Covid -19 Risk Assessment For Wider opening of Granton Primary School

February 2021

Overview (DfE Guidance updated 22 February 2021)

From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March.

To prepare for this:

• review and where necessary, update your risk assessment

• make sure you are following the system of controls to minimise the risk of infection, including plan for asymptomatic testing.

• have a contingency plan in place for outbreaks in your school or changes in restrictions 6

• communicate any changes in your processes to parents Much of the content in this guidance will be familiar to you, as it replicates what was in place for the autumn term.

Public health advice (Updated 22 February 2021)

We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this guidance. Based on the recent ONS data, the risks to education staff are similar to those for most other occupations. Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. We are further strengthening the measures, to provide more reassurance and to help decrease disruption the virus causes to education.

You must comply with health and safety law and put in place proportionate control measures. To meet these obligations you must:

• review your health and safety risk assessments in light of this refreshed guidance

• make any necessary changes to your control measures applying the system of controls

Risk assessment

Employers have a legal duty to protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within your school. You must implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.. You must regularly review and update your risk assessments - treating them as 'living documents' - as the circumstances at your school and the public health advice 7 changes. This is particularly relevant as you prepare to welcome back more pupils.

This includes having active arrangements in place to monitor that the controls are: • effective • working as planned You must notify your staff and their health and safety representatives of review outcomes.

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Date of assessment	February 2021		
Who is at risk	Staff, pupils, contractors, visitors (Contractors and visitors to site to be kept to a minimum and only for essential work)		
This risk assessment needs to be completed by the Headteacher, with input from staff members as needed.			
Risks/ Expectations	**Plan for mitigation/way to meet expectation**	**Risk Before mitigation L, M, H**	**Risk After mitigation L, M, H**
Staffing levels			
Adequate staffing levels can be maintained for the planned number of children in school due to staff vulnerabilities.	Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 8 March, we expect that most staff will attend school. Senior leaders on stand by to cover staff being made unavailable during the wider opening. Non-class based teaching staff also available to cover.	**L**	**L**

Inadequate staffing levels due to refusal of staff to attend work as advised by their respective unions	Work alongside union reps to ensure their members are clear on how the school intend to mitigate potential risks. Planning and preparation as detailed as possible. Ensure there is an established communication protocol for union rep to inform senior leadership on collective actions of staff, if this is decided, to ensure operational decisions are informed and adjustments made.	**H**	**M**
There is a DSL, First Aider and Health and Safety Lead on site at all times and staff know who these staff members are	All 9 members of SLT trained as DSL, all staff members have up to date first aid training incl enough staff members to cover paediatric first aid. Health & Safety Lead- D Hanwell and E David	**L**	**L**
Some staff members will need to operate across different classes and year groups in order to facilitate the delivery of the school timetable	Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. If possible, specialist teachers can use the school's digital platform to deliver virtual teaching.	**L**	**L**
Risk of staff not understanding new health and safety arrangements	Virtual staff briefing on proposed plans including health and safety arrangements undertaken, copies of plans provided to all staff. Every single member of staff is expected, as a minimum, to adhere to the risk assessment. Staff not adhering to eg social distancing, non- mixing of groups, will be reminded of the procedures.	**H**	**L**

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Vulnerable staff			
Staff who are shielding.	Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. (Updated 16 Feb 2021)	L	L

Staff who are clinically vulnerable or have a member of their household who are clinically vulnerable have an individual risk assessment completed as to options for work	Guidance states that where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.	L	L
Pregnant staff	As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.	x	X
Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation	Would stay in touch with staff and ensure they are fully ready to return to work.	L	L
All GOV.UK guidance to be followed regarding isolation, distancing, and hygiene	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak (Updated 22 Feb 2021, see operational guidance)	L	L

SLT + Pastoral Team to liaise with any staff members who are anxious or struggling to readjust and an individual risk assessment be completed	Individual risk assessment to be carried out for staff finding it difficult to adjust Pastoral team work alongside staff members, signposting and referral to relevant agencies incl. counsellors (Lambeth Covid 19 Critical Incident EPS leaflet- http://www.lambethschoolservices.co.uk/Article/74913) The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	L	L
Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.	Guidance on additional CEVs. New shielders. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 (Updated 16 February 2021)	M	L
Risk of increased transmission of virus due to journeys to and from school			
Virus transmission via use of public transport by pupils	Write to parents encouraging them to travel on foot etc rather than use public transport Late arrivals protocol- go dedicated gate, wait to be let in by ST on duty, late sign in suspended	M	L
Virus transmission via use of public transport by staff	Staff to be supported on identifying safest mode of transport Staff to advise if travelling by public transport to avoid rush hours. ALL staff regardless of transport wash hands thoroughly when entering the building. Use of hands sanitiser before entering the building.	M	M

Virus transmission by parents or visitors arriving from various modes of transport	Parents and visitors not allowed beyond the school gates. Only one parent/ carer for drop off/ collection. No congregation of parents/ carers. Parents will contact school via email.	M	M

Risk of transmission through staff and pupils and others entering school building from outside and leaving at the end of the day			
Risk of high levels of contact- adults + pupils	Four entrances and exits, staggered drop off and collection ST on duty to monitor. **DROP and GO policy.** Parents and carers dropping off and collecting pupils will be encouraged to wear face coverings.	M	L
Transmission of virus caught on the way to school	Supervised washing of hands on arrival. Use of handwashing gel- fully stocked.	M	L
Minimise items bought onto school site.	All resources in KS1 and 2 in individual trays with stationary and rulers. Coats on back of chairs no entering corridor with coats in morning. Packed lunches under pupils' chairs. Book bags to only include diaries and reading books.	M	L
Adults and older pupils not social distancing	Entrance paths marked. 2 metre distancing spots for children outside classes, including entrance to toilets, lunch hall, lifts	H	L
School lobby shutters/screens to remain closed	Parents contact through phone or email. Ensure parent payments systems working. Staff communicates via internal phones. STAFF not allowed in offices.	M	L
Risk of transmission through activities on site			
Communal gatherings- assemblies, sports events	**All cancelled**	**H**	**L**
Mixing of small groups	Clear timetable for use of outdoor and indoor spaces to ensure small groups do not mix.	**H**	**L**
Children to be taught safe distancing and any new evacuation procedures	Procedures to be taught to children.	**H**	**L**

Risk of transmission through surfaces	Daily cleaning and disinfecting including all handles. Entrance gates and handles. Hose down large outdoor equipment or disinfectant soaking using disinfectant of shared resources (which is to be kept at a minimum) – fixed play equipment to be jet washed at the end of each day. Additional cleaning staff during the day to wipe handles and frequently touched surfaces. Pupils and adults advised not to hold bannisters. Timetabled hourly cleaning of toilets. Particular attention to taps as they require turning after hands have been washed.	**H**	**M**
Risk of frequent adult-pupil contact	Staff allocated to a small group, maximum of 30 pupils per group.	**M**	**L**

Communicate importance of regular washing of clothes – daily if possible - and cleaning of other items bought onto site	Letter to parents re personal hygiene. Pupils to wear school uniforms for 4 days, 1 day PE kit.	**M**	**L**
Admin offices should only be used by admin staff with 2m distancing	Move desks apart. Office closed to parents and staff. Internal phones must be used instead.	**M**	**L**
Stagger use of the staffroom to ensure social distancing and ensure cleaning expectations are set	Staff visit staff room on breaks – set times only to make drink or collect food. Eat in hall, outside or classroom.	**M**	**L**
Classroom			
Social distancing in classrooms	No more than 30 children per classroom. Older pupils to encourage social distancing, desks arranged so that pupils are not face-to-face seating.	M	L

Handwashing in classrooms	School fully-stocked with hand washing gel, classroom supply to be replenished regularly. All children supervised whilst hand washing, on entry before and after play and lunch and before going home.	L	L
Catch it, bin it, kill it	Lidded bins available in every class – bins emptied regularly	M	L
Children's understanding of hygiene expectations	Hygiene expectations to be planned in lessons upon return to school, reinforced regularly	M	L
Cleaning /materials available for class equipment	Disinfectant sprays purchased for each classroom, replenished regularly	M	L
Class units to be only be used by allocated staff and pupils	Maximum number of pupils in breakout areas to be identified and adhered to.	M	L
No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. All soft toys to be removed	In EYFS and Year One soft furnishings and toys removed from class. Work in books, teachers can facilitate teacher-led pupil marking.	M	L
Windows to be open as far as possible to ensure sufficient ventilation	Staff open windows upon arrival, closes before leaving	M	L
Doors to be left open as far as possible - consider fire risk- to minimise use of handles	Leave doors open to avoid touching of handles	M	L
Outside Learning			
Clear timetabling of outside space to ensure class units remain as one	Small groups have timetable for outside area and play areas so no interaction with other groups	M	L

Outside space to be zoned to ensure best use	Zones clearly identified and allocated no mixing for groups, rotate on a weekly basis	M	L
Outside learning to take place as often as possible	All small groups timetables for outdoor learning	L	L
Fixed outdoor play equipment regular washing	Fixed outdoor play equipment used washed down with disinfectant jet wash once group has used.	M	L
No sharing of small outdoor equipment – only plastic and wipe/washable equipment to be used and this needs to be cleaned after each use	Each group receives their own equipment.	H	L

Any outside tables need to be cleaned after any use	Use disinfectant spray	M	L
All to wash/sanitise hands when entering building after outside learning	Wash hands when leaving and re-entering school – supervised	H	L
Movement around the school/ Breaktimes			
2m distance to be applied when entering and exiting the classroom	In KS2 social distance applied when moving around the school, especially when 2-meter distance is not possible eg, corridors, lunch hall. Face coverings to be used in spaces where social distancing is not possible.	M	L
Movement to and from classrooms to be kept to a minimum	Leave and enter classroom from outside door	M	L
Breaktimes and entry and exits to be staggered to avoid class units meeting	All breaks staggered so no small group interacts with another	H	L
Use of toilets to be staggered and monitored to ensure they do not become overcrowded.	Teach pupils maximum number allowed in toilets and waiting routine so not to block corridors etc. entrance to toilet properly marked for social distancing.	H	L
Risk of transmission via shared drinking facilities	Drinking fountains to be disabled. Pupils to use their own water bottles from home- clearly marked. Pupils will have access to disposable cups in classrooms.	H	L
Risk of unnecessary contact when moving around the building	Phase leaders to ensure corridors are not congested.	M	L
Risk of transmission in lift when protocol is applied	Pupils requiring lifts to be allocated in groups which do not require the use of lift for access	H	L
Lunchtime			
Lunchtime to be staggered so that pupils eat in small group units and sit 2m apart	Time table for classes to be in hall with their own year group, if possible	H	L
Tables to be wiped between each class	Disinfectant spray	M	L
Arrival/departure at/from lunch hall to be clearly planned to avoid congestion	Entry and exit different doors – strictly adhered to- mid day meals supervisors to collect small group units from classrooms	M	L
sufficient Midday Meals Supervisor : class ratio	Mid-day meals supervisors can support more than one group but need to adhere to stringent distancing, at least 2 meters, can be 1 meter but not for more than 15 minutes at any one time.	H	L

Separate risk assessment by kitchen staff satisfies stringent safety measures and is monitored regularly	Risk assessment in place		
Serving of meals incorporates social distancing	Carefully monitored and marks on floor to remind children where to stand	M	L
Packed lunch boxes are only handled by child to whom they belong. All waste is taken home.	Parent encouraged to have school meals – if bringing food from home must be in disposable bag	M	L
Children use own water bottle that only they handle.	Water bottle with their name clearly displayed. No cups/ jugs to be provided for by kitchen. Individually-bottled water only.	M	L
Use of PPE			
PPE to be used for all first aid and if a child becomes unwell	PPE kept in office and used for first aiders. Staff electing to use PPE will have access to them.	H	M
Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag	Disposed of carefully in bins and taken outside	H	M
Staff delivering first aid to be aware of safe use of and disposal of PPE	Training of staff in use of PPE before returning to school	H	M
First Aid/ill child			
Only qualified first aiders to deliver first aid	Identified first aiders by timetable. Clinically vulnerable staff will not lead first aid.	M	L
Identify a room that sick pupils can be kept in until parents come to collect them, ideally with: A door you can close A window you can open for ventilation A separate bathroom they can use (either attached to the room or nearby)	Ensure that the first aid room is thoroughly cleaned when a child who is unwell leaves. No staff to enter the room apart from first aider using PPE. YPM room as first aid.	H	M
Staff need to wash their hands thoroughly after contact with an ill child	Regular hand washing and training	H	L
A face shield should be used if there is any risk of a splash to the face from coughing spitting or vomiting	Shield must be used for children when displaying symptoms	H	L

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There is a clear plan in place following any diagnosis of Covid -19 within school – this follows government guidance	Displayed in Office – Any staff or pupils displaying any symptoms are sent home until test for COVID19 has been carried out.	H	M
NAME OF THE ASSESSOR Please Print: Edison David **SIGNATURE OF THE ASSESSOR: -** **POSITION OF RESPONSIBLE PERSON: Mr Edison David-Headteacher**			

Date of planned review: weekly review Friday	

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