

**PARK HILL JUNIOR SCHOOL – RISK ASSESSMENT - (Covid19)**  
**Summer Term 2021**

**Covered by this assessment: All staff and Pupils at PHJS**

**Review date: 21/06/21**

**Next Review Date: 20/07/2021**

**Identifying the Hazard – Assessing the Risks. Control measures – Reducing the Risks of Transmission of the virus**

**Risk Rating: 1-5 (1 = Low/ 5 = High)**

	Hazards identified	Likelihood of hazard	Persons at risk from hazard	Precautions necessary to reduce risk from hazard	Risk level after identified precaution	Review Date Comments
1.	Children and staff in school <b>and risk of highly transmissible variant of Covid-19 - Risk 5</b>	4	Children and staff in school	<ul style="list-style-type: none"> <li>Ensure all staff, <b>parents</b> and children are aware of risks and all <b>including parents</b> are briefed about expectation of behaviour. Children to be reminded regularly - signage.</li> <li>Ensure all parents and staff are made aware of <b>all new symptoms</b> added to the recognised Covid symptoms by the government - headache (new), runny nose (new), new persistent cough, temperature over 37.6 degrees, loss of taste and smell.</li> <li>All adults <b>MUST</b> wear face coverings in Communal areas <b>and face coverings and/or Visors in class</b>, except when eating/drinking (Lunch and break times)</li> <li>1:1 adults <b>MUST</b> wear a visor &amp; mask and where possible maintain 2m distance</li> <li>All adults <b>MUST</b> wear masks when at the gates / when talking to parents/carers.</li> </ul>	3	21/6/21 Government announced two new symptoms - headache, runny nose. Parents and staff informed.
1A	<b>Lateral Flow Test to be administered in school from 25th January 2021</b>	2	Staff in school	<ul style="list-style-type: none"> <li>Ensure the tests are kept in a locked room - medical room; with temperatures between 0-30 degrees</li> <li>all staff/ regular visitors in the school have a box of tests to administer tests - to reduce the transmission of the virus</li> </ul>	1	25/5 System is robust and all covid

				<ul style="list-style-type: none"> <li>• keep a log of events to do with testing accessible to the Covid coordinator and the Administrator</li> <li>• ensure the test log is updated after every activity</li> <li>• tests results are reported for logging to the covid coordinator and online for contact tracing</li> <li>• action is taken swiftly to isolate bubble of children and other contacts after a positive test</li> <li>• have a staff contingency plan in case of a positive test in the morning by a staff member</li> <li>• tests should be done in the morning before work and twice weekly</li> <li>• cases are reported on a 'need to know' basis.</li> <li>• staff giving out test to wear face covering, maintain 2m distance and observe the HAND, FACE, SPACE, REPLACE rules at all times</li> </ul>		testing logged.
2.	Entering/exiting the building - Risk 4	2	Children and adults	<ul style="list-style-type: none"> <li>• <b>ALL KW/V pupils will attend between 8.50am and 3.15pm</b></li> <li>• <b>Parents will NOT be allowed into the school premises at these times.</b></li> <li>• Children must enter/exit the building <b>without parents</b>. Staff will be on hand to assist, especially for upset pupils.</li> </ul>	1	
3.	Communication systems	2	All	<ul style="list-style-type: none"> <li>• <b>Communication with the school office (or with staff) should be conducted by phone, email or in writing. Appointments with the class teacher must be made by phone and meetings adhere to social distancing rules between adults.</b></li> </ul> <p><b>If there is a need to contact the school in person, parents should press the buzzer and wait outside the building on the marked spots to be called in.</b></p>	1	
4.	Cleaning - Risk 5	3	All	<ul style="list-style-type: none"> <li>• Banisters, door handles, light switches, chairs and tables <b>will be cleaned as often as possible</b> throughout the day. (Extra cleaning factored into budget)</li> <li>• <b>Other communal equipment/ items will be cleaned after use by the adults in the groups after use.</b></li> <li>• <b>Toilets will be cleaned regularly</b></li> </ul>	2	
5.	Classrooms <b>and other learning areas including the hall</b> - Risk 4	4	All	<ul style="list-style-type: none"> <li>• All MUST maintain the <b>HAND, FACE, SPACE, REPLACE</b> rules stipulated by the government.</li> <li>• <b>Doors and windows will be left open wherever possible to reduce the risk of transmission.</b></li> </ul>	3	

				<ul style="list-style-type: none"> <li>• <b>Water fountains will be used for filling water bottles and not to drink from.</b></li> <li>• Pupils will remain in their Year Group bubbles and have no contact with pupils in other bubbles. Classes will not mix with each other within the Year Group.</li> <li>• There will be no sharing of personal equipment.</li> <li>• Other equipment shared will be wiped down before sharing. e.g. musical instruments, PE equipment</li> <li>• Exercise books can be taken away for marking and returned to the classroom.</li> <li>• The offer of small group intervention will be limited and where possible will be done remotely.</li> <li>• Where deemed very necessary masks and visors MUST be worn.</li> <li>• <b>On PE days pupils will wear PE kits to school to reduce extra bags in the classroom.</b></li> <li>• <b>Hall will be used for class/ year group activities/ after school club activities with the school's cleaning regime.</b></li> </ul>		21/6/21 Since half term class bubbles are in operation rather than whole year group bubbles
6.	Lunch & Break Times - Risk 4	2		<ul style="list-style-type: none"> <li>• Pupils will wash their hands before and after eating.</li> <li>• <b>Pupils will be timetabled to use the refectory by Year group Bubbles but will be seated in Class Bubbles. They will be lined up in Class Bubbles on entry and exit.</b></li> <li>• <b>After lunch pupils will have staggered periods to play outside on the field in zones (and in a designated area in the playground and children will not mix bubbles.</b></li> <li>• Tables will be thoroughly cleaned <b>after each bubble group of pupils</b> have eaten.</li> </ul>	2	
6a	Staff Breaks during Remote Learning	2	Teaching Staff	<ul style="list-style-type: none"> <li>• Staff will take regular stretch breaks away from the computer</li> <li>• rehydrate regularly</li> </ul>	1	

7.	Staffroom/kitchen areas - Risk 3	2	Adults	<ul style="list-style-type: none"> <li>Staff will use identified areas and <b>adhere strictly to the number required in the spaces.- as signposted</b></li> <li><b>Staff will spend very limited time in these areas</b></li> <li>Cleaning to to be carried out as per cleaning rota</li> </ul>	1	
8.	Contractors/ visitors/ Coaches	2	Adults visiting the school	<ul style="list-style-type: none"> <li>Sign in using Vpass and use hand sanitiser available in the reception area to clean hands after tapping.</li> <li>Visitors not to mix with the Bubbles of children but to stay within their remit.</li> <li>Covid awareness posters around the school reminding to wash hands and social distance</li> <li>Gloves provided <b>for visitors if needed/requested</b> Hand sanitiser/hand washing to be carried out on a frequent basis.</li> </ul>	2	
9..	Fire Risk - 3	3	Children and Adults	<ul style="list-style-type: none"> <li>Ensure children and adults are aware of what to do in an emergency and where to evacuate to. <b>Remind regularly throughout building work as access changes.</b></li> <li><b>Continue with all emergency drills as planned.</b></li> </ul>	2	
10.	Medical Room/ Holding room  First-aiders	2	Children and Adults/ First aiders in the school	<ul style="list-style-type: none"> <li>The Medical room will be kept as a separate room and only for use if a child or adult falls ill with coronavirus symptoms.</li> <li>Cleaning to take place frequently as per the cleaning rota.</li> <li>If treating an injured pupil government guidelines to be followed as below: <ul style="list-style-type: none"> <li>➤ A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>➤ If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>➤ If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>➤ <b>Also provided:Thermometer Gun, Flannels or Cold Packs to support emerging high temperatures, Antibac cleaning products, Sanitising gels</b></li> </ul> </li> </ul>	2	
11.	Library/ iHub Risk 4	1	adults using it as a base	<ul style="list-style-type: none"> <li>Cleaning will take place frequently as per schedule</li> <li>Staff will use identified areas and adhere strictly to the number required in the spaces</li> <li><b>HAND,FACE,SPACE, REPLACE</b> rules apply at all times.</li> </ul>	1	

12.	Increased risk of safeguarding disclosures <b>and concerns</b>	3	Children and adults	<ul style="list-style-type: none"> <li>• Covid-19 Safeguarding addendum to be updated regularly and shared <b>in line with local and government guidance and changes to KCSiE.</b></li> <li>• Regular reminders in weekly staff briefings from the DSL.</li> <li>• All staff to be reminded of the need for extra vigilance <b>within their class groups</b> (whether in school or online) as well as within their teams for individuals who may have suffered abuse/are struggling with their Mental Health as a result of lockdown and use CPOMS astutely.</li> <li>• DSL/Deputy DSL to be contacted by mobile phone immediately with concerns that need addressing straightaway.</li> </ul>	2	
13.	<b>Adults with 'Covid Anxiety'/ Covid symptoms/ test positive</b>	3	Adults	<ul style="list-style-type: none"> <li>• <b>HT to identify and discuss concerns</b> with the member of staff</li> <li>• Talk through staff plus their families testing.</li> <li>• Prioritise for remote working if the identified risks are too high.</li> <li>• Isolate for symptoms, family symptoms or test positive</li> </ul>	2	
14.	<b>After School Clubs, Breakfast Clubs, Holiday Clubs, <u>Clubs in school</u></b>	3	Staff and Pupils	<ul style="list-style-type: none"> <li>• <b><u>Protective Measures for Holiday or After School Clubs</u></b></li> <li>• The above details expectations: At PHJS we will follow all mitigations as outlined above for cleaning, safeguarding, use of equipment and space. <b>Regular handwashing and sanitising of equipment must take place.</b></li> <li>• Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into consistent groups for that setting. Children will not necessarily be in year group bubbles as they will be with their siblings and other children from the Infants school.</li> <li>• There will be <b>outdoor activities</b> wherever possible and practical and Leaders will take a risk assessment approach to identifying maximum group sizes for those outdoor activities.</li> <li>• Local Trips may be undertaken after very stringent risk assessments to places such as: <i>indoor skating rinks and trampolining parks, which were otherwise closed to the public (except where exemptions apply).</i>"</li> <li>• <b>OUTDOOR CLUBS CAN BE IN YEAR GROUPS; FOR CLUBS IN THE BUILDING - SPACE OUT CHILDREN AS MUCH AS POSSIBLE TO MAINTAIN THE 2M DISTANCE</b></li> </ul>	2	
15	<b>Educational Visits</b>	3	Staff & Pupils	<p>From 12 April, non-residential educational UK day trips can start to take place.</p> <ul style="list-style-type: none"> <li>• Trips are organised in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> </ul>	2	

				<ul style="list-style-type: none"> <li>• The school will make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>• When planning these activities, the school will undertake a risk assessment in the usual way to ensure they can be done safely.</li> <li>• As part of this risk assessment, the school will consider what control measures are needed and ensure it is aware of wider advice on visiting indoor and outdoor venues.</li> </ul>		
16.	<b>Fire Evacuation</b>  <b>Fire Doors</b>	3	All	<ul style="list-style-type: none"> <li>• The school has in place procedures for the regular Fire Drill.</li> <li>• Practice means the evacuation of the building is clear to all.</li> <li>• Fire doors will be kept shut and not propped open.</li> <li>• The premises manager will check fire doors as part of the H &amp; S check</li> </ul>	2	