

Park Hill Junior School COVID Risk Assessment – September 2021 – July 2022



Date of review: 07/03/2022	Review interval: As/when new Government Guidance
Related documents	
Coronavirus (COVID-19): Contingency Plan or Outbreak Management Plan, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Attendance and Absence Policy, Working from Home and Overtime Policy (Trust), Working from Home Risk Assessment (Trust),	

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice.
Staff will be notified of any changes to this risk assessment.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
Awareness of policies and procedures	M	<ul style="list-style-type: none"> ● All staff, volunteers, parents, pupils, visitors and contractors are aware of all relevant policies and procedures, Risk Assessments including, but not limited to, the following: <ul style="list-style-type: none"> - CORONAVIRUS CONTINGENCY PLAN - Health and Safety Policy - First Aid Policy - Behaviour Policy ● Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Behavioural Policy ● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - The school's local health protection team (HPT) - Croydon ● Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. ● The Office Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. 	Y	L
Positive Coronavirus cases	M	<ul style="list-style-type: none"> ● All legal requirements regarding Covid have been lifted since 24th February 2022. ● Individuals who test positive for Covid are not legally obliged to inform the school. However, for the Health and Safety of everyone within the school community we have asked that they inform us if they test positive. Noting that it is not a legal requirement. ● There is no requirement to self isolate if one is a close contact. ● Asymptomatic Individuals who test positive are advised by the school to test using a lateral flow test (free until 1st April '22) on day 5 and return when the test is negative. ● Symptomatic individuals are asked to isolate, test using a lateral flow test (free until 1st April '22) on day 5/6 and return when well enough to do so/ when they no longer have a temperature or headache. 	Y	L

		<ul style="list-style-type: none"> ● The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. ● The school is no longer required to track and trace. ● The school is no longer required to ask adults to test bi-weekly. ● Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy. ● If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation and advised to isolate for 5/6 days. This is only advice and not legal. ● Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to the Medical Room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. ● In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, if the parent gives permission and is safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements. ● If the pupil needs to use the toilet while awaiting collection, they use a toilet which is then cleaned and disinfected using standard cleaning products before being used by anyone else. ● Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. ● PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. ● Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. ● Staff members do not need to self-isolate unless they develop symptoms themselves. ● The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 		
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Face coverings	H	<ul style="list-style-type: none"> Staff and visitors are NOT required to wear face coverings when moving around the school premises outside of classrooms, and in communal areas. However, there is no objection from the school if they choose to do so. In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors. In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. Individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. 	Y	M
PPE	M	<ul style="list-style-type: none"> PPE is kept in the Medical room if required. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is not put in the communal waste area. 	Y	L
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors are informed that enhanced hygiene practices are still in place. Suitable handwashing/sanitising facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> Arrival at school Before and after eating Adequate amounts of tissues and bins are available in the relevant areas. Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. Pupils wash their hands after they have coughed or sneezed. 	Y	M
Cleaning	M	<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule as per health and safety and hygiene needs. The site manager implements a cleaning schedule that ensures cleaning is generally to a high standard. <ul style="list-style-type: none"> Provision for ensuring toilets are cleaned regularly. 	Y	L

		<ul style="list-style-type: none"> The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy termly. Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down. 		
Social distancing	M	<ul style="list-style-type: none"> Social distancing is not a requirement, however the school advises that people respect each other's personal space. If a member of staff is uncomfortable with someone not wearing a face covering closeby and they voice it, this should be respected. 	Y	M
Resources	M	<ul style="list-style-type: none"> Resources can be shared and the school will do its best to maintain this within year groups. Where this is not possible, there are cleaning agents around the school for cleaning resources and equipment. 	Y	M
Ventilation and heating	M	<ul style="list-style-type: none"> Staff and pupils are made aware that enhanced ventilation is still in place. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 	Y	L
Fire safety	M	<ul style="list-style-type: none"> The site manager ensures that all fire detection, alarm system and fire extinguisher checks are up-to-date. The Office Manager and Estate Manager ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. 	Y	L
Attendance & Remote Learning	H	<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. Attendance is mandatory. The attendance register is taken as normal and absences are followed up, in line with the Attendance and Absence Policy. Where possible, remote education will be provided for pupils who are isolating at home and abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 	Y	M

		<ul style="list-style-type: none"> The Assistant headteacher ensures that pupils taught remotely are set work that as a minimum covers four hours a day. In the event of a full/ partial school closure, Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. 		
Clinically vulnerable individuals	H	<ul style="list-style-type: none"> In line with the latest guidance, pupils under the age of 18 who were previously considered to be clinically extremely vulnerable (CEV) are no longer considered CEV. Clinically vulnerable staff continue to attend school provided they follow the school's control measures to minimise the risks of transmission. CEV staff follow the same guidance as their colleagues, but may follow additional precautions outlined by their medical specialist. 	Y	M
Workforce	M	<ul style="list-style-type: none"> The headteacher ensures safe staffing ratios are met. If there are concerns about staffing capacity, the headteacher talks to the Trust and the LA. The headteacher considers whether it is possible for specific staff undertaking certain roles to work from home without disrupting face-to-face education at the school. Line managers discuss and agree any proposed changes in role or responsibility with members of staff. 	Y	L
Transport	M	<ul style="list-style-type: none"> Fresh air through ventilation is maximised, particularly through opening windows and ceiling vents. Face coverings are recommended to be worn by adults and pupils in enclosed and crowded places – this includes on public and dedicated school transport. 	Y	L
Catering	M	<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> Are self-isolating. Have symptoms or a positive test result. Are not attending as a result of local restrictions advised by the government. 	Y	L
Uniform	L	<ul style="list-style-type: none"> The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	L
Educational visits	M	<ul style="list-style-type: none"> Educational visits can take place. This includes a system of controls and the COVID-secure measures in place at the destination. 	Y	L

		<ul style="list-style-type: none"> ● A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. ● Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings ● The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> - Staff are to remain with the pupils in the group. 		
Extracurricular activities and wraparound provision	M	<ul style="list-style-type: none"> ● The school works to provide all before and after-school educational activities and wraparound childcare for all pupils. ● Parents are advised that the provision is available and there are legally no restrictions. ● Wraparound provisions including those of outside agencies are run in line with the current government guidance i.e. are Covid secure. 	Y	L
Curriculum	M	<ul style="list-style-type: none"> ● The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. ● School swimming and water safety lessons are conducted in line with Swim England's guidance & Measures are in place to minimise the risk of transmission in changing rooms. ● Large indoor spaces (Hall & Refectory) with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. ● Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. ● Staff are made aware that social distancing in sports is not required unless directed. ● External facilities are used in line with government guidance, including travel to and from those facilities. ● Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 	Y	L
Wellbeing	M	<ul style="list-style-type: none"> ● Staff are vigilant in discerning pupil mental health and report any concerns to the SENDCO. ● The school provides opportunities for pupils to talk about their mental health and experiences. ● The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. ● The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health. ● Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. 	Y	L

		<ul style="list-style-type: none"> Staff and pupil bereavement is managed in line with the Bereavement Policy. 		
Safeguarding	M	<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. The DSLs liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 	Y	L
Contingency planning	M	<ul style="list-style-type: none"> Remote education plans are in place for pupils who are self-isolating or shielding. The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	L
Communication	M	<ul style="list-style-type: none"> The school's website is kept up to date with any important information regarding the running of the school. Parents are informed via letter about the relevant information regarding the running of the school, including any pick-up and drop-off arrangements and the removal of restrictions. All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, and what to do if they display symptoms. The SLT is actively present around the school to provide additional support, advice and reassurance. The headteacher informs staff, volunteers and the governing board about the arrangements for how meetings will be carried out after certain restrictions are lifted. A record is kept of all visitors and contractors that come to the school site. 	Y	L