

<b>RISK ASSESSMENT FOR:</b>	<b>COVID Safe</b> e.g. Educating, supporting, arranging contractors, cleaning duties, clearing waste, controlling access to rooms – whilst distancing etc.	
<b>School: Hyde Park Infant School</b>	<b>Assessment by: Elizabeth Hill, Denise Razy</b>	<b>Date: 17.5.21</b> <b>Last revised 8.3.21</b>
<b>Assessed Risk Rating:</b>	<b>School Approval:</b>	<b>Date:</b>



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Control Measures	
				In Place	Requiring further measures
<b>Access and egress – to site and buildings.</b> Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>• Ensure all who have access to the school continue to focus on the 4 key points of infection control:               <ul style="list-style-type: none"> <li>○ Avoiding contact with anyone with symptoms. Anyone on site showing any symptoms will immediately be placed in the isolation room (which is clearly signed), then sent home as soon as possible and instructed to take a Covid test. If positive they should engage with the government test and trace system and self-isolate for at least 7 days and members of their household should self-isolate for 14 days.</li> <li>○ Remaining children/staff who have been in contact with the infected individual will vacate the classroom while it is sanitized. Parents of this group will be informed. They should only be sent home if they develop symptoms themselves or if the original infected person tests positive. In cases of a positive test they should self-isolate for 14 days and follow the guidance above if they subsequently develop symptoms.</li> <li>○ Frequent hand cleaning and good respiratory hygiene practices</li> <li>○ Regular cleaning of settings. General cleaning by cleaning staff. At the end of each session, TAs to clean table tops, surfaces and chairs used. Teaching staff to clean all equipment used.</li> <li>○ <b>Additional cleaning to take place either before or after the lunch break</b></li> <li>○ Minimising contact and mixing. Groups of children in school will remain the same for each session attended with the same staff, and use the same areas</li> </ul> </li> </ul>		

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			<ul style="list-style-type: none"> <li>• Ensure all children, parents, carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). Letters to be sent to parents to this effect and messages to contractors and suppliers will state the same.</li> <li>• Ensure plans and precautions are communicated to all, including: <ul style="list-style-type: none"> <li>○ Maintaining social distancing between staff and staff and children. Children should try to do this as best they can appropriate to their age group. Increased signage around the school and on the school gate will remind children and adults to maintain this.</li> <li>○ Not to group or gather around the school gate. Staggered entrance and exit times will prevent large groups. Increased social distancing signage and demarcated areas for waiting for parents at drop off and pick up.</li> <li>○ Only one parent to drop or collect children. Information sent to parents will state this.</li> <li>⊖ Parents to enter the school ground only at pre-arranged times and following the conditions set down.</li> <li>⊖ From March 8<sup>th</sup>, Key stage 1 children will be asked to enter school between 8.50 and 9.00 for a 'soft' start. Parents will be asked to drop off and go. Early Years will then be collected from the playground at 9.05. This will reduce the number of parents in the playground at the beginning of the day</li> <li>⊖ Pick up times will be staggered (Early Years 3.10, Year 1 3.20, Year 2 3.25. this will reduce the number of parents in the playground at the end of the day.</li> </ul> </li> <li>• Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Signage on gate will state the same information</li> <li>• Visits and deliveries to be arranged for quiet times or outside school hours. This information will be shared at initial point of contact.</li> <li>• Staggered arrival and collection times to limit numbers at peak times</li> <li>• Recommendation that all parents and staff wear face coverings in the playground at drop off and pick up times.</li> </ul>		

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<b>Safe and Secure Premises and buildings</b> – defective, untested equipment, slips, trips, unavailable routes or exits	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>• Security fencing and gates working, not damaged or breached</li> <li>• Fire equipment and systems serviced and tested, where applicable, and in place, including:               <ul style="list-style-type: none"> <li>○ Fire detection and alarm system</li> <li>○ Emergency lighting</li> <li>○ Fire extinguishers</li> <li>○ Emergency exits</li> <li>○ Fire doors</li> </ul> </li> <li>• A sufficient number of trained fire marshals will be on site</li> <li>• Any PEEPs will be suitable and staff aware of contents</li> <li>• In the case of an emergency evacuation, classes will muster in the front playground, initially in the normal lining up area for that class and will then be repositioned as necessary according to the nature of the emergency, so that social distancing and separation of classes/year groups can be maintained</li> <li>• Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded by S Bouch</li> <li>• Visual inspection of all Asbestos Containing Materials to ensure no damage by S Bouch</li> <li>• Visual inspection of electrical fixtures and fittings to ensure no damage by staff working in each of the areas</li> <li>• Visual inspection of Portable Appliances by staff working in each of the areas</li> <li>• Full Premises walk through to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors regularly by E Hill and S Bouch</li> <li>• External check of playground and playing field areas to ensure clear of debris, rubbish, animal faeces by S Bouch.</li> </ul>		
<b>Class, Classrooms, and equipment.</b> Groups gathering, lack of social distancing, contact	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>• Organise class groups, sitting children forward facing at tables, years 1 and 2, forward facing on carpet, EY. Year groups to remain separate and classes as separate as possible</li> <li>• Timetables detailing movements of each group and areas visited to be used</li> <li>• Organise classrooms and other learning environments for those groups, maintaining space between seats and tables where possible</li> <li>• In communal areas, organise separation zones/one way systems</li> </ul>		

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with surfaces, doors, handles			<ul style="list-style-type: none"> <li>• <del>Decide which activities will be delivered</del></li> <li>• Timetable for the use of outdoor spaces by different groups will be in operation</li> <li>• Each group will remain in their designated classroom and use designated toilets.</li> <li>• Collective worship to take place in each classroom. Theme of collective worship provided from yearly programme. <del>One act of collective worship per week.</del> Daily collective worship resumed from 8<sup>th</sup> March.</li> <li>• Staggered break times (see timetable),-so that all children are not moving around the school at the same time.</li> <li>• Staggered lunchtimes, with only one year group in the canteen at a time. Tables will be arranged so that the children are forward facing on one side of the table only.</li> <li>• Children will be in the same class/year groups at all times each day, and different year groups will not mix mixed during the day, or on subsequent days</li> <li>• The same teacher(s) and other staff are assigned to each group as far as possible. From 17<sup>th</sup> May 2021 limited staff may teach in more than one bubble if required.</li> <li>• Wherever possible, children will use the same classroom or area, throughout the day, with a thorough cleaning of the rooms at the end of the day</li> <li>• Equipment will be used exclusively by the group, and will be appropriately cleaned between groups of children using it, and multiple groups will not use it simultaneously.</li> <li>• Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms and stored (in the case of soft toys and furnishings) in plastic bags.</li> <li>• Children to be kept apart as much as it practicable when in the playground or doing any physical exercise and a playtime/physical exercise timetable will be in use.</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Reading and library books will be quarantined for 72 hours after return to school</li> <li>• Teacher contact with children’s books kept to a minimum for marking purposes</li> <li>• Normal school behaviour policies, rewards and sanctions apply, however children on site who compromise the safety of others by exhibiting inappropriate behaviour, or who will not comply with the necessary rules, will need to be collected by parents and taken home.</li> <li>• Classes/year groups will have designated toilets, each class will only be permitted to send one child at a time to the toilet and communal toilets will be monitored for usage. Children will be instructed to wait outside the toilet area if another child is washing hands</li> <li>• There will be restricted access to the corridors and movement in these areas will be monitored by staff</li> <li>• Early Years children will use steps at Early years end to access the school, as will Beech class children (entrance and exit times will be staggered), Year 2 children will enter and exit the school (entrance and exit times staggered) using steps at Year 2 end, Poplar and Willow will need to work together to ensure staggered entrance and exit times to avoid children mixing in the entrance area.</li> <li>• Unnecessary staff gatherings will be avoided by limiting numbers in the staff room and staggered breaktimes/lunchtimes and reminders about appropriate social distancing measures. This must be strictly adhered to on all occasions</li> <li>• Staff meetings will may be conducted via Zoom or Teams. From 17<sup>th</sup> May 2021 socially distanced face to face meetings may begin.</li> <li>• PPA sessions to continue but with staff wearing masks and ensuring 2m social distancing with windows open</li> <li>• A broad and balanced curriculum continues to be offered across the school with suitable adjustments made in line with covid restrictions. All teachers identifying and addressing gaps (see recovery curriculum and catch-up funding response.</li> </ul>		

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			<ul style="list-style-type: none"> <li>• From 17<sup>th</sup> May 2021, any extra-curricular activities will be run in accordance with school system of control and be limited to consistent year group bubbles.</li> <li>• Music, dance, drama, PE and collective worship will remain limited to class bubbles due to limited space available and in accordance with school system control.</li> <li>• At an appropriate juncture, transitional days/taster days/open days will be run in accordance with the school system of control and latest advice.</li> </ul>		
Hygiene practices –			<ul style="list-style-type: none"> <li>• Sufficient handwashing opportunities will be available. Regular handwashing will take place in the classroom with soap from bottled dispensers and paper towels. Handwashing after toilet use will take place in the cloakrooms with soap from main dispensers and use of hand drier.</li> <li>• Hand sanitiser dispensers installed outside each classroom for frequent use on exit from and entry to the room.</li> <li>• Frequent reminders to all to wash or sanitise hands regularly</li> <li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal as detailed previously.</li> <li>• Additional cleaning regime extended to cover external gates and entry systems.</li> <li>• All adults and children will: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. <del>The guidance on hand cleaning will be reviewed</del></li> <li>○ clean their hands, on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ be encouraged not to touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• Bins for tissues will be emptied regularly throughout the day. Classroom staff will use gloves when removing the plastic sack, sealing it and replacing with another bag. Sealed bags will be left in designated areas for collection</li> <li>• Where possible, all spaces will be well ventilated using natural ventilation (opening windows and doors)</li> </ul>		

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			<ul style="list-style-type: none"> <li>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>All staff to wear masks or masks and visors in corridors and communal areas. Masks to be washed at least daily</li> <li>From 17<sup>th</sup> May, Staff are encouraged may choose to wear masks or masks and visors in the classrooms, particularly where it is difficult to distance from the children, unless there is a localised outbreak.</li> <li>Staff will be reminded to wash all clothing and themselves on returning home</li> <li>Staff to undertake a twice weekly lateral flow test and report results to school and to NHS Test and Trace</li> </ul>		
<b>Cleaning –</b>	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> a copy of which will be provided for each classroom</li> <li>If there is a suspected case, the classroom and isolation room will be thoroughly cleaned and children and staff in contact with the suspected case will follow the previous guidance.</li> <li>Equipment, toys, and surfaces will be cleaned and disinfected more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters.</li> <li>Disposable gloves and aprons will be worn for cleaning</li> <li>Waste bins will be emptied regularly as required by usage. Ensure all waste is bagged and sealed</li> <li><del>Cleaning rota and check list will be maintained to show frequency and timing of cleaning.</del></li> </ul>		
<b>First Aid, Intimate Care -</b>	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>Ensure areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use</li> <li>Ensure adequate first aid trained staff on site</li> <li>Simple first aid (cold compresses / small plasters) can be dealt with by the children under instruction from an adult (to wear mask and gloves as a minimum if closer contact is required). More serious first aid to be dealt with in the first aid area, where appropriate PPE will be provided for use – minimum use of mask, gloves and aprons (visors available where bodily fluids are involved)</li> <li>Ensure staff trained in use of PPE</li> </ul>		

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<b>Training, Information, Instruction, Supervision -</b>	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>Additional training will be provided for safety aspects/first aid/PPE etc as necessary</li> <li>Site manager aware of increased cleaning requirements/equipment required. All staff understand their role in cleaning/maintaining the safety of areas/equipment used.</li> <li>Ensure all dietary or allergy information shared with relevant responsible staff</li> <li>Ensure all relevant responsible staff are aware of any PEEPs and content</li> </ul>		
<b>Vulnerability of children with a social worker</b>	Absence from school due to a Covid reason	Child missing Education and contact with school staff.	<ul style="list-style-type: none"> <li>For the child and family to be able to access remote learning as per the remote learning policy of the school</li> <li>For the DSL or DDSL to regularly monitor pupil's engagement with the programme</li> <li>For the DSL or DDSL to regularly monitor pupil's mental health and well-being online via TEAMs or a telephone call</li> </ul>		

<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>DATE OF REVIEW:</b> 9/7/20	<b>COMMENTS:</b> Revisions include updated procedures for contact with suspected cases and provisions for full opening with all children.			
<b>DATE OF REVIEW:</b> 21/9/20	<b>COMMENTS:</b> Revisions include updated procedures in the use of books. Hand sanitiser dispensers.			
<b>DATE OF REVIEW:</b> 3/11/20	<b>COMMENTS:</b> Recommendation that all parents and staff wear face coverings in the playground. Extending of additional cleaning requirements.			



<b>DATE OF REVIEW:</b> 3/01/21	<b>COMMENTS:</b> Additions made in the light of information regarding the new variant of Covid 19 and the increased spread of the virus with the area moving to tier 3
<b>DATE OF REVIEW:</b> 25/2/21	<b>COMMENTS:</b> Additions in red show changes in practise in preparation for full return to school on 8 <sup>th</sup> March
<b>DATE OF REVIEW:</b> 17/5/21	<b>COMMENTS:</b> Additions made in response to revised guidance of 10 <sup>th</sup> May 2021 and in force from 17 <sup>th</sup> May 2021