



Covid-19 Risk Assessment
Minet Junior School: Week Beginning 3rd January 2022

Date written:	05/01/22
Date to be reviewed:	31/03/22 or before following guidance changes

As a school we worked through the DFE system of controls to adopt measures that address risk, work for our school and allow us to deliver a broad and balanced curriculum for all pupils. These systems of control underpin our school risk assessment.

Systems of Control:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in school at all times.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advise.

Numbers 7 to 9 must be followed in every case where they are relevant.

Risk Area	Groups / individuals at risk	Current controls/situation	Category of risk: high, medium, low	Actions / measures required	Category of risk: high, medium, low
Wider school	Staff, children	<p>School is open to:</p> <ul style="list-style-type: none"> All pupils Y3-Y6 with no bubbles for children/staff. If cases rise the following actions will be taken: 	Med	<ul style="list-style-type: none"> Encourage all eligible staff to accept vaccinations as offered by the NHS. Staff to take an LFT test three times per week (Monday am, Wednesday am and Friday am) Staff and pupils with a positive LFT should self-isolate and take a PCR test to confirm the result. They should self-isolate until they get the result. All staff to wash and sanitise their hands on a regular basis and as they enter/leave the building. All desks/keyboards and equipment to be cleaned on a regular basis throughout the day. All children/staff to follow the one-way system around the school. Staff/pupils who develop symptoms of COVID-19 to leave the school as soon as possible. Groups in school clubs and tuition may mix All staff to wear a face visor/shield/guard/mask in communal areas and corridors. Children to go back to into class bubbles including in allocated areas in the playground. TAs will be allocated to one class and HLTAs across two classes. 	Med
Fire Drill and Emergency Procedures	Staff, children	<p>Currently completed each term as a minimum</p> <p>If cases rise the following actions will be taken:</p>	Med	<ul style="list-style-type: none"> SLT review of emergency procedures, including evacuation site Staff to review emergency procedures and familiarise exit routes Fire drills to be completed Socially distanced lining up where possible but emergency may override need for social distancing 	Low
Site Management	Staff, children	<p>Regular checks in place e.g. fire management, water management and all compliance and certification is up to date.</p> <p>If cases rise the following actions will be taken:</p>	Med	<ul style="list-style-type: none"> All school systems maintained and prepared for school in line with government guidance No access to lifts due to close proximity of users 	Low
Visitors	Staff, children, visitors	<p>Visitors will be able to access the school site when necessary.</p> <p>If cases rise non-essential visitors will not be permitted access to the school site and the following actions will be taken:</p>	Med	<ul style="list-style-type: none"> Parents will be encouraged to phone or email the office with any concerns Visitors will be expected to follow strict hygiene measures and follow COVID arrangements in place. A record of all visitors' names and contact details will be kept 	Med

				<ul style="list-style-type: none"> All regular visitors to be offered and encouraged to take part in the lateral flow testing twice weekly. Sports teachers, peripatetic teachers and other temporary staff can move between schools if necessary. No non-essential visitors will be permitted access to the school site. The school will decide who is considered an 'essential' visitor This list may include social workers, therapists and essential maintenance workers 	
Cleaning Equipment	Staff, children	Regular supply of cleaning equipment and forward planning for ordering	Med	<ul style="list-style-type: none"> Daily checks of essential cleaning supplies/hygiene supplies Weekly stock checks of essential cleaning supplies/hygiene supplies (reserves) Weekly orders made as necessary (From three trusted suppliers) Stock adheres to requirements 	Low

Cleaning (Holidays)	Staff, children	Enhanced cleaning schedule in place	Med	<ul style="list-style-type: none"> A thorough deep clean of whole school to take place during half term or a lockdown situation. Cleaning staff to be provided with PPE (gloves, apron, mask and/or visor) as required 	Low
Cleaning	Staff, children	Enhanced cleaning schedule in place If cases rise the following actions will be taken:	High	<ul style="list-style-type: none"> Cleaner to be on site all day cleaning key areas –e.g. toilets, bannisters, door handles. Toilets to be cleaned <u>at least twice</u> a day (as necessary) Capacity of cleaning staff maximised to enable enhanced cleaning schedule Cleaners to wear: gloves, aprons and mask when cleaning Ensure waste is removed daily in a safe manner TAs to clean the children's desks and sink area regularly Covid-bins will be used for possible covid waste and cleaners will empty them regularly 	Low
Daily hygiene and handwashing	Staff, children	Handwashing: <ul style="list-style-type: none"> on arrival to school re- entry to classroom (any room) before and after eating Sanitize hands before going to the toilet Wash hands after using toilets (or providing support for a child) after blowing your nose/coughing into hands or sneezing when hands are visibly dirty before going home 	Med	<ul style="list-style-type: none"> Hand sanitiser/soap and water (warm where possible) available at key entry points and in all classroom and offices and by the photocopiers All essential visitors to wash hands on arrival in line with rest of school Children to be reminded of handwashing (visuals) Adult prompting for younger pupils All tissues/personal rubbish items to be put in a lidded bin 	Med

				<ul style="list-style-type: none"> All staff to have mini- handsanitiser bottles on lanyards to be used to sanitise hands before photocopying, using toilets/flush/taps etc... 	
Daily hygiene and toilets	Staff, children	<p>Toilets cleaned and checked regularly</p> <p>If cases rise the following actions will be taken:</p> <p>Toilets accessible to staff on a 2 in 2 out basis</p> <p>Toilets allocated per bubble as much as possible</p>	Med	<ul style="list-style-type: none"> Staff toilet usage to return to normal arrangements Hygiene standards must be strictly adhered to for both pupils and staff; e.g. washing hands before and after using the toilet The use of hand dryers is permitted. All staff to have mini- handsanitiser bottles on lanyards to be used to sanitise hands before using toilets/flush/taps etc... Toilets to be used explicitly by year group only Lunchtime toilets as pre-lockdown – cleaned before/after break/lunchtimes. 	Med
Parents	Staff, Children	<ul style="list-style-type: none"> Parents only allowed on site at the end of the day for collection <p>If cases rise the following actions will be taken:</p>	Med	<ul style="list-style-type: none"> Information to be accessed on school website and via e-mail on regular basis. No parental access during the day unless prior arranged. Parents must wear a mask on site at all times Parents to follow the one-way system 	Med
COVID-19 or PIMS – symptoms during the school day	Staff, children and families	Current Government Guidance	High	<p>See Flow Chart/ Guidance</p> <p>Staff, pupils to leave the school site as soon as possible.</p> <p>Staff, pupils to take a PCR test and to self-isolate for 10 days if a positive test is confirmed or until a confirmatory PCR test is negative, even if the individual has had one or more doses of the vaccine</p> <p>Isolation in school of any individual exhibiting COVID-19 symptoms until they can be collected.</p>	Med
COVID-19 or PIMS – symptoms outside of school hours	Staff, children and families	Current Government Guidance	High	<p>See Flow chart (any absence followed up promptly by the office)</p> <p>Staff, pupils to take a PCR test and to self-isolate for 10 days if a positive test is confirmed or until a confirmatory PCR test is negative, even if the individual has had one or more doses of the vaccine</p>	Med / High
COVID-19 or PIMS – family member has symptoms	Staff, children and families	Current Government Guidance	Med	<p>See Flow chart/ Guidance</p> <ul style="list-style-type: none"> Any staff, pupils identified as a close contact of someone who tests positive, do not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> They are fully vaccinated They are below the age of 18 yrs and 6 mths They have taken part in or are currently part of an approved COVID-19 vaccination trial They are not able to get vaccinated for medical reasons Anyone in this situation will be contacted by NHS track and trace and encouraged to take a PCR test. 	Low

				<ul style="list-style-type: none"> There is no requirement to self-isolate while waiting for PCR test results. 	
A positive test result is returned	Staff, children and families	Current Government Guidance	Med	Follow Government/LA Guidance Staff, pupils to self-isolate following current guidelines	Med
Close Contact with someone who has returned a positive test	Staff, children and families	Current Government Guidance	Med	Follow Government/LA Guidance Any staff, pupils identified as a close contact of someone who tests positive, do not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> They are fully vaccinated They are below the age of 18 yrs and 6 mths They have taken part in or are currently part of an approved COVID-19 vaccination trial They are not able to get vaccinated for medical reasons 	Low
Three or more confirmed cases within a 14-day period	Staff, children and families	Current Government Guidance	Med	Follow Government/LA Guidance If there are several confirmed cases within 14 days, this may be considered an outbreak. If an outbreak is possible, school to call the DfE helpline on 08000468687 and select option 1 for action required when dealing with a positive case. Follow advice given, including deployment of the schools outbreak management plan.	Low
Delivery of First Aid	Staff, children	First Aid room Covid isolation room (Meetings room)	High	<ul style="list-style-type: none"> Separation of general first aid and covid first aid locations. All first aid staff to appropriate PPE when administering first aid. Basic first aid to be given outside during playtime and lunchtime (First aid boxes). 	Med
Use of PPE	Staff	PPE available to staff	Med	<ul style="list-style-type: none"> PPE stock ordered and made available for all staff. Full PPE available for any staff administering First Aid or intimate care. PPE supply monitored (weekly stock take). Children who arrive at school wearing PPE will be asked to sanitise hands, remove PPE and place either in own plastic bag or covered bin and then re- sanitise hands. With younger children parents may be asked to do this for them. Regularly review and update policy with latest Government Guidance on childrens use of PPE. PPE to be worn by all staff when outside of bubble/ moving around the school (masks). 	Low
Clothing/Equipment Expectations	Staff, children and families	Currently children wear school uniform to school. If cases rise the following actions will be taken:	Med	<ul style="list-style-type: none"> Uniform is expected to be worn and does not need to be washed daily. On P.E. days pupils will need to wear P.E. kit. P.E. bags will remain in school each half term. Children can bring a coat, water bottle, lunch box. 	Low

				<ul style="list-style-type: none">• All children's personal belongings will be kept in their trays (including lunch boxes – stored as a class) as pre lockdown.• School to provide stationery in individual stationary packs (no pencil cases to be brought to school).• Quarantine period for reading books which travel from home to school and vice versa to be reintroduced.• All unit materials (foundation subjects) are in class boxes and should be cleaned regularly and left for a minimum of 72 hours at the end of each unit.• P.E equipment to be cleaned in between groups/classes/year groups.• Maths / Science Equipment – any equipment used across year groups to be cleaned after usage by each group.• English/Maths textbooks/dictionaries to be used but sharing kept to a minimum – mainly across year group• Playground resources-stored in year group boxes and large games to be rotated and cleaned accordingly by playground leaders.	
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Classroom Arrangements	Staff, children	<p>Currently maximum of 30 children - full class size from 1st September.</p> <p>If cases rise the following actions will be taken:</p>	High	<ul style="list-style-type: none"> • There will be regular handwashing and enhanced cleaning schedules in place to ensure risk of transmission is limited • Normal class size arrangements resume • Classes within year groups permitted to mix • Movement around classroom to be kept to a minimum as much as possible and carefully monitored • Promote catch it, bin it, kill it approach • Adult prompting for younger pupils • Windows to be open • All non-fire doors to be open where possible (weather permitting) – including internal classroom doors • Usual procedures for marking and feedback can continue and PPE is available. Staff may take books home. • Children will be required to sit facing the front in rows Children to sit at their allocated desk or seating position • Children to have individual resources allocated • Shared resources can be used between groups but must be cleaned if being used by more than one group • Teachers to have a 1 to 2m teaching area at front of class • Teachers/TA to maintain a 2m distance from pupils/ wear mask • Children to be actively taught and reminded of social distancing, not touching of others and resources etc (visuals) although it is not required • Regular cleaning of any shared resources e.g. iPads 	Med
Office Arrangements	Staff	<p>Limited office staff in school</p> <p>If cases rise the following actions will be taken:</p>	Med	<ul style="list-style-type: none"> • Office spaces to be organised to allow for social distancing including; desk positions, and relocation of some adults if necessary • Where possible adults to avoid 'close contact' with another 	Low
Arrival and departure from school	Staff, children and families	<p>One way drop off and collection in all playgrounds for all pupils</p> <p>If cases rise the following actions will be taken:</p>	High	<ul style="list-style-type: none"> • Procedures for entry and exit to be strictly followed • All staff to wear a mask when outside of classroom (unless exempt) • One way system in place to be followed. • No parent allowed on site without a mask – SLT to monitor at two gates. • Controlled system for entry and exits minimising parents accessing the site 	Low

Travelling to and from school	Staff, children and families	Currently children walk, come by car and a small number use public transport or local authority transport	High (if using public transport)	<ul style="list-style-type: none"> • School to encourage children and parents and staff to avoid public transport where possible • Discuss risks with staff who use public transport and the need for face coverings and stringent hygiene measure on arrival to school • No car sharing with other staff members • School to encourage families to avoid congregating and breaching social distancing rules both while travelling to and from school and while waiting at the school gates (social distancing prompts in place) • Social distancing markers to assist with entry and exit procedures 	Med
Social Distancing (General)	Staff, children and families	Social distancing is advised for all staff and pupils where possible	Med	<ul style="list-style-type: none"> • Social distancing markers in and around school the school to assist pupils, parents and staff • Limited sharing of equipment to avoid close proximity • Maximum of year group groups with staff allocated to a specific year group with the exception of PPA teachers • Office space and staff rest rooms to be redesigned, with additional locations, to allow staff to socially distance • Staggered break times and designated play areas so that no more than one-year group is at play at any time • Socially distanced play/activities modelled and encouraged • Any necessary staff meetings to be carried out in socially distanced groupings or via Zoom • Staff to maintain social distancing from one another and avoid close contact (see description above) • Staff rest areas to be used in limited numbers with the identified rooms available as alternative staff rooms • Specific risk assessments in place for children who might struggle to follow social distancing 	Med
Attendance	Staff, children and families	School is compulsory for pupils	Med	<ul style="list-style-type: none"> • Attendance for pupils is compulsory and any exceptions will be discussed with the school nurse and parents • It will be parents' duty to ensure that their child attends regularly • It will be the school's responsibility to record attendance and follow up absence in line with local authority procedures 	Med

On-line learning	Staff, children	On-line learning for all children		<ul style="list-style-type: none"> • Remote learning to begin within 1-2 days for children self-isolating as requested by local health protection team/public health. • All children without laptop/device to be given access. • All PP children to be given new laptop to access 'Teams' learning. • All staff to deliver live learning via 'Teams' for Maths, English, Science and Topic daily. • Teacher to take on-line register. • Other platforma to be used to set work/access Reading, ICT, P.E and other curricuklum areas –e.g. Bug Club, Purple Mash, IXL • Work to be marked using EARS code system. • Children to be able to ask for help using 'Teams'/ teacher to respond in the afternoons. • Key worker children to access on-line learning in school along with classmates. Supervised by Learning mentor at breakfast club 7.40-9.00am and by TAs (on rota) during the day. Children to follow strict rules and systems once on site – distancing, washing hands, toilet use. SLT/admin member./ First aider to be on site everyday. 	Low
Staffing	Staff, children and families	Most staff working in school Small number working from home for logistical or medical reasons	Med	<ul style="list-style-type: none"> • Guidance states that the expectation is that all staff will attend school • Follow guidance for staff who are Clinically Vulnerable and Clinically Extremely Vulnerable • Discussion of individual cases and consultation with schools HR for guidance (Risk assessments if required) • Prior to the pupils' return – provide staff with training and information on new procedures <p>In the event of sickness:</p> <ul style="list-style-type: none"> • Minimum of 2 members of SLT required • A DSL or Deputy DSL required • Site manager role or an assistant • SLT/Alarm company to cover key holder responsibility in site manager absence 	Med
Staff Well Being	Staff	Staff anxiety of COVID stages If cases rise the following actions will be taken:	Med	<ul style="list-style-type: none"> • Access to SLT, who will take a flexible individual approach • Nominated COVID-19 liaison staff member as a conduit for any concerns • Mental Health Support from the government: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 	Low

				<ul style="list-style-type: none"> • Free staff helpline from the Education Support Partnership to support mental health and well-being https://www.educationsupport.org.uk/ • Weekly on-line 'Teams' staff meetings to discuss how things are going. • Explore the possibility of using councillors to support staff • Occupational health service • Employee Assistance 	
Pupil Wellbeing	Children and families	High Levels of Anxiety re changes to school provision	Med	<ul style="list-style-type: none"> • Support from Learning mentors/ Inclusion AHT • PSHE/Wellbeing curriculum • Incorporate new procedures and risk assessment into class/year groups • Mental Health Support from the government: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 	Low

Headteacher Signature: _____

Date: _____

Governor Signature: ____

Date: _____

Facilities Health and Safety Manager Signature: _____

Date: _____