

CARLTON JUNIOR AND INFANT SCHOOL

COVID-19 RISK ASSESSMENT Part 1

Covid-19 (C-19) is a contagious illness that can be easily spread if precautions are not taken. C-19 can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

This **Risk Assessment** is a working document for dealing with the current Covid-19 situation in the school. It covers all known scenarios so far but may evolve further as and when required. Much more specific assessments are carried out for aspects of the curriculum, catering, cleaning, fire evacuation, and individual staff circumstances etc

This Risk Assessment is applicable to all those who enter the premises for at least 15 minutes including essential visitors, students and volunteers.

This Risk Assessment has been compiled jointly with staff and governors and includes recommendations from the trade unions in mind.

This Risk Assessment has been approved by the Kirklees Health and Safety Department.

Response Stage	Trigger	Control Measures/Mitigations to be implemented
Stage 1 - General	<p>Current COVID updates</p> <p>Re opening</p> <p>Legal requirements by the DFE/LA</p>	<ul style="list-style-type: none"> - Carry out site examination with the caretaker and cleaning staff - Complete individual risk assessments with staff especially the clinically vulnerable staff and make appropriate adjustments i.e rota, limited tasks on site etc - Consult, inform parents and governors where needed - Weekly reviews of RAs and communicate changes with staff, parents and/or governors if needed - Send draft RA to the Emergency Planning team and wait for the go ahead - Send up dated risk assessment to Kirklees and TUs
	<p>Communication</p> <p>Possible questions from staff and parents</p>	<ul style="list-style-type: none"> - All areas for risk assessment discussed with staff and governors as and when required. -General arrangements and explanation of what is expected of parents will be communicated in a timely manner. -Include reminders of parents' roles in social distancing in the school letters, texts, twitter feeds and website notice board. - Ensure parents have a clear understanding of isolation if child or family member experience symptoms.
	<p>Enhanced hygiene/adjustments to daily routines especially in light of the new variant.</p>	<p>Hygiene routines</p> <ul style="list-style-type: none"> -General reminders for hygiene for staff and children. - Effective handwashing facilities and soap is available. - Sanitisation stations at key points. - Continue use of designate areas for each bubble. -Staff and pupils follow agreed hygiene and distancing rules

	Entry/exit into building	<ul style="list-style-type: none"> - Staying safe signs displayed in/outside the school premises. - Continue to adhere to entry/exit/pick up/drop off/ for key worker/vulnerable groups. - (see enhanced hygiene plan) - Staff encouraged to wear PPE when outside of own bubble
	Mental Health and wellbeing	<ul style="list-style-type: none"> -Deliver wellbeing and nurture activities i.e. mindfulness, art therapy, outdoor learning, circle time for the children returning to school within the first week. - Mirror the above for remote learning purposes - First day back after every half term, in school children have an opportunity to talk about experiences at home and staff will identify if further work needs to be done. - Whilst we cannot offer physical comfort, staff will endeavour to offer reassurance through therapy activities. -DSLs to keep in contact with vulnerable families and agencies (See safeguarding covid addendum) -Staff Wellbeing charter adhered to - Refer staff to care first, OT if needed - Offer staff lateral flow testing kits - Arrange flexible work arrangements for individuals who are vulnerable - Review workload and remote learning every term
	Curriculum – in School/ Home Schooling	<ul style="list-style-type: none"> -School will be open 5 days for all children - boosters, breakfast clubs and after school clubs will resume in summer 1 - SLT will support teachers in planning and teaching a recovery curriculum - Operate a hybrid curriculum using a combination of online materials i.e. Purple Mash, video lessons and the website Kids zone alongside teacher contact time (only in the case of bubble closures – see remote learning plan) -Where children do not have access to the internet, paper copies will be provided on a fortnightly basis. -Staff to maintain reasonable communication with parents -The library will be out of use for classes until restrictions can be lifted so staff should not send books home. - Use of outdoor facilities i.e MUGA, Forest school will be timetabled for each bubble - The ICT suite can be used upon request and hygiene measures must be adhered to - See remote learning plan for detailed curriculum objectives
	Relevant publications and posters - these are documents we have considered in writing this RA	<p>Department for Education guidance to support education and childcare providers, local authorities and parents during the COVID-19 pandemic can be accessed from dfe.gov.uk using the document titles below:</p> <ul style="list-style-type: none"> • Guidance for early years and childcare providers • Guidance for schools • Guidance for further and higher education providers • Guidance for local authority children’s services • Guidance for special schools and other specialist settings • Guidance for parents and carers

	<p>Stress and anxiety for parents who are worried about the risks to their children's health and the health of their family (particularly if living with those who are currently Vulnerable)</p>	<ul style="list-style-type: none"> - School will follow guidelines set up by Government. -Regular communication and clarity of services, procedures will be provided through the website, twitter, texts and Parent Hub. -Home/School contract reviewed and sent to parents of returning children - Daily temperature checks for all children and staff every morning
	<p>Behaviour</p>	<ul style="list-style-type: none"> -Any children displaying behaviour that is not safe will be dealt with inline with the current behaviour policy -Staff may have to restrain children if they show challenging behaviour that is or could be damaging to themselves or others. Parents will be called to collect children if this occurs.
	<p>Safeguarding</p>	<ul style="list-style-type: none"> -DSL to maintain links with families, social services and other agencies for the utmost safety of vulnerable pupils. -CPOMs records to be updated and shared promptly when an incident arises
<p>Stage 2 – Prevent Where an increased risk is present</p>	<p>-Increased absence rates of pupils or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric)</p>	<ul style="list-style-type: none"> - Symptomatic child/staff follow agreed protocol (See quick guide) - Communication with key people including key information (staff, agency workers, pupils and families, users of the site) - HT to contact Emergency Planning and Infection control team for further advice and communicate updates/changes - Possible closure of bubble/school - Daily hygiene routines communicated in class and staff briefing following any incident as indicated above - Increased enforced use of handwashing - Enforce 48hr after symptoms have stopped for sickness, diarrhoea - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Daily review of the situation
	<p>Some staff or pupils may be more vulnerable to complications associated with COVID-19</p> <p>(clinically /extremely vulnerable)</p>	<ul style="list-style-type: none"> -Staff / parents of pupils have been asked to let the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. -Individual Risk Assessments for all staff with particular focus on staff with underlying conditions and BAME staff to be reviewed as and when required - For those with 'high risk' medical conditions, they need to stay at home (working from home where technology allows) and shield. - Where staff have 'moderate risk' medical conditions they should work from home where they can. If they can't work from home, but are usually fit and well, they can come to work - but they should not do particular activities including provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do. - Where possible, those with 'moderate risk' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc.

		<ul style="list-style-type: none"> - Appropriate adjustments will be made for those who are extremely clinically vulnerable and for the clinically vulnerable.
	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face – Handwashing</p>	<ul style="list-style-type: none"> -On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. -Pupils are reminded in the arrangements and handwashing methods, plus their role in infection control on a daily basis. -On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception. -PPE will be offered if required. - Visitors will use the main library room as a designated bubble and will not be permitted to go elsewhere in the building. -All classrooms are provided with bins with a swing lid for all used tissues to go in. - All classrooms have windows for ventilation - Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising.
	<p>Essential visitors Use of equipment including pens, keyboards Cleaning</p>	<ul style="list-style-type: none"> - Parents are not allowed into the building - Prior to visits by external contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. Where appropriate, on the spot Risk Assessments will be carried out by the admin team before the visitor, contractor, volunteer, trainee students etc. enter the main building. - Where appropriate, the admin team may request company/organisation Risk Assessments in addition to the short RA carried out by school. -All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. -Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments - Soap, paper towels (where used) and hand sanitiser are regularly replenished. (All sanitising materials are provided by L.A Brooks, other cleaning materials are provided by Kirklees Cleaning) - Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. -Pupils and staff are encouraged to close toilet lids before flushing and wipe with antibacterial wipes after use. - First aiders have access to local handwashing facilities/hand sanitiser. – - Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others. - Increased cleaning of frequently touched surfaces using standard cleaning products. Only those people who need to undertake essential work will be permitted to enter the school building. -The number of staff entering the school including offices has been reviewed - for example, where staff can undertake their work at home, they are working from home.

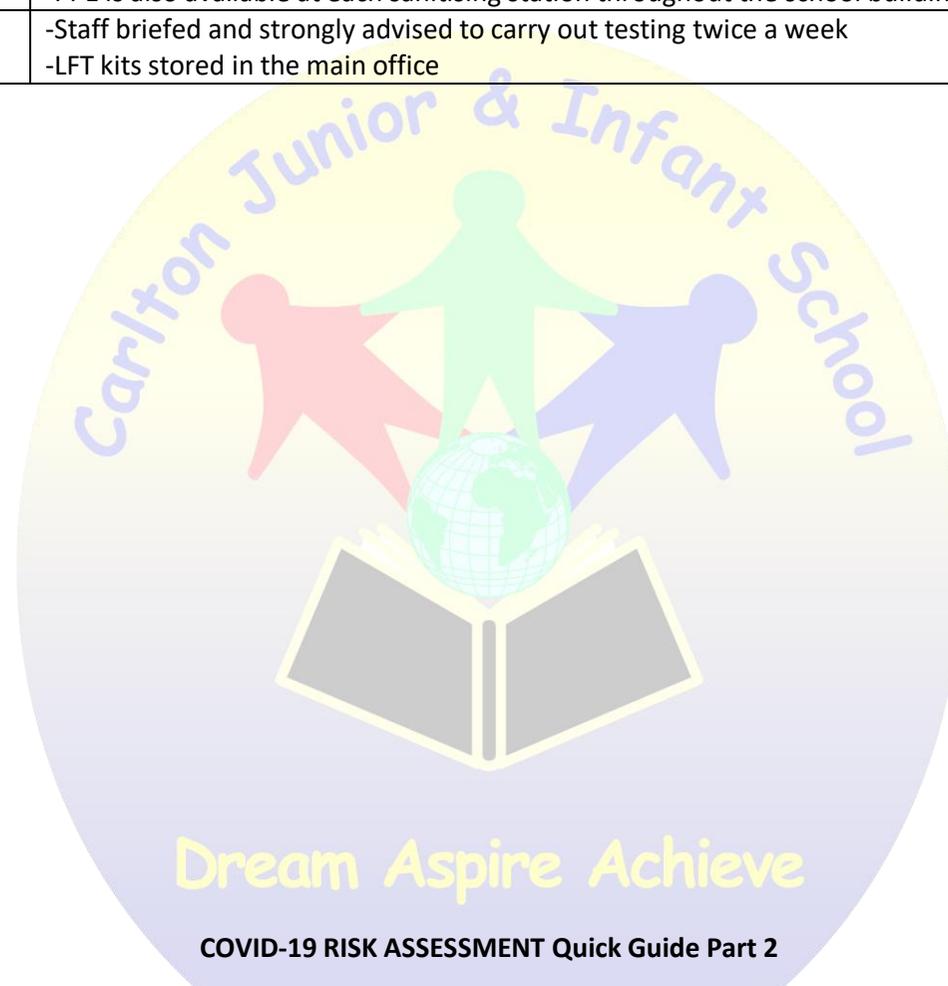
		<p>- For contractors – if work is to be carried out externally then entry inside the building must be limited to the main entrance for signing in purposes only.</p>
	<p>Social distancing Classrooms and offices</p>	<ul style="list-style-type: none"> - Where appropriate, outside space can be utilised for lessons or activities. Daily H&S checks of the school grounds at 8am - Fixed places or seats in classrooms. - Individual stationery packs will be provided for each child. - Sharing of equipment must be avoided where ever possible and equipment must be sanitised after each use. - Timetable activities for R class to ensure they are kept socially distant. This means including daily forest school, PE, lesson times where children sit on named chairs not on the carpet. - Designated routes for each bubble - Bubbles are kept together where possible and pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days -The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. - Staff should not visit each other’s bubbles - Whenever staff need to congregate i.e staff meeting, staff are required to keep the distance as stated in the latest guidance. Ideally one bubble at a time. -Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. -Desks arranged so pupils sit looking in the same direction (i.e. not facing each other). -Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. -Sanitising spray and wipes are provided for areas where pupils or staff are using keyboard and mouse.
	<p>Social Distancing - Drop off and collection times</p>	<ul style="list-style-type: none"> - Drop off/pick up zones and entry/exit clearly marked -Stagger start and end times of the day (when all pupils attend as before) -One consistent member of staff allocated to collect children from zones and escort back at the end of the day

	Social distancing - lunch time arrangements	<ul style="list-style-type: none"> - Hot food is provided in disposable containers and left outside the classroom/bubble for lunchtime time staff to distribute -Ensure that food is eaten in classrooms - In case we cannot provide hot food, then the kitchen staff will prepare grab bags for allocated member of staff to collect and take back to the classrooms.
	Social distancing - movement around school buildings and playtimes	<ul style="list-style-type: none"> -Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. (See Playtimes rota) - Outside areas zoned off for each bubble -Climbing frame and EY trim trails will be cordoned off - All other outside equipment will be cleaned regularly. - Some windows on landings/ corridors left open to help with general ventilation where possible. - Keep windows open in offices, classrooms and toilets to ensure ventilation is sufficient around school - Caretaker to ensure toilets have windows opened and closed each day - Teaching staff to open windows when they arrive in school. - Where physically possible, movement around the building is via a one-way system - Continue one way systems around the KS2 and KS1 corridors. - New arrows/signs will highlight correct route - Safe distance signs displayed in key areas
	Social distancing - staff room and staff toilet facilities meetings	<ul style="list-style-type: none"> -Protocol set for the use of staffroom kitchen and toilet areas - signage for one person at a time. -Staff are encouraged to clean toilet seats with anti-bacterial wipes after use. - Close toilet lids before flushing. -Staff make their own drinks and handle their own food. -Meetings only in the conference room to allow appropriate distancing -Staff to leave by 4pm or 4:30 at the latest so that cleaners can carry out deep cleaning in each bubble
	The potential for transmission of virus droplets from surfaces to the hands and then to the face - shared equipment, play equipment and toys	<p>Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. Sharing of computers and I pads is avoided where possible.</p> <ul style="list-style-type: none"> - Anti bacterial wipes are provided for areas where pupils or staff are using shared equipment - Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. - Easily cleanable toys should be used. Toys (such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used. (see EY Risk Assessment)

<p>Stage 3 - Contain</p> <p>Where specific and/or significant changes or restrictions need to be in place.</p>	<p>- People with symptoms of COVID-19 creating potential for transmission from person to person</p> <p>-High levels of sickness - High rates of absence - Significant danger of disease or illness</p>	<p>-Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the building if they or any member of their household are displaying any symptoms of COVID-19.</p> <p>- If anyone is symptomatic in school i.e with a new, continuous cough or a high temperature or a loss of the sense of taste and/or smell they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance</p> <p>Staff to wear full PPE including aprons if and when dealing with situations which require close contact. Part/full closure of site/classes Deep cleans Closure of lettings/ use of building for external staff All of the above will be communicated with the Infection Control team</p>
	<p>Fire Evacuation Fire Doors</p>	<p>-Review fire evacuation procedures.</p> <p>-Ensure that we have agreed places in the playground that are socially distanced for staff and pupils to evacuate to that are not too near each other.</p> <p>-Staff and pupils will be informed of places to line up in the playground in the event that the fire alarm goes off.</p> <p>-No evacuation test during partial lockdown and we will till services have resumed as normal before doing this again.</p> <p>-Have in place procedures for regular cleaning of the areas of the door most frequently made contact with.</p>
	<p>Food and drink</p>	<p>-Staff to make own drinks and not to share, food, cutlery and cups</p> <p>- Pupils are not allowed to swap food from their lunch boxes/plate</p> <p>- Sanitise hands when handling food deliveries</p> <p>- Hot meals/snacks left outside the classrooms by allocated members of the catering team</p>
	<p>Provision of first aid and medication</p>	<p>-First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</p> <p>-Disposable gloves provided for first aiders (preferably non-latex for allergy reasons).</p> <p>-First aiders should wear full PPE when carrying out direct care</p> <p>-Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</p> <p>-Where possible a window is kept open in the grow/nurture (used for administering first aid)room to help ensure good ventilation.</p> <p>-Clean hands thoroughly with soap and water or sanitiser before putting on and after taking off PPE. (See the First Aid plan)</p>

	<p>Someone develops COVID-19 symptoms whilst at school</p>	<ul style="list-style-type: none"> -If anyone becomes unwell with a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the Staying at Home advice - Re issue the Kirklees template letter to all parents and post on Parenthub -If a pupil is awaiting collection, they are moved to the Nurture/Grow room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. -Where possible, a window is opened for ventilation. -If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. -If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. -If they need to go to the toilet while waiting to be collected, they use a separate toilet where possible . -Toilets should be cleaned and disinfected using standard cleaning products before being used by anyone else. -The school will call 999 if they are seriously ill or injured or their life is at risk and inform the family. -If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. -Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. Cleaning with the disinfectant provided by Kirklees cleaning after someone with symptoms has left reduces the risk of passing the infection on to other people. -Follow the isolation procedures as advised in the C-19 letter. (isolate in the nurture/grow room only) -All areas touched and used by the COVID patient must be out of use until a deep clean has been carried out (72 hours prior to deep clean)
	<p>Enhanced hygiene Routine cleaning of communal areas of the school</p>	<ul style="list-style-type: none"> -HT will take advice from Kirklees if there is a confirmed case and follow all required procedures which may include full closure. -For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place: - Support staff are asked to ensure that all tables, chairs, door handles and surfaces are cleaned with anti-bacterial cleaner at the end of each day. - The cleaning staff are provided with appropriate cleaning products for day to day cleaning and deep cleans. -All soft toys from KS1 classes have been removed -Playtime equipment will be sterilised weekly by staff. -All toys and items used by children are cleaned by staff after each pod have used them. - Ensure that children bring in water bottles which are not shared with peers. School will not provide water bottles but disposable cups for water may be used. - Disposable gloves are provided for staff/contractors -Staff wear their usual /clothing and ensure daily changes

	Storage and issuing of masks	-Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. -PPE is also available at each sanitising station throughout the school building
	Lateral Flow Testing	-Staff briefed and strongly advised to carry out testing twice a week -LFT kits stored in the main office



Specific Issue summary	Action	Who is responsible
Suspected case in school Symptomatic child/teacher	<ol style="list-style-type: none"> 1. Immediately report to HT and isolate to Nurture/Grow room and carry out thermometer check 2. Contact parents and advise parents to test and inform school 3. Office to give/send individual COVID letter to parents advising isolation period and next steps 4. HT to contact relevant agencies e.g. LA / Infection Control Team 5. HT to inform CoG 	HT/Admin/Bubble staff

	<p>6. Staff who remain in the bubble to wear PPA and clean area where child was sitting/playing and vacate that area.</p> <p>7. HT to inform staff and circulate hygiene/protocol reminders</p>	
Confirmed case in school	<p>1. Immediately report to HT and isolate to Nurture/Grow room</p> <p>2. Contact parents and advise parents to test and inform school</p> <p>3. Office to give/send individual COVID letter to parents advising isolation period and next steps. Also send/upload general covid letter for all others.</p> <p>4. HT to contact relevant agencies e.g. LA / Infection Control Team</p> <p>5. HT to inform CoG and additional governors if needed</p> <p>6. Staff who remain in the bubble to wear PPA and clean area where child was sitting/playing and vacate that area.</p> <p>7. HT to inform staff and circulate hygiene/protocol reminders</p> <p>8. Depending on severity HT maybe advised to enforce full closure of school</p> <p>9. HT to liaise with cleaning staff and arrange deep cleaning (after 72 hours)</p> <p>10. Caretaker to cordon off infected area</p>	All
Suspected case in a family	<p>1. Send COVID letter instructing parents to isolate for 14 days</p> <p>2. HT to inform staff and circulate hygiene/protocol reminders</p> <p>3. HT to inform LA/Infection Control Team and CoG</p>	HT/Admin
Confirmed case in a family	Child /staff to isolate as above and follow directions from the HT as above	All
Teacher shortage	<p>1. Have back up rota ready for support staff</p> <p>2. If there is further shortage, inform LA and await further advice as the school may need to close.</p>	SLT
Support staff shortage	Agree number of volunteers prior to opening and stay consistent with them as support.	TBC
Protection for most vulnerable children (medical)	<p>GP's letter</p> <p>PPE equipment</p> <p>Approaches agreed with parents</p>	Parents/Admin
Staff with health issues	GP letter and work off site	
Staff with symptoms	<p>Immediately arrange cover and isolate staff make arrangements for staff to go home.</p> <p>Staff member to consult with GP and provide feedback to school/ isolate according to the latest PHE guidance</p>	SLT/Admin
Pregnant staff	Stay offsite but plan lessons and mark work/ Virtual lessons may also take place from home whilst class is managed by the TA.	
Kitchen	<p>Kitchen staff to work in kitchen area only and ensure grab bags are ready on a daily basis.</p> <p>Grab bags left of tables in hall for nominated member of staff to collect.</p>	LS
Site team shortage	Consult with cleaning department for cover	HT and CT
Leadership shortage	<p>DHT to deputise in HT,s absence (if Permitted by GP)</p> <p>SENCO to act up for DHT and follow guidance from HT</p>	

Admin shortage	Nominated TA to cover required hours in the office Agree tasks for remote office work	TBC
Other school users	Unless deemed appropriate, no external users will be allowed to enter premises Where this is essential, then sanitising should be requested and PPE should be offered Visitors/essential work can only use the library area and can only use the disabled toilet On the spot RA should be carried out by the admin staff to ascertain their vulnerability/needs and make appropriate adjustments	
Long period shut down	Online curriculum should be planned for all year groups (see remote learning plan) Staff to maintain weekly contact with their class Staff to support, assess and communicate in a timely manner IT staff to monitor activities on the school website Where pupils do not have access to technology, staff to send paper copies of learning tasks Weekly/fortnightly briefings via Google meet Staff to be available for normal working hours as directed by the HT	All
Safeguarding	Staff to record any concerns on CPOMs and alert DSL DSL to take external advice if necessary and maintain contact with vulnerable pupil/parent/s	All

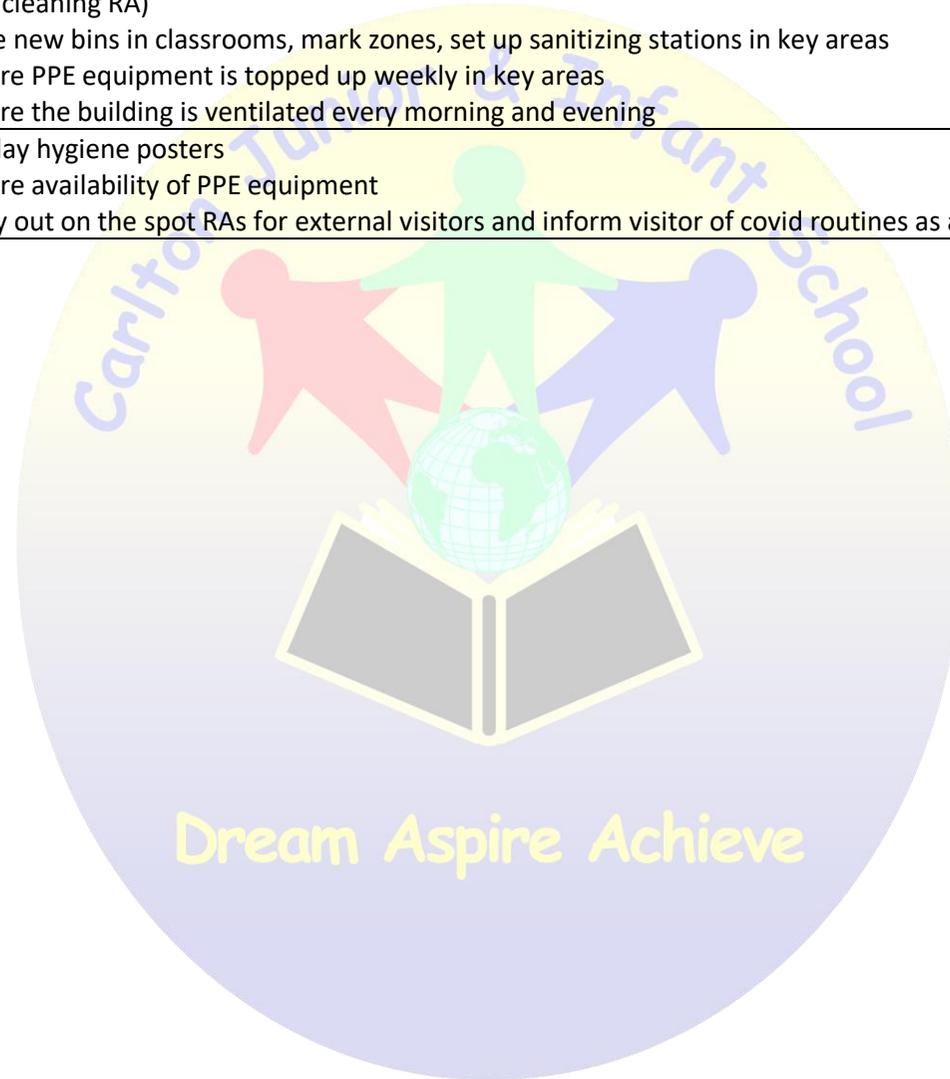
Dream Aspire Achieve

COVID-19 RISK ASSESSMENT Part 3 – Enhanced Hygiene Quick Guide

Who	Action
Parents	Ensure good hygiene routines Ensure children change school clothes every day as no uniform required Inform school of any vulnerabilities or suspected or confirmed case Sign new home/school contract Pick up and drop off children in zones only

	<p>Check school website/Parent Hub/Twitter frequently Ensure school has the current mobile number for texting service</p>
<p>Pupils</p> <p>Handwashing/sanitizing</p> <p>Toilet visits</p>	<p>Maintain good personal hygiene including change of clothes every day Keep lunch boxes and indoor shoes in own lockers Bring own water bottle to school Stay in allocated bubbles and adhere to agreed exit/ entry points Follow hygiene rules on class posters Sanitise upon entry in the morning Wash hands after playtime Before and after lunch time At home time</p> <hr/> <p>Must be limited break times only unless otherwise required Adhere to toilet hygiene rules Handwashing must be supervised</p>
<p>Staff</p>	<p>Consider agreed points in staff contract and sign Maintain good personal hygiene including change of clothes every day Stay in allocated bubbles and adhere to agreed exit/ entry points Lunch should be eaten in own bubbles Only one or two (maximum) members of staff permitted in the staffroom to make a cup of tea/coffee Staff must not make cups of tea/coffee or warm/handle food for others It is preferable to use disposable or own mug/cup/bottle for drinks Maintain 2-meter distance in all areas of school Do not use equipment used by others unless it's sanitised first i.e pens, books etc Wipe down surfaces, micro wave, dishwasher, tea/coffee tins, milk cartons after use Wipe keyboards after use Wipe school phone after use Wipe photocopier after use</p>

Caretaker/cleaners	Anti- bacterial cleaning of all surfaces including door handles daily, railings etc Carry out deep cleans as and when required Carry out daily safety checks both internally and externally (See cleaning RA) Place new bins in classrooms, mark zones, set up sanitizing stations in key areas Ensure PPE equipment is topped up weekly in key areas Ensure the building is ventilated every morning and evening
Admin	Display hygiene posters Ensure availability of PPE equipment Carry out on the spot RAs for external visitors and inform visitor of covid routines as appropriate





Carlton Junior & Infant School

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