

Risk Assessment and Risk Management Record

Covid-19 Risk Assessment

Establishment **Nightingale Primary School**

Leader Headteacher – Mrs Hannah Beckett

Location **NPS**

Staffing *(See separate timetables and rotas for groups and staffing)*

Group size 30 **Ratio** 1:15

Actions school leaders should take to reduce the risk of transition of COVID-19 in their school.

Benefits (aims, objectives, intended outcomes...)

- To ensure a safe and secure return to school for all our community.
- To reintegrate all children back into school-life and to expose them to an education which they have been unable to access due to the lockdowns.
- To follow the government guidelines, issued July 2021.
- To facilitate the offer of immediate remote education, where required, and school's response to outbreak management.

Identifying the hazards – assessing the risk	Control Measures – Reducing the Risk
<p>Site and its Environment (CONT)</p> <ul style="list-style-type: none"> • Corridors • Classrooms • Toilets • Staffroom • Equipment 	<ul style="list-style-type: none"> • Walking on the left, for pupils and staff to follow who will be walking around the school building and the school site. Pupils and staff to practice Fantastic Walking, keeping their hands behind their backs and heads high, avoiding touching walls, displays etc. • Sports, Arts and Science equipment can be shared across year group bubbles. • Classrooms to have sanitising stations and staff to ensure good hygiene for everyone. Staff are recognised for good Covid-19 safe practice and give these activities due time and diligence. • Groups or individuals to work only in their shared areas if adult approved. • Classrooms whilst occupied must be well ventilated. Windows should be open in classrooms which are not air conditioned. A comfortable teaching environment should be maintained. • Toilets within the school building are to be allocated to specific groups and staff members, depending on where they are located. Pupils and Staff to use their allocated toilets only (see room plan). • Children are asked who needs the toilets at activity change points. • Children’s toilet visits are supervised by an adult who encourages high levels of personal hygiene. • Toilets are to be cleaned by the cleaning team twice daily – mid day and after school. • Staff are recognised for good Covid-19 safe practice and give these activities due time and diligence. • Staffroom capacity cannot exceed 12. Windows should be open or titled for ventilation. • Staff discussions/meetings are kept to a minimum with appropriate spacing. • Briefings and meetings are held virtually, in Year group bubbles or if necessary, in the hall or large classroom with appropriate spacing. • Pupils are not to bring items from home that are not deemed to be educational such as pencil cases, toys etc. – the only items they will be able to bring in with them is a water bottle, a lunchbox, a reading book and coat. • Items from home that are deemed to be educational and/or enhance the curriculum can be brought in providing classes/year groups have adopted stringent measures such as quarantining or the sole use of 1:1.

Identifying the hazards – assessing the risk	Control Measures – Reducing the Risk
<p>Groupings (M)</p> <ul style="list-style-type: none"> • Staff and pupils working together • Lunchtimes • Pupils with an EHCP 	<p style="text-align: center;">(L)</p> <ul style="list-style-type: none"> • Staff do not need to wear a face covering. • Children can be grouped as Year Group Bubbles. • Members of each pupil group are to stay within their allocated 'bubble' and avoid mixing with other bubbles. • Assembly group sizes of no more than 60 pupils (90 in Year 6) and 6 adults to allow for less individuals within one space. • Where possible, staff members of each group are to stay within their allocated 'bubble' and not mix with other bubbles. Where this is not in keeping with the smooth running of the school, distancing is necessary. • Limit of 3 people within photocopying room. • Staggered lunchtimes and play times have been organised to allow for minimal contact between bubbles. • Rotas created for LSAs and lunchtime staff to facilitate staggered lunch times. • Play equipment used within bubbles. • All bubbles are to have lunch in their allocated classroom with the exception of EYFS, Y1 and Y2. EYFS, Y1 and Y2 pupils to eat their lunch in the hall. • EHCP pupils have an allocated support team within their bubble. • EHCP pupils can continue to work on a 1:1 basis if they are unable to access the learning; however, this must be within their allocated areas. • If a personalised learning zone or work station is needed, these must be incorporated into the classroom space but created away from the general hub of the classroom so that it is a clear identified zone/'safe space' for that child (on the occasions where it is decided that the child cannot self-regulate within their allocated classroom, staff members within that bubble will risk-asses at this point and make decisions around the safest place for them to be). Work stations are not to be created outside of the bubble group's allocated classroom space. • Completed Individual Pupil Profiles to be overseen and adapted by class teacher and SENDCo to support EHCP pupils within their new learning environment – these will include specific learning strategies.

Identifying the hazards – assessing the risk	Control measures – reducing the risk
<p>Protective Measures and Hygiene (M)</p> <ul style="list-style-type: none"> • Enhanced cleaning schedule • Response to child or member of staff becoming ill • Clothing (school uniform) 	<p style="text-align: center;">(L)</p> <ul style="list-style-type: none"> • Cleaners to clean group and communal areas from 10:30-1:30pm with a focus on contact points. • Toilets are cleaned twice daily. • Monitor with cleaners increased requirement (wipe down daily hand rails, door handles etc) • Classrooms, offices and communal areas to be fogged at least once weekly and additionally where necessary. • As before, in line with government guidance. • Ensure first aid stock is available for all groups (first aid trip pouches to be used for those classrooms without a first aid box). • Child’s medication (i.e. inhalers) to be split between the red bags to ensure that they are kept in a safe place within their allocated group’s classroom. • Provide aprons, face masks and gloves for emergency situation when a child can’t be collected immediately or for intimate care (which should be avoided if at all possible). PPE equipment will be kept in the Medical Room. • If a child is taken poorly or displaying COVID-19 symptoms, they should be taken to the medical room with a member of staff from their group where they will have their temperature taken. Staff member should wear PPE equipment available in medical room, keeping the door open. A call to be made through to the office so they can arrange for collection. Staff member to stay with child until they are collected and room to be out of use. Hand over to take place via office entrance. Parent not to enter school. Parent issued when to self-isolate and what to do. <p>School will provide staff with tests for twice weekly asymptomatic testing until at least the end of September.</p> <ul style="list-style-type: none"> • Home testing kits will be made available to our most vulnerable families as identified by the Headteacher and/or Welfare Leader. • Caretaker to be informed so additional fogging can take place. • Parents have been advised that pupils are to attend school in freshly laundered / clean school uniform although this does not have to be cleaned daily. • All staff are to monitor pupils’ clothing to ensure that they are coming to school each day wearing clean clothes. Any concerns around this will be discussed with parents, making them aware of this and ensuring they are following the guidelines set.

Identifying the hazards – assessing the risk	Control Measures – Reducing the Risk
<p>Visitors (H)</p>	<ul style="list-style-type: none"> • The school will only accept visitors on approval of the Headteacher. • All visitors to complete NPS Risk Assessment on Inventory and where possible 'Check-in' with NHS Test and Trace when signing in at the office. • On site and off site visits to enhance the curriculum are permitted, following approval by the HT. • Parents are not to enter the school without a pre- arranged appointment with the Head teacher's approval and make appointments via telephone or email. • Only allow one adult or family are permitted in the office area at a time • Visitors will enter the school via the school office, waiting outside the school for the office staff to check appointments before access is given. • Visitors should sanitise their hands, sign in using our inventory and wait for further direction from our office staff team. • A member of staff will greet the visitor and escort them to the space that has been assigned. • In communal areas visitors are asked to keep to the left hand side and keep distance where possible. • Visitors are to use the staff toilets located next to the staff room.

Addendum: Outbreak Management Plan

Identifying the hazards – assessing the risk	Control Measures – Reducing the Risk
<ul style="list-style-type: none"> If there were an outbreak in school or local area 	<ul style="list-style-type: none"> HT or Senior Leader to call the dedicated advice service. DfE helpline 0800 046 8687. HT or Senior Leader to inform District Manager, Catherine Redgrave. Principles of managing an outbreak must be followed Contingency Framework. Revert back to the February 2021 NPS Risk Assessment. Restrict bubble attendance where necessary and implement a Remote Education. Only ever to be considered as a last resort. Priority would be given to vulnerable children and children of critical workers to attend. Staff teams would need to be organised for the remote education and in-house education. Office Team to coordinate communications with parents using key dates as advised by PHE. Office Team to issue Google Form to parents to establish critical worker status and vulnerability. Arrangements for laptop collection via the office. The following would need cancellation: residential trips, open days, transition or taster days, parental attendance, performances, educational visits. Out of school settings and wraparound care attendance would be limited to vulnerable children. Continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals.

Generic/mandatory risk assessment, used and acknowledged

1. Council – risk assessments/guidance used
2. Establishment – risk assessments/guidance used
 - Risk assessment Government Guidelines and Updates

Emergency contacts – take the emergency action cards with you! Group details – ensure you have full details close to hand.

Ongoing risk assessment

1. **Apply the control measures**
2. **Monitor how effective they are**
3. **Change, adapt, revise as required**

Examples

- monitor the government guidelines
- monitor attendance

Completed:

Date: July 2020 (L. Trumble), Updated, September 25th
(H Beckett, October 23rd (H Beckett), 5th November (H Beckett),
29th December (H Beckett), 25th February 2021 (H Beckett), 2nd
August 2021 (HBeckett)

Signed:

Group leader



Head of establishment: Hannah Beckett