

ST STEPHENS JUNIOR SCHOOL ACADEMY RISK ASSESSMENT: COMPLETED BY: LC/SH
ASSESSMENT DATE: 18.08.20 REVIEW DATE: 11.09.20

Hazard or risk	How will risk be mitigated?	Responsibility – further action required	Risk before control measures	Risk after control measure
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St Stephens Junior School Risk Assessment – COVID 19

Version 2 – Date of revision 11.9.20

Hazard or risk	How Risk will be mitigated	Who is responsible	Risk before measures in place	Risk after measures in place
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<p>Transmission of virus through close contact with direct transmission (coughing and sneezing)</p>	<ul style="list-style-type: none"> Regular communication to parents so anyone who is unwell with CV-19 symptoms does not attend school setting. Hands washed regularly throughout the day by all staff and pupils for at least 20 seconds and with running, hot water, new sinks fitted in year 6 block. All pupils will use hand gel on entrance to the school. Hand gel points are situated at the main gate, in every classroom and on entrance to the dining hall. Staff and children follow the Catch it, Bin it and Kill it routine of good respiratory hygiene. Pupils will be taught the elements of good hygiene on a daily basis Classes to have spray, wipes and tissues and gloves. Lidded bins for all classes. Social distancing rules adhered to where possible and appropriate. Staggered movement round the school to prevent bubbles crossing. 	<p>Ongoing communication to parents SH/LC</p> <p>All staff</p> <p>All staff and pupils SLT supervision</p> <p>KB/PD</p> <p>Teachers</p> <p>KB/PD</p> <p>All Staff</p>	<p>HIGH</p>	<p>LOW</p>
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	<ul style="list-style-type: none"> • 1st Aid flow diagram and training for all first aiders. • Masks used by first aiders when dealing with all first aid issues. • Pupils work in class groups and stay in these groups. • Year group bubble principles used to allow intervention and After school Club to run. • Site team to check that toilets and hand wash facilities are adequately stocked and cleaned. • Windows and doors are opened throughout day where safe to do so. • Air conditioning/ heating can be used but rooms need to be well ventilated. 	<p>NR All First Aid Staff</p> <p>PD/ Cleaning staff</p> <p>All Staff Teaching staff Briefing at inset to cover all points – SH/LC</p>		
<p>Transmission of virus through indirect transmission (touch and surface contact)</p>	<ul style="list-style-type: none"> • All surfaces are cleaned at the end of the day. Hot spots – staff room, staff toilets, photocopiers and high traffic areas are cleaned during the day – Cleaning log and checklist duties. • Staff will be responsible for wiping their own shared equipment – i.e. telephones, resources etc, • Children will stay in their classes and year group bubbles. • Where children will use the same area – dinner hall, music room, library / Library– this will be cleaned after each bubbles use. • Staff and pupils will use hand gel prior to entrance of shared spaces. • Children will have their own equipment essential for learning, which will be kept in their tray. • Prior to using resources that are shared amongst groups in class pupils will use hand gel, shared resources will then be sterilised before being used by the same class. • Resources that will be shared between classes need to be meticulously cleaned or quarantined for 48 hours (72 hours for plastics). • Teachers wash their hands before and after handling pupils’ books. 	<p>JD/PD/ Cleaning staff</p> <p>All staff</p> <p>Midday meals, SA, KN, Teaching staff (library)</p> <p>Pupils/ Parents</p> <p>Teachers/ Teaching assistants</p> <p>Teachers/ Teaching assistants</p> <p>Teachers/ Teaching assistants</p>	<p>HIGH</p>	<p>LOW</p>

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	<ul style="list-style-type: none"> • Anti bac gel at each entrance to the school and at each transition point – E.G dinner hall and toilets in addition to hand washing regime. • Uniform and clothing to be kept with the pupil and at their work station and not lying around. • Breaks and collections / drop off are staggered. • Drop off collection point is designated and parents are asked not enter the school site and to communicate via email or telephone. • Masks can be worn at staff’s discretion. • Parents have been advised not send pupils in masks due to risks associated with children wearing masks (heightened transmission) this situation will be monitored. • Soft furnishings in classrooms are removed or inaccessible for pupils. • Lap tops cleaned at the end of each day and allocated to a particular child where numbers allow. • Bins changed when surfaces are wiped. • No use of wooden outdoor play equipment. • Play resources allocated to each ‘bubble’ to prevent cross contamination. • Staff follow correct procedures in staffroom to ensure transmission risks are mitigated: No shared cups, wiping down hotspots after use etc. • Kitchen to provide risk assessment for cleaning and serving. • Hand sanitisers fitted to the wall (pending) between double doors. • Yr 5 fire door to be propped open to access toilets from outside 	<p>All staff</p> <p>Pupils – teaching staff</p> <p>LC/SH LC/SH</p> <p>LC/SH</p> <p>Teaching staff</p> <p>ICT</p> <p>PD/ Cleaning staff</p> <p>All staff</p> <p>SG/ All kitchen staff</p> <p>KB</p> <p>YR 5</p>		
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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<ul style="list-style-type: none"> • Pupils will stay in their class bubbles throughout the day • Use of year group bubbles is to allow interventions and the running of after school club. Any movement from class to year group bubble needs to be limited. • Staff working across year groups (PPA, SEN, Midday Meals) need to keep a 2m distance from pupils wherever possible and follow enhanced hygiene measures. • All classrooms are set up so pupils are facing the front to minimise transmission. • Pupils reminded to observe distancing touching and contact measures with children and adults • Regular hygiene measures in place. • Physical activity – no contact sports and use of outdoor space prioritised. • Music lessons involving singing will be held outside, shared equipment will be sterilised before use by another pupil. • When cover is required it should be a TA or staff member from the year group, if this is not possible the staff member will need to ensure social distancing measures are in place. • Observation protocol for all staff needing to observe in lessons 	<p>Teaching staff Teaching staff</p> <p>All staff teaching/ working across the school</p> <p>Teaching staff/ KB</p> <p>Teaching staff</p> <p>All staff CG</p> <p>SA</p> <p>Teaching staff</p> <p>LC/SH</p>	<p>HIGH</p>	<p>LOW</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> • Staggered year group drop off and collection times. • SLT and teaching staff to support drop off and collection process. • Staggered year group break and lunch times. • Pupils will stay in class groups throughout break and lunch and at drop off points. • Rooms will be accessed from outside wherever possible. • Movement around the school will be kept to a minimum but it is unlikely that groups of children will be meeting in corridors due to staggered break and lunch times. • Maximum numbers in toilets which teachers need to ensure pupils are aware of. 	<p>LC/SH SLT LC/SH Teaching staff</p> <p>Teaching staff Teaching staff/ midday meals staff</p> <p>LC/SH teaching staff</p>	<p>HIGH</p>	<p>LOW</p>

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	<ul style="list-style-type: none"> • Maximum numbers of staff in shared spaces will be adhered to. • Review of behaviour policy to ensure compliance from all pupils in terms of new requirements. • Staff to sign code of conduct for working guidelines and rules. • Restricted access onsite, anyone who enters the building needs to have details taken and this should be by appointment only. • Consistent groups and year group bubbles maintained at ASC – separate risk assessment following all school policies and procedures. • Use external doors to classrooms and buildings rather than main entrances. • There will be no large assemblies, parent gatherings or performances at this stage. • Meetings will be held by zoom wherever possible for staff, parents and governors. If it is not possible, essential meetings will be conducted outside or in a room large enough for social distancing. • Policy and risk assessment for essential visitors to school (SEN support, counselling) 	LC/SH teaching staff LC/SH JD/ LC/SH JD/NR/ SG RG All staff LC/SH All staff LC/SH JS		
Spreading infection due to school environment	<ul style="list-style-type: none"> • Checks to premises will be done to ensure school is up to health and safety standards prior to Sept opening. • Fire procedure amended to ensure pupils are able to line up at a greater distance. • Lidded bins to dispose of tissues in all classrooms and shared areas. 	KB LC/SH PD	HIGH	LOW
Staff or pupils become symptomatic whilst in school	<ul style="list-style-type: none"> • Flow chart of actions for suspected Covid case in central file and shared with all staff. • Temperatures taken using digital thermometer • Home is telephoned immediately and parents must collect in line with social distancing protocol. • Staff member to wear PPE when moving patient to correct location • Nominated use of specific area for CV-19 symptomatic pupils or staff. Deep cleaned if used. • PPE has been ordered to cover urgent requirements. • Call 999 if symptoms are such that life appears at risk. 	NR Approach for treatment shared with all first aiders and Y6 room prepared. PPE training for first aiders. All first aiders PD	HIGH	LOW

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Pupil or staff have been in contact with other people in the setting who may have demonstrated symptoms which are potentially symptomatic of CV-19	<ul style="list-style-type: none"> • Staff member or children do not need to isolate if they have been in contact with someone displaying new symptoms such as a cough or cold. • Follow good hand and respiratory hygiene at all times. • Clean the immediate affected area and record on a cleaning log for that area. 	JD/PD	HIGH	LOW
Contact with a diagnosed case of CV-19	<ul style="list-style-type: none"> • If a staff member or pupil develops symptoms compatible with CV-19 then they will be sent home to isolate for 10 days or until a negative test result is received. • Review of risk to other staff members and bubbles. • Heightened alert to other symptoms in bubbles across the school. • If positive, all members of teaching group and teacher self-isolate for 14 days. Class deep cleaned and all resources cleaned or discarded. • Whole school will be notified of positive coronavirus case. • SLT to contact Public health and advice followed. • Members of that household must also self-isolate for 14 days. • Staff will be asked to complete a self-isolation assessment on line using the gov. website. 	<p>All staff</p> <p>SLT SLT</p> <p>SLT</p>	HIGH	LOW
Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> • The school will continue to follow any shielding guidance in place to decide who should come into school. • If the guidance is paused, all staff and pupils are expected to come into school • Separate risk assessments for staff members who are at a higher risk of infection: Category A, Category B and BAME • School to be aware of any pupils/families who fell under government shielding advice. 	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>Pastoral team/ NR</p>	HIGH	LOW

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Plan insufficiently communicated or risk assessed.	<ul style="list-style-type: none"> • Complete all plans in good time and share with stakeholders for sign off and approval. Guiding principle of H&S not just mobilising workforce. • All information (or signpost to) shared in numerous forms - Parentmail, Twitter, Website and direct call for those without electronic communications. • Identify to stakeholders how concerns raised in survey have been addressed or where risk factors cannot be reduced. • Folder of all information compiled and held centrally in main office. • SLT walk through Risk assessment prior to agreed date of opening. 	SH/LC -all staff have a personal responsibility for ensuring procedures and protocols are followed. SH/LC LC/SH/JD	MEDIUM	LOW
Review and monitoring of Risk Assessment	<ul style="list-style-type: none"> • Weekly review of Risk Assessment to ensure any new advice and local information is considered and further measures are put in place. • Daily opportunity for staff to feedback on any concerns by 4pm so they can be included in the next day's briefing. 	SLT All staff	LOW	LOW