on-site role the same as non-vulnerable staff.
Staff who are living with a clinically vulnerable (but not clinically extremely vulnerable) adult or child.	Government guidance states: 'they can attend their education or childcare setting'. *There are gloves and face coverings available to all staff should they wish to use them. In line with Government guidance, we will not be advising or insisting that staff do so.



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3. Preventing the spread of virus

Risk	Actions to mitigate risks
<p>Risk of somebody with symptoms passing on the virus.</p>	<p>Any child or member of staff displaying symptoms of high temperature or new cough must self-isolate for 14 days and their household members for 14 days. If these symptoms are displayed at school, the child or adult must be isolated to the dedicated isolation room (Intervention Room formerly called 'Rockets Room'). The toilet in reception is to be used by this person if required.</p> <p>Once at home, the child or adult must seek a test.</p> <ul style="list-style-type: none"> • If the test is negative, they may return to school when better. • If positive for Covid19, they must remain offsite for at least 14 days from confirmation. • If the child has been tested positive, the adult who supervised that child whilst waiting to be picked up must isolate for 14 days. • Their classmates and teachers who are in regular contact with them at school must also self-isolate for 14 days. <p>In the event of more than one child/adult showing symptoms, they should be isolated outside until the room becomes available.</p>
<p>Risk of contracting the virus whilst monitoring a child with symptoms at school.</p>	<p>As well as the actions above, the group staff member who has to stay with the symptomatic child must wear protective equipment (face covering, gloves). The room must be cleaned as soon as the child has gone home.</p>
<p>Risk of passing on the virus through sneezing, coughing and touching.</p>	<p>Clear hygiene messages given to children and staff:</p> <ul style="list-style-type: none"> • Wash hands regularly for 20 seconds with soap and water, or a sanitiser gel (specifically: on arrival at the setting and before and after eating). Classroom sinks should be used for handwashing. • Encourage children to not touch their face, mouth and nose. • Promote the 'catch it, bin it, kill it' approach. Bins will be emptied at the end of the day.



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<p>Risk of the virus being spread on surfaces.</p>	<p>Thorough cleaning of frequently touched surfaces at several points during the day using standard products, such as detergents:</p> <ul style="list-style-type: none"> - At the end of the day once the children have gone home. - High contact points will be cleaned more regularly. E.g. door handles after every playtime. <p>Surfaces include:</p> <ul style="list-style-type: none"> - Tables and chairs in classrooms. - Computer keyboard and tablets - Books - Sinks - Toilets - Light switches - Any other resources which have been specific to that day <p>We recognise that children will have difficulty in adhering to social distancing and will want to share equipment. This equipment will be cleaned more often than normal. Each child will have their own pens, pencils etc. that will not need wiping down as they will only be used by one child.</p> <p>The school will discuss the additional cleaning requirements with the cleaning contractor.</p>
<p>Risk of the virus being spread on soft furnishings.</p>	<p>All soft furnishings (such as bean bags and chairs with material cushions) will be removed from the classrooms.</p>
<p>Risk of first aider contracting virus when dealing with all first aid needs (not just symptoms).</p>	<p>First aiders will need to wear face coverings and gloves when administering first aid, unless they are an adult member of the child's group. They will need to wipe down any surfaces touched afterwards. They must log the first aid need, the child's name, normal class and new 'group' name.</p>
<p>The risk of certain children, who find it hard to wash hands independently, not being able to maintain high standards of hand-washing.</p>	<p>Each teacher needs to identify these children in their group. The teacher (or other adult in the room) must ensure a timetable for regular handwashing is followed with these individuals.</p> <p>NB: All children will be taught to wash their hands following guidelines.</p>
<p>Risk of poor ventilation in classrooms.</p>	<p>All doors and windows may be propped open during the day, when safe to do so. Windows should be left open at all times.</p>



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4. Minimising contact and mixing

Risk	Actions to mitigate risks
<p>The risk of spreading the virus because of class size and close interaction of children.</p>	<p>Class sizes limited to a maximum of 15. To achieve this:</p> <ul style="list-style-type: none"> - Year 6 will be split into 8 groups of a maximum of 15 in each. - These groups will be assigned to staff members with whom they will spend their day. - The groups will not mix with other groups during the day, and the adults working with each group will need to cover lunch and break times. - We will minimise any other adults entering each classroom, but there may be times this is unavoidable, for example to assist in a medical emergency or to support with an incident. - Adults will minimise mixing with each other, even before and after the school day. - We recognise that children will have difficulty in adhering to social distancing and will want to share equipment. Wherever possible, the curriculum will be designed to encourage children to learn individually. Where this is not possible, any shared equipment/surfaces/areas will be cleaned more often than normal. - There may be some children who need to leave the group classroom due to their behavioural needs. The hall or an outside area will be used as a quiet space for these children who will be accompanied by a member of staff.
<p>The risk of children getting too close outside and cross-contamination of play equipment.</p>	<p>Each group will be outside at different times during the day. Each group will be allocated a set amount of play equipment, which no other group can play with. This will be kept inside the classroom.</p> <p>No football will be allowed as this is a close contact sport.</p>
<p>The risk of moving around the school.</p>	<p>Pupils will line up and move around the school separated at a distance more than normal. There should not be the need for lots of movement around the school. Pupils will access their play area directly from their classroom. Each class must return to their classroom before the next class enter the corridors/playground.</p> <p>If two groups were to meet, one group would divert or wait for the other group to pass. In the worst case scenario (e.g. during a fire alarm), the Government advice is that: 'While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk'.</p> <p>Floor markings will be placed to encourage social distancing.</p>



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Risk of changing the usual fire alarm protocol.	The fire alarm protocol will be updated to ensure each group can exit the building safely, away from others, and can then congregate in a place on the field away from other groups.
Risk of mixing groups at lunchtime.	All packed lunches will be eaten in class. Groups escorted from hall to playground (and vice versa) altogether. There should be no staggered exits from the dining hall.
Risk of mixing of children when accessing toilets.	Pupils will use the closest designated toilet. Staff should supervise in the corridor to ensure social distancing etiquette is maintained.
Large group gatherings	Gatherings such as assemblies will not take place until further notice.
Risk of not being able to socially distance in the School Office.	There should be no more than 3 members of staff in the office at any one time. Staff should ensure workstations permit social distancing. Staff should clean their workstations regularly throughout the day. The office door will remain closed and will generally be out of bounds to other staff. With the exception of SLT (or other directed staff), non-office staff should not enter the office without first seeking permission from office staff. Office staff should only slightly open the sliding window to speak to visitors, enough to be able to communicate effectively. Outside the dropping off and picking up times, office staff are responsible for controlling the access of visitors to the site, through the intercom system. Only those with pre-arranged appointments and essential visitors will be allowed into the school.



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5. Minimising risks to parents

Risk	Actions to mitigate risks
<p>Risk of overcrowding at the beginning and end of the school day.</p>	<p>There will be several systems in place to minimise parental contact:</p> <ol style="list-style-type: none"> 1. Only one parent/carer should bring their child(ren) to school. 2. Parents will be asked to drop off and pick up their children at the school gate at staggered times. 3. On arrival, children should use the allocated entrances and exits and follow social distancing guidelines of keeping 2m away from others. A member of staff will be present on each gate, to support social distancing at the beginning and end of each day. 4. No parents will be permitted to enter the school premises unless they have a pre-arranged appointment. If a parent needs to ask the office a question or pass on a message, they should do so by calling the office or emailing the school. 5. If a parent has pre-arranged appointment in school, they should use the hand gel provided by the school before and after entering school. 6. We would kindly ask parents to not congregate and chat by the school entrances as we wish to keep the drop-offs and pick-ups swift. 7. At the end of the day, children who walk home on their own will be allowed to leave the school premises using their allocated entrance/exit.



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6. Suspected and confirmed cases of Covid19

<p>The risk of spreading the virus because of a confirmed case of Covid19.</p> <p>Keeping parents informed.</p>	<ol style="list-style-type: none"> Where a child or adult in a group has been sent home with symptoms (high temperature or continuous cough), we will inform the parents of this group. The text message will say: <p><i>“Today we have sent a member of your child’s group home with symptoms of Covid19. We have advised the parent to have their child tested. If the result is positive, the school will be informed, and we will let you know.”</i></p> <p>The idea of this text above is not to panic parents, simply to keep them informed.</p> Where a child or staff member does test positive for Covid19 (having been tested using the local testing centre or equivalent), the parents must inform the school immediately and the rest of their group will be sent home and advised to self-isolate for 14 days. We will contact parents of children in the same group as the infected child using this text: <p><i>“A member of your child’s group has tested positive for COVID19 and we need you to pick up your child immediately and keep them at home for 14 days. Please call if you will be delayed.”</i></p> <p>In the above scenario, we will also notify all other parents of all children in the school using this text (again, to keep parents fully informed):</p> <p><i>“For your information: A member of the school community has tested positive for COVID19. This person is NOT in your child’s group.”</i></p> Government guidelines state: As part of the national test and trace programme (and by being informed by parents), if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, closure of the whole setting will not generally be necessary. The Head Teacher, however, in conjunction with the Governing Body may, at any time, make the decision to close the school in the wider interests of the whole school community’s health and safety to enable a deep clean of the whole school.
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