



Elmwood Junior School

Head Teacher: Mrs A Read

Elmwood Junior School March 2021 Updated: Risk Assessment

RAG rate your control measures

Mark up each control measure in the appropriate colour, to make it clear how prepared you are for each measure being in place for the autumn term.

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but will be in place soon
- Green: this measure is already in place

HAZARD	CONTROLS TO BE PUT IN PLACE	RAG
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Any child or member of staff displaying symptoms of high temperature or new cough must self-isolate for 10 days and their household members for 10 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 10 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 10 days. • Their classmates and teachers who are in regular contact with them at school must also self-isolate for 10 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>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p>	<p style="text-align: center; color: green; font-weight: bold;">Green</p>

	<p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>New Measures for September 2020:</p> <ul style="list-style-type: none"> • Hand washing stations on both playgrounds • Additional sanitising units at each entrance. • Hot water available in every classroom. • New tissue dispensers and lidded, foot operated bins in each classroom. • Hand gel and wipes in every classroom and at points around the school e.g. staff room/ reception. • Additional cleaner on site daily. Heavy traffic areas cleaned throughout the day. 	<p style="text-align: center;">Green</p>

	<p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	<p style="text-align: center;">Green</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. kills 99.9% of bacteria detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment 	<p style="text-align: center;">Green</p>

	<ul style="list-style-type: none"> • Telephones <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Pupils will be kept in class bubbles throughout the day. Organisation will include:</p> <ul style="list-style-type: none"> • Being assigned staff members (teachers and teaching assistants) with whom they will spend their day. There will be no cross-class 'sets' where children from different classes are grouped by ability. • Pupils seated side-by-side and facing forwards. Unnecessary furniture will be moved out of classrooms to allow for this. • A minimal number of other adults entering each classroom. There may be times this is unavoidable, for example to assist in a medical emergency or to support with an incident. • Staff working across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. <p>Additional teachers, specialists, therapists, clinicians and other support staff for pupils should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	<p style="text-align: center;">Green</p>

<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups. This will be achieved by:</p> <ul style="list-style-type: none"> • Having a staggered start to the day. All year groups will arrive at school in an allotted 'window'. • Gatherings such as assemblies not taking place until further notice. • Playgrounds partitioned to allow class bubbles to remain apart. Dinner times will be staggered with pupils seated with their fellow class members. • Floor markings will be placed to encourage social distancing. • For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. • Staggered pick up times at the end of the day. <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups does not occur. They will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at minimal capacity to allow groups to keep apart when using them. They will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p>	<p>Green</p>
<p>Spreading infection due to the school environment</p>	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p>	<p>Green</p>

	<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding would not be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Green
Harm/spreading infection as a result of rapid-result testing	<p>From 25 January 2021, early years setting, and primary school staff will be eligible for routine rapid-result, self-testing which will be performed at home.</p> <ul style="list-style-type: none"> • All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. • All rapid-result testing is carried out in line with the Coronavirus (COVID-19): Rapid Testing Policy. • Rapid-result testing is carried out on staff members who have consented to take part in testing. • Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. • All staff members who consent to take part are provided with the government's privacy notice and are required to read and confirm they understand this. • All staff members who consent to take part are provided with the most up-to-date version of the 'COVID-19 Self-Test Instruction for Use Guide' to read. • All staff aged 18 and over can self-test, any staff under 18 must self-test with adult supervision. • Self-testing is conducted by staff members twice a week (3 to 4 days apart), ideally before staff come into work. • Testing kits are stored in a secure environment which prevents access to unauthorised personnel. 	Green

	<ul style="list-style-type: none"> • Testing kits are only issued to authorised staff members. • Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing. • Staff are instructed to administer their tests at home, and not on site. • Staff are instructed to collect self-test kits from the designated collection point. • A Test Kit Log is in use and kept up to date with the relevant information required. • The appointed COVID-19 coordinator is responsible for risk management and overseeing the staff self-testing scheme. • Only the appointed COVID-19 coordinator or registration assistant distributes staff kits and inputs test results into Test Results Register. • Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result was negative or void. • Staff are informed that they must communicate their results with the school’s designated COVID-19 coordinator. • Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory polymerase chain reaction (PCR) test. If PCR test is positive, they must self-isolate for 10 days. • Staff are told to contact the COVID-19 coordinator if they have an incident at while testing at home 	
Safe-guarding issues using live webcams	<ul style="list-style-type: none"> • No 1:1s, groups only; 1:1s may be possible with an additional member of staff present • Staff and children must wear suitable clothing, as should anyone else in the household • Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background • Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day • Language must be professional and appropriate, including any family members in the background • Staff members, parents, carers, pupils or any other person, are not permitted to record video or take screen shots. 	

