

COVID-19 Risk Assessment

Please note that the principles set out in the risk assessment are based on the government guidance published 02.07.20 and updated 07.08.20.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

School name	St Jude's C of E Junior School		
Assessment carried out by (name/role)	Vicki Chiverton, Pru Ashplant, Emily Stanton. Checked by Stephen Wilkinson (School Governor)		
Date of assessment	Original date; 25.05.20 Updated July/August 2020 in readiness for full opening in September 2020.	Date of next review	As government advice changes. Updated 23.09.20 following meeting with PHE

Hazard identified	The spread of COVID-19 coronavirus
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Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?
PREVENTION			
Minimise contact with individuals who are unwell by ensuring that those who have	<ul style="list-style-type: none"> Pupils, staff and other adults are required to refrain from coming into the school if they have coronavirus symptoms or have tested positive in the last 10 days. 	Share with parents via letter 24 August Share Code of Conduct and Behaviour Policy with staff on Sep 1 st . Put updated	VC VC

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<p>coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p>	<ul style="list-style-type: none"> • Parents/pupils and visitors informed that they must not enter the school if they are displaying any symptoms; sign on the front door stating this clearly. • Any staff / pupils displaying symptoms of coronavirus in school to be sent home; • A child awaiting collection will: <ul style="list-style-type: none"> ○ Be moved to the bench outside the office or moved to the medical area outside the IT suite, with the doors closed around them and the window open (with adult supervision if required) or the hall (if not in use). ○ Use a separate toilet if required (which must be cleaned and disinfected with standard cleaning products after use); men's/disabled in main corridor. A sign will be displayed on the toilet door if it is being used by a child with symptoms. ○ Remain at least 2 metres from staff unless this is not possible (e.g. very young child / complex needs) in which case PPE must be worn by staff. • Anyone who has had any contact with someone who is unwell is required to wash their hands thoroughly for 20 seconds with soap and running water. • The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. • All staff are aware of these protocols. • Anyone who is symptomatic will be advised to self-isolate for at least 10 days and arrange to have a test. • If a member of staff or pupil tests positive, we will notify PHE or the DfE hotline and they will instruct us as to next steps, which may include a Bubble being closed. 	<p>Behaviour policy Covid-19 appendix on website.</p> <p>Take temperature with laser thermometer if a pupil shows any symptoms or complains of feeling unwell.</p> <p>No child or adult to come to school if they have had a temperature, even if GP or 111 have said they can. Advise they are tested. Reminder email to parents.</p> <p>Advise on INSET day 01.09.20</p> <p>Where a child/adult tests positive, PHE will be called and their advice followed. The class may be required to isolate.</p> <p>Info about tests for parent of child showing symptoms (Appendix 1)</p>	<p>Office staff</p> <p>Office staff</p> <p>VC 21.09.20</p>

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	<ul style="list-style-type: none"> As staff and visitors sign in, they are confirming that they do not have any symptoms of COVID-19 nor have been in contact with anyone who has within the last 14 days (Appendix 3) 	<p>Email template letter provided by PHE to parents of close contacts and to rest of school</p>	<p>VC/PA/ES and office</p>
<p>Increased frequency of hand washing</p> <p>Promoting good respiratory hygiene 'catch it, bin it, kill it'</p>	<ul style="list-style-type: none"> Pupils are required to clean their hands regularly, including when they arrive at school, when they return from breaks, before and after eating; posters in each classroom. Staff will supervise this and remind pupils of this requirement, as appropriate to age and individual needs. Sufficient handwashing facilities (running water and soap, alcohol hand rub, sanitiser, skin-friendly wipes) are available for staff and children. A sufficient supply of tissues and bins has been made available throughout the school. Pupils are required to immediately dispose of tissues into bins. These are emptied throughout the day. Posters made and displayed in toilets and around school. 	<p>Plan and deliver lesson on hygiene for first day in school. 03.09.20</p> <p>Sanitiser dispenser ordered and arrived for hall and main entrance for when this is in use again.</p> <p>Paper towel dispensers to be re-allocated from spare classrooms.</p>	<p>Every teacher</p> <p>MG to install in Aug.</p> <p>MG to empty bins after lunch</p>

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<p>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule is in place which includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups within the year group (year groups will not share areas); ○ frequently touched surfaces being cleaned more often than normal; ○ regular cleaning of toilets. • Classroom-based resources (including books and games, sports, art and science equipment): <ul style="list-style-type: none"> ○ Are cleaned regularly and meticulously when shared with other groups/bubbles and always either cleaned between bubbles or rotated to allow them to be left unused for 48 hours (72 hours for plastics). • Trim trail use to be rotated between year groups with 24 hours in between use. • Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day. 	<p>Brief cleaners and MG.</p> <p>Bucket of hot soapy water in each classroom.</p> <p>Minimal sharing of equipment e.g for sport but, where necessary, 24 hours in between use by Bubbles and cleaning to take place between use.</p> <p><i>Class packs of outside equipment.</i></p> <p><i>Maths equipment in each classroom.</i></p> <p><i>Wall bars to be cleaned by MG, when informed by class teachers, if less than 48 hours between use.</i></p> <p>Cleaning checklist in place (Appendix 2)</p> <p><i>Cleaner time rescheduled to enable midday cleaning to take place rather than shared responsibility between staff.</i></p>	<p>CE and VC</p> <p>MG and support staff</p> <p>MG to do after lunch daily</p> <p>CE/SR</p> <p>MG</p> <p>All class teachers</p>
<p>Maximising ventilation</p>	<ul style="list-style-type: none"> • Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). 		<p>All staff</p>

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<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>The key principle is that pupil groups are kept separate (in 'bubbles') to minimise risk of transmission of the virus.</p> <p>The following practices have been put in place and information communicated to staff, pupils and parents as relevant to need:</p> <p>Each bubble will be one year class but, to allow for cross bubble interventions, distancing will be observed by adults and each class's pupils.</p> <ul style="list-style-type: none"> • One-way circulation (or dividers) in corridors; taped and signed • Accessing rooms directly from outside where possible; • One-way system in operation for parents in playground. • Staggered start/finish, assembly/break/lunch times; • Limited numbers using toilet facilities at one time; • Rearrangement of classrooms with sitting positions facing forward where possible. • Limited use of shared resources and prevention of sharing stationery and other equipment where possible; • Assemblies taking place with only one class in hall and remainder via Teams from classrooms. • Provision of additional support to children as necessary to follow these measures; • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules; • Behaviour policy updated to reflect new rules and routines and policy regularly reinforced throughout each day. • Gap Club: to be based in the hall or outside where possible. Year groups to be kept separate in designated areas. GAP club: Class bubbles not viable so maintain consistent year group bubbles. 	<p>Rota planned and communicated with parents provisionally on 17.07.20, to be confirmed in Aug 20 after DfE update.</p> <p>Year groups will be allocated toilets within class time. At lunchtime, shared toilets will be cleaned after lunch.</p> <p>Provide clear information to teachers about setting up their classrooms to minimise facial contact (On 22.07.20)</p> <p>ICT suite will be cleaned at the end of each day (only 1 yr group day to use it per day)</p> <p>ipads will be signed out to monitor gap in between.</p> <p>Fire alarm sounded within first week for new pupils.</p> <p>Fire drill in second week.,</p> <p>Class bubbles (not year group) so no shared resources and interventions only where social distancing between classes is possible.</p> <p>One intervention group per room.</p>	<p>VC 24.08.20</p> <p>MG</p> <p>VC JS</p> <p>CE</p> <p>VC/CE/MG</p>

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	<ul style="list-style-type: none"> Sports Clubs: only to run outside and to follow guidance from FA and other bodies. Pupils to attend school in PE kit on their relevant PE lesson days (x2 per week). After school sports clubs postponed for the remainder of this half term, except for dance, which can be carried out with safe distancing. Music lessons; separate risk assessment from Surrey Arts. 	<p>Sport clubs: Dance can take place whilst on the field as long as children socially distanced.</p> <p>All staff recommended to wear masks if they are within 2m of children, even within their bubble.</p> <p>Intervention logs to be kept up-to-date.</p> <p>Social distancing between staff members at all times and where possible from children.</p> <p>Deputy headteachers no longer share office on shared working day(s).</p> <p>Transparent screens in between office staff.</p> <p>Risk assessments from both companies to be shared with the school. And school procedures to be shared with both providers.</p>	<p>CE/VC</p>
<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>PPE is required when:</p> <ul style="list-style-type: none"> an individual child or young person becomes ill with coronavirus symptoms while at school, if a distance of 2 metres cannot be maintained; In line with government guidance, face coverings are not required at school. Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. 	<p>How to don and doff PPE</p> <p>Follow SCC PPE guidance.</p> <p>Staff 22.07.20 and parents in August letter</p> <p>Removal of face masks for pupils within sect 5 under <i>Measures for arriving at and leaving school</i></p>	

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Reducing face-to-face contact between staff and between staff and visitors/parents	<ul style="list-style-type: none"> • Face-to-face meetings between staff and between staff and visitors/parents are to be avoided where possible in favour of audio/video conferencing; • Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; • Only essential visitors are allowed on site with the prior permission of VC; • Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. • Contractor visits are only scheduled if necessary and will take outside school hours where possible. • Reception staff instructed on how to deal with deliveries safely. • Visitor temperatures are taken on arrival. • No masks are required if they are able to maintain 2m distance within their working space. Visor can be provided if that is not possible. 	Office staff and MG to be advised.	
Social distancing in school office and communal spaces	<ul style="list-style-type: none"> • Staff required to share workstations, telephones, radios or other equipment should properly sanitised between users; • Only one parent at a time to be in reception area. 	<p>Enhanced cleaning of phones and keyboards</p> <p>Post box outside office to reduce parents coming in</p>	<p>KH/SL</p> <p>All staff</p> <p>MG to install Aug 20</p>
Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> • Office staff and senior leaders understand the NHS Test and Trace process and how to contact their local Public Health England health protection team and the DfE helpline. • Staff members and parents/carers have been informed of expectations as follows. They are expected to: <ul style="list-style-type: none"> ○ Book a test if they are displaying symptoms and inform the school immediately of the results; 	<p>Telephone: 0344 225 3861 option 1 to 4 depending on area then option 1 (9am - 5pm)</p> <p>Out of hours number in Headteacher's office.</p> <p>DfE Helpline 0800 046 8687 (8am-5pm)</p>	VC/PA/ES

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	<ul style="list-style-type: none"> ○ Provide parent or child with a test from the school supply if they are unable to get a test booked within a couple of days. ○ Provide details of anyone they have been in close contact with if they test positive for coronavirus or if asked by NHS Test & Trace; ● Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive (as above). 	<p>PHE Surrey and Sussex Health Protection Team (South East), County Hall, Chart Way, Horsham, RH12 1XA</p> <p>To be included in August letter to parents</p> <p>Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. (see Appendix 4) Updated version 02.09.20</p>	<p>CE has attended the online training from the DfE about the school's supply of tests. CE to re-order as necessary using the school's OUN (displayed in the main office, Heads' office and Deputy's office.)</p>
<p>Manage confirmed cases of COVID-19 amongst the school community and contain any outbreak by following local health protection team advice</p>	<ul style="list-style-type: none"> ● Records are kept of pupils and staff in each group or 'bubble' and of close contact that takes place between children/staff in different groups. ● The local health protection team will be contacted when the school becomes aware that someone who has attended has tested positive for coronavirus. ● Staff will support the health protection team in carrying out a rapid risk assessment, sending home close contacts in line with their advice and issuing letters to parents and staff as directed. ● If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, this will be treated as a potential outbreak and the school will continue to liaise with the local health protection team. 	<p>Office staff to ensure close monitoring of visitors signing in. Contact details need to be left.</p> <p>CE to implement the electronic sign-in system looked into some months ago.</p> <p>New sign-in book bought for Track&Trace purposes (visitors complete their details but cannot be seen by other visitors)</p> <p>Intervention logs to be kept up to date.</p> <p>Clubs logs to be given to office after each session.</p>	<p>Office staff</p> <p>CE</p> <p>All staff</p> <p>All staff</p>
<p>Remote education</p>	<ul style="list-style-type: none"> ● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	<p>Microsoft Teams has been set up for staff and pupils. Training to take place on its</p>	<p>VC/PA/ES/EJ/GO</p>

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		<p>most effective use. Policy and practice to be in place for end of Sept.</p> <p>Circumstances forced it to be in place by 16 Sept.</p>	
Monitoring	<ul style="list-style-type: none"> • The school will monitor and review the preventative and protective measures regularly to: <ul style="list-style-type: none"> ○ Ensure they are working effectively and as expected; ○ Address any shortfalls identified; • Reflect any changes to public health advice. 	<p>Policy changed for break times – split playground in half for year groups so each class has own space.</p> <p>Review of office working to ensure staff are spaced out enough and are remembering to wipe common touch points.</p>	<p>VC/PA/ES</p> <p>Transparent screens ordered 25.09.20</p>

Appendix 1

Date _____

Dear Parent

Your child has shown the following symptoms of COVID-19.

We recommend that you have him/her tested, which must be done within the first 5 days of having symptoms.

You must keep your child at home until you receive the test results. If it is positive, s/he must self-isolate for 10 days from when their symptoms started, and the other members of the household must self-isolate for 14 days. If the test result is negative and the symptoms have gone, your child may return to school. Guidance about requesting a test and self- isolation can be found here

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Appendix 2

CLEANING SCHEDULE JUNE 2020

DAILY

	Monday	Tuesday	Wednesday	Thursday	Friday
Empty waste and pedal bins	X	X	X	X	X
Fully vacuum all carpeted floor	X	X	X	X	X
Fully hoover/mop all hard floors	X	X	X	X	X
Clean fountains, sinks, hand basins, taps	X	X	X	X	X
Damp wipe door handles	X	X	X	X	X
Wash toilets and urinals	X	X	X	X	X
Hoover mats	X	X	X	X	X
Damp wipe desks	X	X	X	X	X
Damp wipe chairs	X	X	X	X	X
Wipe computer keyboard and mouse	X	X	X	X	X

WEEKLY

	Monday	Tuesday	Wednesday	Thursday	Friday
Damp wipe cisterns, fixtures and fittings		X			
Dust/damp wipe sills				X	
Dust/damp wipe furniture		X			
Wash bins					X
Clean mats and mat wells					X
Damp wipe mirrors				X	
Damp wipe tiled walls up to 2m			X		
Hoover skirting	X				

CARETAKER RESPONSIBILITIES

DAILY
Lunch duty with 5K 11.45 to 13.00
Empty all bins at lunchtime
Fill all hand sanitisers
Provide each class with a bucket of soapy water each morning
Check all lunch trays have been taken back to kitchen

In the instance of a confirmed case of COVID-19, please refer to the Surrey cleaning guidelines. Copy in CE's office.

SIGNING IN

By signing in I confirm the following:

- To my knowledge I have not had contact with anyone with COVID-19 within the last 14 days.
- I do not have symptoms of COVID-19.
- I am not living with anyone displaying symptoms of COVID-19.
- I am complying with government social distancing rules.

Appendix 4 (updated 20.09.20)

PHE South East Health Protection Team:

Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings

Version 3.0 Date 2/9/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in educational settings, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Surrey and Sussex Health Protection Team on 03442253861 (0844 967 0069) out of hours). If the matter is not urgent you can also email SSHPU@phe.gov.uk

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

