

St. Nicholas, School

Department:	Returning to school after closure due to Coronavirus Pandemic	People at Risk:	Staff, Pupils and Parents	
Assessment carried out by:	M Axton	Date:	5/2/21	Date of Review: ongoing

Please note this is a 'live' document and will be subject to change due to government advice.

A national lockdown is starting from 00:01 6/1/21. This is the result of a second highly contagious strain of Covid-19. This is similar to the lockdown in March. School will be closed apart from nursery and vulnerable children and children of critical workers. A limited number of staff will be onsite. Lessons will be taught online.

Hazards: Potential to cause harm	Consider how a person may be hurt	severity	probability	Risk score	Existing Controls	Further action	Target Date & By Whom
Journey to school Not applicable at the moment	Risk of infection from travelling in school minibus	4	2	8	Minibus operated using Government guidance. Passengers seated in the same seat everyday. Screen between the driver and pupils apart from 1 minibus. The driver and all pupils to wear face masks during the journey. These will be removed after exiting the bus. Pupils should put re-useable face masks in a plastic bag kept in their bags. They should wash or sanitise their hands after doing this. Driver to clean door handles and seats with sanitiser after use.	ongoing	
Entering school Only Nursery, children of critical workers and vulnerable children on site	Risk of infection	4	2	8	Staggered start time and different entrances used will reduce mixing of pupils. Parents will drop off. No gathering of parents outside school. No parents allowed in school apart from on rare occasions. Pupils and staff will have to sanitise hands before going to the classroom. Sanitiser stations located around school clearly labelled. Pupils and staff urged not to come to school if feeling unwell. Testing widely available plus the school has a limited number of test kits.	ongoing	
Classrooms- during lessons Seniors Juniors Yr1 and yr2 Not applicable at the moment	Risk of infection	4	2	8	Pupils will have a set tutor room/ classroom. The desks will be spread out where possible depending on room size. Pupils will leave their bags under their desks. They will bring in their own equipment. STRICTLY no sharing. No getting up during a lesson. The teacher will have limited contact with the pupils. The senior classrooms have a 2M tape across the front which the pupils must not cross. Reinforce respiratory hygiene. Use of single use tissues. Avoiding face to face exposure. Where this is unavoidable then it must be for less than 15 minutes. Side to side contact is preferable. Regular handwashing and access to sanitizing hand gel. Regular cleaning of touchpoints to be carried out during the day. Door guards have been fitted to some doors. Ensure plenty of natural ventilation. Pupils to wipe down their seat and area after each lesson. Some members of staff will wear a face mask while walking along the corridors or areas of the school where social distancing is hard to achieve.	ongoing	

Classrooms- during lessons year R and N This applies to Nursery only- pupils will have their temperatures taken on arrival.	Risk of infection	4	2	8	Pupils will have a set classroom. Attempts will be made to keep pupils and pupils/teachers apart according to their year group bubbles. Avoid face to face contact. If unavoidable then it must be for no longer than 15 minutes. Verbal warnings given and lessons which help explain why. Try to minimise the touching of the face especially eyes and mouth. Pupils will be encouraged not to put toys in their mouth. Reinforce good respiratory hygiene. Use of single use tissues. Toys and items touched during the school day will be washed in hot soapy water and left to dry in the air. Any soft toys will be removed. Regular handwashing will occur throughout the day. Access to sanitizing wipes and gel. Ensure plenty of natural ventilation of the room.	ongoing	
Break times/ Lunch No school lunches will be provided	Risk of infection	4	2	8	Each year group will have a designated play area. This will reduce contact across the age ranges and the spread of infection. Pupils will be encouraged to modify their play so that they have no face to face contact. Any equipment used will have to be wiped down after use. Pupils will receive individually wrapped food for break. Staff and pupils are advised to sanitise or wash hands after break. 2 members of staff supervising. Year 11 can use the coffee machine which should be wiped after each use. They have been encouraged to bring in an insulated cup for their hot drink. Pupils only have 15-minute time slots in order to eat lunch. At present year 3/4 have 30 minutes and year 5/6 have 20 minutes. The tables/chairs are cleaned down after each sitting and alternate sides of the room are used to enable for this to happen. Ventilation of the dining room is very important. Pupils are supervised by teaching staff. Face masks to be worn by all senior pupils and staff in corridors and communal areas. Packed lunches brought in by staff and children.	ongoing	
Break times/ lunch Branksomewood No school lunches will be provided	Risk of infection	4	2	8	Staggered breaks times allow for lack of mixing between the years. Each class will have their set area for play. Pupils will be encouraged to modify their play to reduce face to face contact. Any equipment used will be wiped down after use. Staff and pupils must wash hands as advised with soap and water for at least 20 seconds after each break/lunch. Pupils are served food at lunchtime by their teachers. Food is brought down in insulated boxes. Staff must clean the classrooms after lunch. Packed lunches brought in by staff and children	ongoing	
Break times- staff Limited number of staff in at the moment	Risk of Infection	4	2	8	Staff can use the staff room but must socially distance themselves and limited to only 6 people at any one time. No sitting and socialising allowed. Staff are encouraged to bring in an insulated cup for hot drinks which can be taken away to their classrooms. No cakes or biscuits to be brought in for the staff room. Limited numbers of staff will be onsite and they will be discouraged from mixing.	ongoing	
General- cleaning Limited number of staff onsite. Only 3 cleaners will clean each day.	Risk of infection	4	2	8	The school will undergo a deep clean before September 1 st . Last deep clean was in December. The deep cleans are carried out roughly every 30 days. Each class will have access to sanitizing wipes and gel. Hand washing regularly will be encouraged. The school cleaners have a protocol which they must follow for cleaning the school at the end of each day. Pupils and staff will regularly wipe down their work area including computers especially after breaks/ lunch. Disposal of contaminated waste according to government guidance. Any computers and keyboards used will be wiped down at the beginning and end of the day and before/ after different users. Photocopiers will be wiped down after each use. Year 10 and 11 have their own laptops which they are responsible for. These are charged in room 21.	ongoing	

Use of toilets	Risk of infection	4	2	8	Pupils and staff will have use of a particular set of toilets. They must observe social distancing where possible when walking to the toilets. Thorough washing of the hands after use as advised. Pupils will be reminded regularly of the importance of hand washing. The younger pupils may need assistance and staff will have to help. There will be staggered toilet times for Reception and Nursery. Staff should avoid face to face contact. Face masks to be worn by staff and senior pupils in all communal areas. The toilets will be cleaned thoroughly by the cleaners at the end of each day.	ongoing	
Signage	Risk of infection	4	2	8	Signs around school reminding pupils and staff about hand washing, respiratory hygiene and social distancing. Tape across items that cannot be used. Tape on the floor dividing corridors in half. One-way system in operation in the senior teaching block.	ongoing	
Fire safety	Risk of infection	4	2	8	All fire safety checks on systems and equipment have been carried out and are up to date. A fire drill will be carried every half term. Pupils and staff will evacuate the building quietly and calmly keeping apart from other year groups, if possible. They will proceed to the assembly point where a register will be taken.	ongoing	
Lockdown	Risk of infection	4	2	8	On hearing the lockdown siren pupils will crouch down under desks. Blinds will be drawn and doors locked. Pupils and staff must keep quiet. Communication via email. Classes must wait for the 'all clear' before resuming normal activities.	ongoing	
First aid/ accidents	Risk of Infection	4	2	8	Pupils and staff should think carefully before activities in order to reduce accidents. Pupils will be verbally warned of dangerous activities. If an accident does occur medical assistance will be sought making sure that the first aider is suitably shielded to prevent possible infection. Near misses and accidents still need to be reported and/or reported.	ongoing	
Wet weather	Risk of infection	4	2	8	In the Winter the sports field will not be used. Hardstanding areas will be used for each year group on a rota system. In extreme wet weather the pupils will stay in their form rooms and be supervised by staff.	ongoing	
Support staff/ other staff on site Limited number of staff are on site Music- Peripatetic Music lessons will be online	Risk of infection	4	2	8	Support staff working in the school office will keep 2 metres apart. Try to avoid using a doorway at the same time. Regular wiping down of surfaces and touch points. Regular hand washing following government advice. Parents are not allowed to enter the school. All correspondence via phone or email. All deliveries to be left outside. Walkie talkie available for the delivery driver to announce their delivery. Deliveries will not be opened for at least 48 hours. Washing hands thoroughly after opening them. Other staff in school will keep to their designated rooms and avoid contact with pupils. Peripatetic music staff to only work in the Music Lodge. Perspex screens in use for individual music lessons. Wiping down of screens and any instruments between pupils. From week beginning 28/9/20 Brass/ wind instruments will be played in an orchestra in the Pritchard Hall. Windows and doors will be opened to allow for air circulation. Limited number of players. Not facing one another and blowing towards the ground. Following government/ music organisations' guidelines. Singing in assemblies will take place where pupils are socially distanced and following Government guidelines. Any visiting professionals are required to fill in Health Declaration Form for Track and Trace purposes.	ongoing	
Wellbeing and mental health	Risk of infection	4	2	8	Staff will support pupils who are very anxious. There are resources online which will help educate pupils and give them a greater understanding. If pupils have particular issues then they can be referred to the CS department. Constant monitoring of	ongoing	

					pupils and the staff's wellbeing. Support of staff who are anxious about returning to school. Any meetings should be held with limited numbers of people and ideally outside obeying social distancing rules. Meetings can be held using Microsoft Teams. There are assignments set by the pastoral head to aid wellbeing. Children's Mental Health week is being supported (1-5th Feb). A limited screen day is being held 5/2/21 where pupils and staff will limit their screen time.		
Suspected covid-19 case- Lateral Flow testing for the school workforce who are in school starting 6/1/21 and every Wednesday thereafter.	Risk of infection	4	2	8	If a pupil or member of staff displays any symptoms of Covid-19 then they must go to the Medical officer. The Medical Officer will telephone their contact and request that they are collected. They must follow government advice with regard self-isolating and if over 5 years old, are eligible for a Covid-19 test. The school will be informed of the test results. Possible year group bubbles having to self-isolate. Constant advice to staff and pupils not to come in if they have a raised temperature, fever, new dry cough or a loss of taste/smell. The school has been sent a limited number of test kits and training has been undertaken by the Medical Officer. Track and Trace operational. Possibility of staff/ pupils having to quarantine for 14 days if requested. Staff and pupils will have to complete a Health Assessment form at the start of term. Lateral Flow testing every week on staff in school. Staff are rested twice a week. If someone's result is positive then they will have to leave the school, and self-isolate. The local public health team will be notified and any close contacts will either self-isolate for 10 days.	ongoing	
communication	Risk of infection	4	2	8	Parents and staff will receive regular information about any changes to advice via Parent Mail. Virtual tours are available and prospective parents are advised how to access them. Prospective parent tours are outside and limited to just one person. Parents can pick up textbooks from the front porch after being messaged by the school.	ongoing	
Sport- some sport is being taught to nursery children in the sports hall	Risk of infection	4	2	8	Some sports are being played according to Government/ professional body organisation guidance. Social distancing where applicable observed. Cleaning of equipment after use. Sports hall doors kept open if pupils are using it to allow for ventilation. No shouting or chanting allowed. No sharing of water bottles. No fixtures being played against other schools. Outside staff are familiar with the school's Covid-19 policy. They will not come to school if they show any of the symptoms and will notify the school if they must self-isolate. No sports fixtures against other schools will take place.	ongoing	
End of term activities including Christmas lunch and the carol Service.	Risk of infection	4	2	8	The carol service has had to be pre-recorded by separate year groups and then edited so that it can be watched virtually. No Christmas parties. School Christmas lunch will follow the routine of keeping year groups in their separate bubbles. Juniors year 3 and 4 will be served their dinner in their classrooms Infant children are walking through the woodland looking for Santa. Trail cleared of tree branches and trip hazards and wood chip laid to minimise muddy shoes. Very wet underfoot. Presents will have been brought in a few days before the end of term. Only paper decorations will be used to decorate the classrooms. These can be recycled when they are taken down.	ongoing	
Lateral Flow testing- Staff/ Senior pupils	Risk of infection	4	2	8	Lateral flow testing of staff on site will commence from the 6/1/21 every week. See separate risk assessment for this.	ongoing	

Vulnerable children and children of critical workers- childcare provision	Risk of infection	4	2	8	Children of critical workers and vulnerable children will be looked after during the normal school hours 8.45am – 4pm in the senior library/ senior ICT room. The infant children are looked after in Branksomewood hall. They will follow their online lessons according to their year group timetable. Children will be spaced out and have access to computers, headphones and webcams. They will bring in their own packed lunch and refreshments taking into account the school's advice on allergies. Breaks away from the computer screen have been factored into the timetable. Outside space is available along with footballs to kick about. Care is split between 2 members of staff- one doing the morning shift and one the afternoon shift.	ongoing	
Year 6 exams -	Risk of infection	4	2	8	5 pupils will come into school on the 15/1/21 to take exams. On arrival their temperatures will be taken and recorded. The exams will be online and take place in the junior ICT room where they can be spaced out. The room will be well ventilated and the member of staff supervising them will wear a facemask. The tests will finish by 1pm		

Severity X		Probable frequency	
1	Negligible	1	Improbable
2	Minor injury	2	Possible
3	Major injury	3	Occasional
4	Single death	4	Fairly frequent
5	Multiple death	5	Frequent