

**Risk Assessment – Reducing the risk of an outbreak of COVID-19 amongst the Guildford Grove school community**

**Reviewed January 2021 in response to lockdown 3**

**PLEASE NOTE: This risk assessment has been amended in response to our updated risk register which analysed the risks for when we operate in lockdown 3**

Hazards	Identified Hazard/Risk	Who is at risk?	Control Measure
An outbreak of COVID-19.	Not able to maintain social distancing rules amongst our school community at the start and end of the day	All	<ul style="list-style-type: none"> <li>• A <b>parent/carer code of conduct</b> has been written in order to minimise the risk of spreading infection. This code includes government guidance around social distancing as well as rules such as only one parent/carer can drop off and pick up a child, that parents/carers cannot gather outside the school gates before or after pick up, that parents/carers must ensure that they keep away from school if their child or anyone in the household displays COVID-19 symptoms etc.</li> <li>• During the lockdown, parents <b>MUST</b> wear a face mask on school-site.</li> <li>• <b>All adults to wear a face mask anywhere in the school.</b> In own classrooms, a face covering of some sort must be worn that is appropriate to the situation and the individual.</li> <li>• Each year group with the same entrance point will have their own start and end time (where possible)</li> <li>• Separate entry and exit points are used to reduce pinch points.</li> <li>• <b>Mobile adults</b> (see mobile adult risk assessment) will staff gates at the start and end of the day in order to safeguard everyone and prevent people from lingering and engaging in social mixing.</li> <li>• Dropping off and picking up protocols for each class will be shared with parents.</li> <li>• Parents/carers will not approach school staff and will communicate via e-mail, phone or Studybugs.</li> <li>• The front entrance and classrooms will be out of bounds for parents/carers unless invited in for any urgent meetings with school or collecting a child for a medical appointment or to go home if poorly.</li> <li>• As from Feb 2021, school-based staff are volunteering to do twice weekly lateral flow device tests.</li> </ul>
	Not able to maintain social	All	<ul style="list-style-type: none"> <li>• Classes will operate as year group units in order to minimise contact with other pupils across the school. These year groups will remain together throughout the day including play and</li> </ul>

Review date 23<sup>rd</sup> February 2021

	<p>distancing rules in the classrooms</p>	<p>lunchtimes. Classes during lockdown will be capped at 15/16 to aid social distancing and safeguard the setting of work in our remote school.</p> <ul style="list-style-type: none"> <li>• Staff will work across year groups where necessary but are encouraged to socially distance themselves from pupils (where possible). We know that this is virtually impossible for staff who work in the younger year groups.</li> <li>• Staff who work across more than one year group will have to follow strict social distancing measures. Staff will also need to wear PPE when working in another year group to their usual one in order to avoid close and proximity contact. This will include PPA teachers and lunchtime supervisors.</li> <li>• Staff and pupils to wash hands on arrival at school, at the beginning and end of break &amp; lunchtimes, at the end of the day before going home.</li> <li>• All pupils (where appropriate) will need to sit facing forwards at their desk, sitting side by side to other pupils. Children will need to remain in their own chair and at their desk throughout the day. Any changing of seats/tables will require cleaning.</li> <li>• <b>In order to not impact negatively on the education of children, we permit children to sit at a horseshoe arrangement of tables and chairs in order to do focused work with an adult.</b></li> <li>• Before and after using laptops if they are to be shared across other units, they must be sanitised.</li> <li>• <b>No carpet time in Years 2-6</b> unless they can face forwards and sit side by side with a reasonable distance between rows.</li> <li>• Each pupil needs a <b>pack of their own regularly used equipment</b> (labelled) not to be shared with anyone else (think about scissors, colouring pencils, glue sticks etc).</li> <li>• Books and less frequently used equipment can be shared but cleaned regularly. Teachers can handle class books but need to be mindful to wash hands before and after use.</li> <li>• <b>Doors to be left open</b> to avoid having to touch handles.</li> <li>• Keep windows open as much as possible. <b>Rooms to be ventilated</b> before and after school and during break and lunchtime.</li> <li>• Anti-bacterial spray, gloves, lidded pedal bins available in each teaching area. A checklist is in each room to make sure all fluids and sanitisers are full enough for the day.</li> <li>• Staff and pupils to bring their own water bottles/covered cups for use.</li> <li>• Before the start of school, at lunchtime and end-of-day, staff to double-check children's tables, seats, and any shared computer keyboards are wiped down with anti-bacterial cleaner.</li> <li>• Pupils will need to keep their items with them at their desk. <b>Transition times must be</b></li> </ul>
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	Use of shared toilets	All	<ul style="list-style-type: none"> <li>• <b>Breaktimes and lunchtimes will be staggered</b> in order to minimise crowding in both staff and pupil toilets.</li> <li>• Year groups will be scheduled to use the toilets throughout the day. Children who require to go to the toilet at other times, will need to maintain social distancing from others and to not stay for any longer than 15 minutes.</li> <li>• Where possible entrance doors will be left propped open to minimise contact of handles.</li> <li>• Pupils and staff to wash and dry hands before exiting toilets.</li> <li>• <b>Staff to leave toilet doors open on exit</b> to minimise the need to touch handles.</li> <li>• Pupils using the Year 5/6 toilets will need training to understand how to use their elbows or paper towels to open entrance doors. Posters will also be displayed.</li> <li>• The caretaker to ensure the cleaners thoroughly clean the toilets daily including all handles and taps.</li> <li>• Staff and pupils to remember that in <b>shared areas</b>, anything that can be touched, could have been touched by someone else and therefore <b>hands must be washed</b> immediately after touching.</li> </ul>
	Movement around corridors	All	<ul style="list-style-type: none"> <li>• Pupils and staff will move along corridors in an orderly fashion.</li> <li>• Corridors will be separated in half in order for pupils and staff to move up and down the corridors safely.</li> <li>• <b>ALWAYS WALK ON THE LEFT.</b></li> <li>• Corridors will be kept completely clear of any unnecessary tables and chairs and trolleys.</li> </ul>
	Not being able to maintain social distancing rules on the playground	All	<ul style="list-style-type: none"> <li>• Playground zones will be created. These zones will ensure that different year groups do not mix.</li> <li>• Year groups will be allocated times to use the playground zones.</li> <li>• Each class will have their <b>own box of equipment for lunchtime</b> which will be brought out with them at lunch (these toys will either be cleaned daily or will rotate every 72 hours)</li> <li>• Boxes will not include any items (such as balls) that can roll into other playground zones.</li> <li>• Staff from year group units will supervise play with lunchtime supervisors supervising</li> </ul>

			<p>lunchtimes .</p> <ul style="list-style-type: none"> <li>• Year groups to <b>bring any asthma pumps and water bottles out with them in a tray</b> and place within the playground zone.</li> <li>• When play and lunch time is over, <b>year group adults will supervise their class walking in</b> through their designated entrance ensuring they keep a two-metre distance from each other.</li> <li>• <b>Bands will not be used</b> at all in school due to potential risk of contamination.</li> <li>• <b>Children should go to the toilet before and at the end of play</b> while supervised to minimise the need for individual children to have to enter the school building at lunchtime.</li> <li>• If there is a <b>wet play</b>, children will have to stay in their class with unit with their teachers/TAs supervising. Lunchtime supervisors will cover classrooms from the youngest years upwards. DVDs will be encouraged during wet plays as well as colouring/wordsearches etc. Wet play games where they have to play in pairs or groups facing each other will not be possible.</li> </ul>
	Use of shared staff areas	All.	<ul style="list-style-type: none"> <li>• We will create more staff rooms in order to reduce the number of school staff coming into contact with one another.</li> <li>• During the lockdown and whilst we are still encountering the virulent strain of COVID, staffrooms are only to be used for making a drink, heating food etc. Staff will not gather in staffrooms.</li> <li>• We will go from having one staffroom to creating four staffrooms.</li> <li>• Staff must <b>wash their hands</b> when entering the staff room and when leaving the staff room.</li> <li>• Staff will be mindful of shared equipment such as kettles. <b>Washing hands</b> will remain key to minimising risk.</li> <li>• Staff to be mindful not to gather in kitchen areas.</li> <li>• The caretaker to ensure fridge doors, handles to kettles, cupboards and doors are cleaned thoroughly by the cleaning company.</li> <li>• Staff cannot use staffrooms for meetings.</li> </ul>
	Managing a pupil or member of staff showing symptoms of COVID-19	All	<ul style="list-style-type: none"> <li>• If a pupil or staff member begins to show COVID-19 symptoms, the adult in charge sends a <b>Teams message</b> to the office.</li> <li>• An adult will escort a child to the office area wearing relevant PPE.</li> <li>• Office staff who deal with pupils and staff who become unwell with symptoms of coronavirus and are brought to the isolation room will ensure they wear a fluid resistant face mask and keep a distance of two metres from the pupil/staff member.</li> <li>• If contact with the child is necessary then disposable gloves and a disposable apron should also be worn. If there is a risk of coughing, spitting or vomiting, eye protection will also be worn.</li> </ul>

			<ul style="list-style-type: none"> <li>• Children will be placed in the isolation room based in the Butterfly Room until a parent/carer can collect them. The child then stays off for 10 days (unless a COVID-19 test is negative – see below.)</li> <li>• <u>If an adult displays symptoms</u>, they must wash their hands and then exit the building as soon as possible and keep Jo Steele (HR and Operations Manager) in contact with their progress. They must stay off for 10 days (unless a COVID-19 test is negative – see below.)</li> <li>• Staff and parents will be asked to engage with the NHS Test and Trace app.</li> <li>• Pupil or staff member will be asked to immediately refer themselves for a <b>COVID-19 test</b>. If that test comes back as a <b>positive reading</b>, anyone who has been in close contact with the person will be asked to self-isolate for 10 days. See full opening plan for definition of close contact.</li> <li>• The school will contact the local PHE or DfE.</li> <li>• If the test for the adult or child is <b>negative</b>, the child or member of staff can return to school.</li> </ul>
	Adults of BAME at higher risk of serious illness if they contract COVID-19	BAME staff	<ul style="list-style-type: none"> <li>• Individual discussions with BAME members of staff about all of the control measures above and discussions about what more the school can do to help, e.g. provide face masks.</li> </ul>
<b>Review:</b>			<ul style="list-style-type: none"> <li>•</li> </ul>

See footer for review date.

Reviewed by Lucy Ryder and Rona Mackie – Co-Headteachers