

# Reay Primary School: risk assessment updated

## May 2021

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HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE?	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official <u>self-isolation guidance</u>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <u>testing</u>, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Staff and pupils will be asked to go to the library, pupils will be supervised by a Kate/Caroline, they will use PPE or remain 2 metres from the child/adult until the person can go home.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> </ul>	Caroline Andrews Kate Hartill Mike Chirambo	2020	<p>Elevated risk of whole school closure if adults and children do not follow the testing guidelines</p> <p>Elevated risk of school closure if there is a positive case in the school.</p> <p>Risk of parents sending pupils to school as they need to work</p> <p>Additional aprons, gloves and disposable masks are sourced.</p>

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		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>			<p>Parents are unwilling to follow Govt guidelines and share test results. Pupils unable to return to school due to no test.</p> <p>Contact Covid-19 Responsive cell 03003030450</p>
Contact with coronavirus when getting to and from school		<p>All staff will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times where possible</p> <p>Children will be told not to cycle/scoot to school (unless under exceptional circumstances)</p> <p>For anyone who needs to take public transport, they will be referred to <u>government guidance</u>.</p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different pupil groups being given separate times</li> <li>• That only one parent should attend</li> </ul>		September 2020	<p>Lack of space for safe cycle storage/mixing of bubbles</p> <p>Parents are concerned about children not wearing masks during the school day.</p>

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		<ul style="list-style-type: none"> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> <li>• Parents will be encouraged to wear mask when dropping off and picking up children</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>			
Spreading infection due to touch, sneezes, and coughs		<p>Handwashing facilities will be provided.</p> <p>All classrooms have sinks and soap plus paper towels. Each room has bins with lids.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing- hand sanitizing stations set up outside each main entrance</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</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p>	<p>All staff members</p> <p>Premises staff and HT</p>	September 2020	<p>Watching NHS handwashing videos.</p> <p>Daily reminders about hand washing.</p> <p>Additional cleaning materials for each class sourced.</p> <p>Concerns if staff so not ensure pupils are following the handwashing rules</p>

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		<p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal.</p>			Daily routine set up to ensure classrooms and toilets are well stocked.
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g., bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> </ul> <p>Items that need laundering (e.g., towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Areas of the</p>	<p>Cleaning team Premises staff</p> <p>All school staff responsible for raising concerns over cleaning with Premises staff or SLT</p>	September 2020	Meeting with cleaning supervisors arranged and checklist provided that is completed each day by supervisor to confirm cleaning has taken place. – new supervisor now in place as of February 2021 following review of service

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		<p>school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items, soft furnishings, soft toys, and other toys that are hard to clean will be removed from areas being used and stored elsewhere, where seen appropriate</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups will not use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using the- limited use of shared spaces. No communal gathering to take place.</p> <p>Children from Nursery to Year 2 will use the dining hall for lunch May 17<sup>th</sup> 2021</p> <p>Children from Year 4 will start to use the dining hall from May 24<sup>th</sup> 2021</p> <p>PE to take place wherever possible outside.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands regularly before and after handling pupils' books</p>			<p>Limited sharing of items.</p> <p>Milton and cleaning wipes provided for each class.</p> <p>Pupils will be encouraged to use reading records for home school contact from May 2021</p>

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Spreading infection due to excessive contact and mixing between pupils and staff in classrooms		<p>Pupils will be organised into class groups of no more than 30 pupils and one teacher and at least one other adult</p> <p>The number of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it. We encourage classes to use their own equipment where possible and allocate equipment to individual or groups of children in each class.</p> <p>As far as possible, the same staff will be assigned to the same group each day.</p> <p>PPA will be covered as normal. Staff who are crossing bubbles will be encouraged to wear masks and ensure they maintain 2 metre social distance, where possible.</p>	Class teachers Support staff	February 2021	<p>Staff do not adhere to the rule about resources rules around equipment are not followed.</p> <p>Children begin sharing resources across bubbles</p>
Spreading infection due to excessive contact and mixing between pupils and staff around the school		<p>Pupils will be always kept in the same small groups each day.</p> <p>Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Pupils will stay in the same classroom at the same desk throughout the day, wherever possible.</p> <p>Pupils will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible.</p>			

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		<p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy of maximum of 6 at time</p> <p>Staff will use any staff of their choice but remember to follow the rule hand, face, space and ventilation</p> <p>It is highly recommended that staff wear a mask when they are moving around the school and should avoid direct contact with other adults</p> <p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups</p>			<p>Staff offered an option of three different staffroom spaces.</p> <p>Staff encouraged to do twice weekly LFD</p> <p>Staff encouraged to get the vaccination</p> <p>Highly recommended for staff to wear masks in communal areas</p>
Spreading infection due to the school environment		<p>Checks to premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding would not be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. This will be staggered</p>			<p>Legionella tests carried out.</p> <p>Fire risk assessment carried out</p> <p>First Aid and Emergency Evacuation Procedures revisited</p> <p>Site manager to check window openings. Door stops ordered for each room.</p>

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		according timetables. Reception and Nursery will have access to the garden area.			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors, and governors.</p> <p>Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. Masks worn in meetings if social distancing not possible. These meetings will only be in an emergency.</p> <p>Rooms must be well ventilated.</p> <p>Regular visitors are asked to do lateral flow tests and report results before attending school</p> <p>All staff have access to LFD and are asked to test and report twice weekly</p> <p>Staff will be provided with information about the vaccine and encouraged to be vaccinated</p>	All staff	February 2021	<p>Use of Google meet or Zoom for meetings</p> <p>Staff do not open windows and doors are therefore ventilation is limited could be a problem</p> <p>Staff not willing to do LFD and are mixing with others and not following Govt guidelines outside of school could lead to further exposure of the virus</p>
Individuals vulnerable to serious infection coming into school		<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> <li>• If they are clinically extremely vulnerable (as defined <a href="#">here</a>), they will continue to learn or work from home</li> </ul>	HT/DHT	September 2020	Individual risk assessments to be carried out for BAME staff who have underlying health issues



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		<ul style="list-style-type: none"> <li>• If they are clinically vulnerable (as defined <a href="#">here</a>) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible</li> <li>• If they live with someone who is clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions- staff may take their own measures at home to protect CEV that they live with</li> <li>• Pregnant staff will follow strict social distancing rules and their risk assessment will be reviewed regularly in line with Public Health Advice</li> </ul>			<p>even though not listed on the vulnerable list</p> <p>Individual Risk Assessment completed and discussed with pregnant staff</p>

- HT attends weekly meetings with Lambeth Public Health
- HT keeps up to date with daily DFE updates.
- HT updates the risk assessment when changes arise.
- HT and DHT discuss any changes regularly and make joint decisions
- SLT discuss any changes
- HT in contact Union for updates when appropriate
- HT updates GB on a regular basis