

Woodgrange Infant School Risk Assessment SEPTEMBER 2020

Headteacher: Sarah Soylar

Shared with: Governors 09/07/2020 SLT 06/7/2020 Staff Y 7/7/2020 and 1/9/2020

This document will be reviewed daily and weekly as part of our ongoing dynamic risk assessment procedures

Issue/risk area	Identified risks <i>(Pre populated with examples of key risks but each school will need to review its own risks)</i>	Overall assessment of risk BEFORE mitigation (Red/Amber /Green)	Mitigating actions <i>(Including who will be responsible)</i>	Overall assessment of risk AFTER mitigation (Red/Amber/ Green)	Evidence to support assessment
Staffing	<p>High infection risk due to staff unable to maintain social distancing</p> <p>Main protective measure: handwashing avoid mixing/ overcrowding</p>		<p>Hand Washing routine as staff arrive/ move between spaces and throughout the day</p> <p>Staff hand wash before AND after using the toilet</p> <p>Visual guides to handwashing displayed across school</p> <p>Staff always use dishwasher</p> <p>Doors propped open where safe to do so</p> <p>Adequate space allowed for staff:</p> <ul style="list-style-type: none"> • staggered lunches/ comfort breaks throughout the day • Staff room expanded into Walnut room to provide additional space • staff permitted to take breaks in classrooms/ library etc as long as areas are cleaned afterwards • allocated toilets to reduce number sharing <p>Staff clean as they go eg wipe staffroom surfaces using detergent and cloths etc</p> <p>Off site lunch breaks possible</p> <p>Office staff keep to their own desk areas/ phones and do not share e.g. Bamboo room for finance only</p> <p>Staff needing to speak to office team do so from reception area or email/ phone</p> <p>Staff needing to speak to Nicola use internal phone/ email to arrange a meeting and do not pop in to her room unless by appointment/ arrangement</p> <p>Staff use fobs to sign in/ out and hand sanitise if they touch the screen/ door button</p> <p>The internal entrance door propped open when children are not on site.</p> <p>Staff assigned to bubbles- year groups for PPA cover/ SEND support etc. Staff within bubbles cover each other's breaks</p> <p>PPA room timetabled- priority for activinspire use Wed-Fri (PPA)</p>		<p>staff Covid handbook</p> <p>daily changes- debrief pm and am briefing and SLT updates if mid day</p> <p>Cleaning checklists</p> <p>Timetables & rotas</p>

			Additional computer in Inclusion room/ Staffroom PE sessions- Rachel avoids close contact Music teacher avoids close contact- splits the group in half		PE plans Music plans
	Higher risk to staff who are deployed across more than 1 class Main protective measure: handwashing hygiene avoid mixing/ overcrowding		Staff are deployed within 1 year group bubble ONLY for half or whole days Staff follow the same guidelines as other staff, particularly hand washing between rooms. Staff should consider leaving additional space between themselves and other staff members. Staff avoid close contact with parents and signpost to TA or email the class teacher if they need to communicate with them All staff respect social distancing with this group of staff. Should there be a case in one class that the adult has been deployed to they <u>may</u> be required to self isolate/ take a test in line with current PHE guidance and local advice from newham public health.		
	Risk of staff shortages if staff are unavailable for work due to illness or other issues Main protective measure: contingency plan for staffing		Children not fully returned to school until 14th September (post 14 day quarantine if staff have travelled) Cover staff from within as far as possible- named people per year group as per PPA timetable contingency is "Preferred" agency/ cover staff list drawn up eg Jess Farmer/ Sylvia Mitchell Flow chart guiding school/ staff on procedure to follow in case of possible infection-affecting themselves or their families including clear guidance on which symptoms apply		Flowchart PPA plan
	Risk of infection to staff related to young children's ability to follow social distancing rules and in meeting intimate care needs Main protective measure: handwashing hygiene avoid mixing/ overcrowding		Training for children in hand washing and hygiene- expectations clear, consistent and regularly revisited Staff to avoid prolonged close contact with children- keep distance, sit to side not face on, avoid talking at eye level PPE for intimate care needs and first aid and for staff working with children with SEND when they are dysregulated As far as possible children remain in class groups inside. Children remain in year group for lunch (go outside in year groups) Outdoor learning KS1 use outdoor space/ EYFS their own space- 2 sides of school will not mix Lots of outdoor learning available for all year groups, reducing "density" in class Children trained in catch it, bin it, kill it" for tissues using lidded bins and washing hands		Staff handbook- Covid
Pupils attending school	High infection risk due to pupils and staff unable to maintain social distancing - through not being able to keep groups apart Main protective measure: handwashing avoid mixing/ overcrowding		Classes will not mix indoors (other than lunch hall but will stay in class groups when seated) Staff allocated to year groups eg PPA cover/ SEN support PE taught beyond a year group as contact not as close Staggered lunchtimes to avoid all children being outside at once Segregated play areas- EYFS/ KS1 do not mix Regular hand washing and cleaning of frequently touched		PPA Plan SEN timetables Wet play plan

			surfaces		
	High infection risks due to pupils not moving around school at safe distance from other groups Main protective measure: adult supervision		No unsupervised movement around the school- Y1 children supervised toilet visits at start of term Lunchtime movement in controlled class sized groups from classroom to hall and back again Children outside line up, return to class and wait until called to the hall. Packed lunches eaten at same time as class Soft start/ drop off Staff supervise children during fire drills and make sure lines are appropriately distanced.		Staff Covid handbook- Lunchtime procedures Midday staff sign to receive
	Risk of transmission during the conduct of practical activities in school Main protective measure: handwashing avoid mixing/ overcrowding outdoor learning		Regular cleaning of frequently touched surfaces by classroom staff using cloths and spray Resources spaced around classroom as part of practice- pencils etc available in different areas to avoid over use planning of classroom layout allows more space for more popular activities Outdoor provision maximised Tables left clear at end of day PE equipment cleaned or quarantined between use After school clubs not running until November- will be year group specific from term 2, reduced options. Carpet sessions will be short and pacey- less than 15 minutes. Some children will sit at tables to allow more spacing between children on the carpet. Children will sanitise hands before carpet sessions Outdoor spaces supervised Library use will be restricted. A. Staff will bring a selection of books to class to be chosen from. Returned books will be quarantined for 24 hours+. Children will also choose from the class library. Computers- allocated to a class to avoid sharing- NOT IN USE TERM 1 as many children over exposed during lockdo Children's Toilets Lunchtime cleaner organised		Staff Covid handbook
	Risk of using public transport for educational visits Main protective measure: avoidance		Local visits only until further notice- walking distance- all visits approved by Monica		
	Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff) Main protective measure: adult supervision		Children are young and will therefore be closely supervised They will have regular reminders of expectations of behaviour Children who deliberately or repeatedly do this, unless they cannot help themselves will be sent home. This will be treated as an exclusion. Guidance to parents sets out expectations		Behaviour policy (shared with parents via website)
Journeys to and from school	High infection risk due to parents and/or pupils not observing social distancing on		Clear guidance and regular reminders for parents as part of preparation One gate system for entry/ exit supervised by SLT to reduce		Signs on gates

	<p>journeys to and from school</p> <p>Main protective measure: Parent compliance/ understanding</p>		<p>crossover, whilst accepting that many parents need to access both sides of school (KS1 / EYFS gate- older children dropped first)</p> <p>Soft start will spread traffic/ flow of parents over time</p> <p>Playground closed promptly at end of day- no stay and play</p>		
First Aid and Pupils with Medical Conditions	<p>Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection</p> <p>Main protective measure: PPE avoiding mixing groups</p>		<p>First aid will be administered in class to avoid movement around school- includes lunchtimes</p> <p>PPE available in each room as part of kit</p> <p>Guidance to staff about infection control as part of induction</p> <p>First aid room not to be used EXCEPT as a place to wait for collection if a child becomes unwell with symptoms- adult supervising them waits outside the room.</p> <p>Hygiene room used if toilet needed. Both spaces are cleaned after use.</p>		Staff covid handbook
Pupils with Special Needs	<p>Risk the needs of pupils with complex SEND cannot be safely met in school</p> <p>Main protective measure: handwashing/ hygiene PPE avoiding mixing groups</p>		<p>Individual RAs completed by Inclusion lead and team with some support from services if required</p> <p>Rooms allocated to year groups eg library Y1/ Pine room Y2/ Juniper YR? OR limited to highest priority children- eg sensory room for L\$ funded pupils only</p> <p>windows open in smaller spaces- sensory room/ Juniper</p> <p>Rocking & rolling only in year groups. equipment washed after use</p> <p>shared spaces cleaned by staff between groups</p> <p>children supported to understand rules and to wash hands</p> <p>Wipes for specific children if handwashing is not practical</p> <p>PPE for intimate care</p>		RAs set out specific plans and measures
Communication	<p>Risk that pupils and parents do not understand the new arrangements; behaviour resulting in increased infections</p> <p>Main protective measure: Parent compliance and understanding</p>		<p>Clear guidance and regular reminders to all parties</p> <p>Newsletters</p> <p>SLT monitoring gates and parents will remind and challenge parents</p> <p>Target group of parents with language barriers to support</p> <p>Ongoing daily/ weekly reviews and RAs of situation</p>		<p>Flow chart for parents</p> <p>Leaflet for parents to prepare children who are coming back to school for the first time</p>
Staff wellbeing	<p>Risk of mental health impacts</p>		<p>SAS counselling available</p> <p>Mental health first aider available</p> <p>Mindfulness coach on staff</p> <p>Regular breaks throughout the day</p> <p>Team leader debriefs/ reviews daily/ weekly as required</p> <p>Individual, confidential risk assessments</p>		Mental health and well being policy

Annex – Guide to assessing risk

Impact:

This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

Likelihood:

This is the probability of the risk occurring. You can rate the likelihood of the risk using a scale of between 1 and 4.

Risk Rating:

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. You should then use this rating to prioritise the risk.

	Remote	Unlikely	Likely	Very Likely
Major	4	8	12	16
Serious	3	6	9	12
Significant	2	4	6	8
Minor	1	2	3	4

High Level Risks are risks rated **9-16** are coded **RED**. You should prioritise and manage these risks first.

Medium Level Risks are risks rated **6 – 8** are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

Low Level Risks are the risks with the risk rating of **1 – 4** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.