



Peel Common Junior School

Risk assessment for procedures for Covid 19

November 2020

Updated Risk assessment for national lockdown November 2020

All breaches to this risk assessment are to be noted as Near Misses and reported to Zoë Dudley

This risk assessment to be monitored regularly by the Headteacher and the Governors.

General Guidance

Original risk assessments must be kept for a period of 7 years. On completion a signed hard copy should be printed off and placed in your local/site health and safety folder.



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Capacity of the school building to accommodate children and staff required	<p>Classes will represent bubbles. Classes are segregated from each other to reduce social interaction Staff to be deployed to within bubbles rather than across bubbles wherever possible. Each bubble to have their own drop off and collection point. Each bubble to have their own toilet within the bubble.</p> <p>Play areas are set for each cohort</p> <p>Leave non-fire doors open to ensure access is easier and touch points reduced, but this should NOT reduce security. External doors to be kept shut/locked.</p> <p>External gates locked in a timely fashion after access by children.</p>	<p>Children Visitors Staff Parents Workmen and women</p>	<p>HT Monitor daily and remind all of risks and preventions Each bubble to have own toilet; Year 6=U/S Boys, Year 5=U/S Girls, Years 3/4 = L/S Boys & Girls as usual</p> <ul style="list-style-type: none"> - Only cubicles to be used (urinals taken out of use) - Sanitary bins to be in each upper school girls toilet - Limited number of children allowed in at a time - Staggered hand-washing times to be decided by class teacher <p>There are 2 staff rooms in operation: the existing staff room and the Ocean room. Staff are timetabled so that limited staff are using the room at any one time. Upper school staff are to use the Ocean room and Lower school staff plus the Offices are to use the existing staff room.</p>	All staff		



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Library communal use	<p>Library to only have a maximum of 6 children and one adult per visiting group.</p> <p>Library should be well-ventilated.</p> <p>Timetable for access will be on the door to ensure limited numbers accessing.</p> <p>Windows will be open and tables, chairs and computer, mouse cleaned after each library visit has been undertaken..</p> <p>Returned books must be quarantined for at least 72 hours before wiping and re-shelving.</p> <p>Library to be fogged at the end of each day.</p> <p>Class to have one large card with all class bar codes on, laminated so can be wiped after use.</p> <p>Reading scheme books to be kept in the Hall, same quarantine system in place. Books to be scanned out on classroom or Hall laptop.</p>	<p>Staff</p> <p>Librarian</p> <p>Children</p> <p>Volunteer readers</p>	<p>Encourage children to only look at the front and back cover of the book, not inside.</p> <p>Cover and back must be wiped by the adult before putting back on the shelf.</p>	Staff	Sept	
Maintaining adequate Staffing	<p>All staff to contact ZD before 7.30am should they feel unwell so that adequate staffing can be maintained.</p> <p>ZD to contact the school office MH so that Supply agency staff can be arranged to cover the class.</p> <p>If this is not possible, bubble will be closed for the day. Parents will be sent a text message informing them of this arrangement. Parents have been informed of this in a letter 3/9/20 and this has been raised again in letter of 2/11/20</p>	Staff	All staff to be made aware of this arrangement as closing the bubble must only be used as a last resort.			



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Vulnerable staff	<p>Limit number of staff in the Office: poster to advise other methods than visiting the office. All staff to wear face masks/visors as they move around the school.</p> <p>All staff to feel safe and supported with the measures in place.</p> <p>Staff to respect the measures put in place to support vulnerable staff in and around school.</p> <p>Vulnerable staff to have individual risk assessments. Risk assessments to be updated as information/circumstances change.</p> <p>Parents to be encouraged to use the email and phone should they need to contact school.</p> <p>Named Year team boxes placed at the front office for late equipment and to be delivered to children.</p> <p>Meetings with parents must only be held face to face if urgently needed. Teams to explore other ways of communicating: email, phone calls or virtual meetings.</p> <p>Parents coming into the school office: 1 parent only and to remain in the front entrance area, face masks must be worn.</p>	Office staff HSLW and SENCO Children	<p>Parents to be made aware of these measures in November letter from ZD.</p> <p>Reduced timetable children will need to be met at the Office by the allocated teacher. Child and adult to observe good hygiene when arrive at the classroom.</p>			



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<p>Access to and exit from site</p>	<p>Require all persons to wash or sanitise their hands before entering or leaving the site.</p> <p>Stop all non-essential visitors entering site</p> <p>Essential visitors to be met and asked to wash hands and sign in. Discuss protocols and escort where possible. Track and trace poster to be shared and used. Face masks to be worn.</p> <p>Monitor site access points to enable/ensure social distancing</p> <p>Twice daily clean entry systems that require contact e.g. code entry systems.</p> <p>Allow plenty of space between people waiting to enter site. Remind to socially distance at least 1m.</p> <p>Twice daily clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks.</p> <p>Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible.</p> <p>One parent to accompany children to and from school.</p> <p>Ensure there are cleaning sprays or wipes available for staff to clean desks, screens,</p>	<p>Children Staff Visitors Workmen and women</p>	<p>Parents to come into playground at allotted time and drop-off/collect. At present gates open at 8.45am for as free flow drop off until 9.00am. Parents to leave children on the playground.</p> <p>Leave via the Visitors gate, creating a one-way system.</p> <p>All children to be escorted by their class teacher at the end of the day to the drop-off point; in the main playground.</p> <p>One way system for drop off and collection;</p> <ul style="list-style-type: none"> - Parents enter school through main gate and then exit through lower main playground gate and turn right to exit via the Visitors gate - Road system to control traffic around school; - Corridors to be divided into two, with 2m intervals marked – everyone walks on the left (as on the roads) - All children to enter school via their classroom door except Brunel who enter via the link corridor entrance outside the PPA room. 			
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	<p>keyboards, phones etc. at the start and end of each day. Important for PPA room and office.</p> <p>Classroom tables and desks should be left clear at the end of the day for enhanced cleaning.</p>					
Breakfast club	<p>Children to be sat on tables in their year team bubbles. These groups to be used consistently. Breakfast club staff to have clear lists.</p> <p>Resources to be allocated to each year group/table.</p> <p>72 hours quarantine box available for returned items.</p> <p>Good hand hygiene modelled and practised by all staff.</p>	Children Staff	<p>Children met at the door by 1 member of staff, no parents allowed into school.</p> <p>Face masks used as staff move between greeting parents at door and food preparation area.</p> <p>KS1 children taken across to the Infant school using the Yr3/4 link door.</p>			



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<p>Classroom usage</p>	<p>Where possible Staff are to maintain a safe distance between each other (1 metre). Children are encouraged to do the same.</p> <p>All persons are to wash their hands prior to or upon entering classrooms at major transition times and after using the toilet.</p> <p>Classrooms and offices to be kept well-ventilated. Windows and doors open where possible without breaching security and with regards to the weather.</p> <p>Children sit side by side and have front facing desks wherever possible.</p> <p>Children will have own equipment kept in their trays. Classrooms to have allocated equipment</p> <p>Each classroom to have own cleaning kit: anti-bacterial spray, cloth and gloves to be used as and when necessary.</p> <p>High touch areas including classrooms will be cleaned during the day and including when children are out to lunch.</p>	<p>Children Staff Visitors Workmen and women</p>	<p>Use alcohol-based hand sanitiser where hand washing facilities are not available</p> <p>Establish a classroom routine for hand washing: where, when and how long.</p> <p>Routines in place for hand washing as part of daily school routine.</p> <p>Display PHE handwashing posters around school</p> <p>Advise children on how to be hygienic as part of introduction to the class.</p> <p>Only use cleaning products supplied by the school.</p>			



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	<p>Activities and resources Resources should be cleaned after use and between separate cohorts</p> <p>Computers and laptops should be wiped after every use (wipes not spray).</p> <p>Personal care for pupils Where personal care routinely already involves PPE then this should continue to be the case, no additional measures are required</p>		<p>Cleaning throughout day by staff in school and by cleaners after and before school.</p>			
Meetings	<p>Meetings with parents need to be via phone or through virtual calls as necessary.</p> <p>All email contact with parents to be run through the admin email account, not through teacher's personal work accounts.</p> <p>Staff meetings will be held weekly using the school hall. Teachers sit in bubbles and socially distanced.</p> <p>Most meetings and training will be virtual for the autumn term.</p> <p>Meetings with social workers etc will be held in the Beveridge classroom and the site team will be advised of the meeting to ensure that a deeper clean can take place.</p>	<p>Staff Parents Children</p>	<p>Assemblies will not take place this term. Assemblies will be virtual or class based as appropriate.</p>	HT		

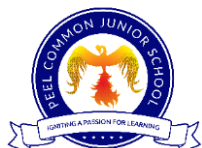


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<p>Behaviour management</p>	<p>All classes aware of the school rules.</p> <p>Class charters to be created for rules and positive rewards such as class treats.</p> <p>Positive strategies are learning tokens, postcards home and PRIDE awards. Please email HT if child would benefit from a visit to the classroom.</p> <p>Sanctions to be clear and consistently used across the school.</p> <p>Restraints can only be undertaken by Team teach trained staff , IBMPs and risk assessments to be put in place for these children with a list of positive handling strategies to support the staff member dealing with the child.</p> <p>Supervision to be offered to any member of staff who has undertaken a restraint.</p> <p>Phone calls to be made to parents following the restraint. IBMP to be updated as required.</p>		<p>Sanctions are as follows: Initial break of the rule ; child receives a verbal warning Subsequent break of rules :</p> <ol style="list-style-type: none"> 1. Miss 5 minutes of play (if practical) or 5 mins of a class activity. Teacher to discuss with the child what happened. Why it happened and what they can do to prevent it happening again. 2. Child to go to JD or AS for a deeper reflection on what happened and why it happened. Child to understand that it is their choice to continue with this behaviour and should they decide to do so, a phone call will be made home to inform parents. 3. Phone call home. Possible introduction of positive strategies such as charts for positive behaviour etc. <p>Lunchtime and PE times to follow the above sanctions:</p> <ol style="list-style-type: none"> 1. Verbal warning 2. Miss 5 minutes 3. Call the classteacher 4. Speak to SLT member to escalate further as required. <p>SLT only to be called if the child is at risk of hurting themselves or others.</p>			
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			Deliberate acts to hurt another child e.g kicking, hitting etc must be followed up with a phone call home to parents.			
Use of outdoor areas and play equipment	<p>Due to the inclement weather, only the playground is in use now. Split into 2 halves for Year 5 and Year 6.</p> <p>Outdoor equipment to be cleaned between uses by separate cohorts.</p> <p>Access to outdoor equipment that cannot be cleaned to be restricted.</p> <p>Outdoor play equipment must be cleaned between groups. If it is not possible or practical to clean, then it should be taken out of use.</p>	Children Staff		Staff Site team		
Access to staff toilets, rest rooms and changing facilities	<p>Staff to follow social distancing guidance where possible.</p> <p>Staggered breaks will help ensure there is space in staff rooms for social distancing.</p> <p>Provide suitable and sufficient rubbish bins in these areas with daily removal and disposal.</p> <p>Bin liners should be used in all bins</p>	Staff	<p>Staff are to ensure that they follow strict guidelines regarding spending time together.</p> <p>Ensure that stay at least 2m apart, wash hands/use sanitiser upon entering and exiting the staff rooms.</p>	Staff Site team		



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School meals	<p>Food and drink should only be consumed in areas that are suitable and can be easily cleaned</p> <p>Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area.</p> <p>Lunchboxes brought from home and kept in central areas.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Water bottles to be brought from home and filled when necessary, no sharing.</p> <p>Tables and chairs should be cleaned before, between and after use by teaching staff during the day, and cleaners after school hours</p> <p>All rubbish and waste should be put straight in the allocated black bag by the user and not left for someone else to clear up.</p>	<p>Staff</p> <p>Children</p>	<p>If any cutlery is provided this should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Where hot food is provided and breaks are staggered consider the implications for food hygiene and the hot hold of food.</p> <p>Ordered lunches to be delivered to outside of classroom to prevent any unnecessary queuing. or congregating in hall.</p> <p>In case of a wet lunchtime; 3 key lunchtime supervisors to be deployed to each large bubble (year teams) to supervise.</p>			



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<p>Suspected cases of Covid 19</p>	<p>If a person displays symptoms - A high temperature or a persistent cough, loss of taste and smell, new rash they should:</p> <ul style="list-style-type: none"> • Notify the HT immediately. • Avoid touching anything. • Staff member to go home immediately /be collected and isolated if there is wait time. • Move pupil to a separate room (Gent's toilets in entrance hall) and contact parents for immediate collection. If a staff member needs to stay with them then they must remain 2m away. If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances. <p>Follow guidance on safe fit, use, removal and disposal of PPE</p> <p>All other persons are to maintain a safe distance from affected individual.</p> <p>Affected individual to be tested ASAP.</p> <p>If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected.</p>	<p>Staff Children</p>	<p>Temperature kits to be kept at each end of the school.</p> <p>Any child or adult showing symptoms in school must take a Covid-19 test. Children must be tested as soon as possible and results reported to school immediately. Use the government website to arrange test: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools See guidance for full opening of schools: July 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Test results given to school as soon as possible.</p> <p>Public Health England (PHE) to be contacted if individual tests positive for COVID-19. They will undertake a rapid risk assessment and advise schools of next steps. This may mean partial or full closure of the school or schools.</p> <p>Schools to contact NHS Test and trace service who will alert individuals who have been in contact with affected individual. School to keep parents, carers and staff well informed of current status.</p>			
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	<p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>A note of all persons who the affected person has been in contact with is to be made aware, and these are to be monitored for symptoms throughout the following two weeks.</p>					
Cleaning	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected at least twice per day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned prior to disinfecting. A combined detergent disinfectant solution or chlorine-based cleaner is to be used. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are to be daily checked and replenished. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the school are to be used. Bin liners should be used in all bins.</p>	<p>Staff Children</p>	<p>Teachers have sufficient training in cleaning use and storage.</p> <p>Fogging machine used regularly.</p> <p>HT and Site manager to meet regularly to identify hot spots and issues to be discussed and reviewed.</p>	<p>Caretaker Cleaning team</p> <p>HT</p>		



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First aid provision	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands and ensure the affected area is cleaned upon completion.</p> <p>Office staff to have a walkie talkie on each lunchtime so that calls for serious first aid can be made and heard.</p>	Staff Children	<p>Each class to have a functional first aid kit including plasters, wipes and gloves so that children can be administered basic first aid in classrooms.</p> <p>Lunchtime supervisors will have access to the same kits.</p> <p>Should the injury be more severe, then first aiders within the bubble should be called to administer.</p> <p>Space in the school office is available for children who are awaiting collection due to the severity of their injury but should not be used for other times. An adult will need to bring the child to the school office and detail the injury so that a phone call can be made home for collection of the child.</p> <p>Should medication be required e.g penicillin or Calpol then parents are to be advised to include the syringe whereby children can administer their own medicine. If a spoon is needed then a face visor should be worn by the adult administering the medicine as it will be face on to the child.</p>			



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Fire	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (1m separation). Classes should assemble together and not mix with other groups.</p> <p>In the event of an unplanned evacuation, fire safety must take priority over social distancing.</p>	<p>Staff Children Essential visitors HS3C staff</p>	<p>Review to fire drills made after the first practice: muster point to be on the field. All LSAs trained as Fire marshals and new allocation made to ensure that the school is appropriately covered should there be a fire.</p>	HT Fire marshals		
Deliveries and waste collection	<p>If practicable drivers should wash or clean their hands before unloading goods and materials. Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p>Children Staff Delivery drivers</p>				



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Visitors to site	<p>No non-essential visitors are allowed onto the school site. All visits to site are by appointment only</p> <p>All visitors to be made aware of site rules</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene.</p> <p>Governors to ensure they have read the protocol before arriving and stay in the office. Face masks to be worn at all times and good hygiene to take place. Bring own drinks.</p> <p>HIAS visitors to complete own Risk Assessments before arriving. Face shields to be worn for learning walks, bring own drinks and apply good hygiene.</p>	<p>Staff Children Essential visitors Parents</p>	<p>Restrict access to reception/offices/classrooms and all interactions with parents by phone or email only.</p> <p>Restrict access to the school site to pupils and staff only, and volunteer readers.</p>			

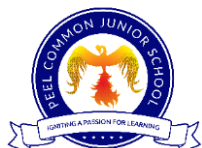


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Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour.</p> <p>Site inductions are to be carried out following social distancing principles (2m separation). The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	<p>Staff Children Contractors</p>	<p>Update the contractors check list to include the school precautions. Meet and Greet contractors by site manager who will update them on health and safety protocols.</p> <p>Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite.</p> <p>Where contractors may now be lone working consider how you will manage adequate supervision.</p>			



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Lack of awareness	Posters will be displayed in the welfare areas and in suitable places around site.	Staff Children	Posters provided by Public Health England to promote good hygiene for all individuals in school. Establish hand washing as a routine in classrooms; as individuals enter, before break times, after using toilet, on entry to classrooms in afternoons, before eating lunch, etc.			
Hand sanitiser	To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. Do not use near heat sources. Note: it is preferable to use soap and water before resorting to hand sanitizer. Hand sanitiser must be stored in accordance with the manufacturer's instructions Use of hand sanitiser by pupils must be supervised A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school.	Staff Children	60% alcohol hand sanitiser is extremely flammable. Take care when using hand sanitiser.	All staff		
Visits out of school	No visits to take place out of school at this time.	Staff Children		Visit leader EVC	Sept	



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Risk assessors	Signature	
Zoe Dudley		7 th September 2020
Responsible Manager Zoe Dudley		7 th September 2020

Date Reviewed	Signature	Role
2/11/20		Headteacher/Responsible manager