



# JMAT Risk Assessment Preparation

## Document – Covid 19 Lockdown January/ February 2021

All schools must continue to produce and update a risk assessment identifying the risks to pupils and staff during the Covid-19 pandemic.

Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

- Identify what could cause injury or illness (hazards)
- Decide how likely it is someone could be harmed and how seriously (Likelihood)
- Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Covid-19 clearly remains a hazard and continues to pose a significant risk of harm to some people – particularly in those people considered to be clinically vulnerable. Schools must continue to do what is reasonably practicable. As the government guidance is revised, schools may need to apply revisions of this risk assessment(s) in light of potential changes.

As a Trust it is likely that we will need to be flexible in our delivery of education from September. We will seek to open for all children if national and local decision makers allow this to happen. However this position may change if and when local restrictions change.

As such the following risk assessment preparation will enable a full school opening under a class bubble scenario. Consideration at this stage must also be given to a partial lockdown, where schools will operate within a rota basis of half the children in for a block (week?) followed by the other half. The Trust will implement the plans should a full lockdown be instructed.

### An Understanding of:

- **Transmission** – At time of writing transmission rates for SARS-CoV-2 (Covid-19) are below 1 (UK) with transmission in children aged <18 = 2% of Global positive tests.
- **Reduced Mobility** – Closure and Part Closure of schools during the pandemic has helped to reduce mobility in the UK supporting the success of non-pharmaceutical interventions in reducing the transmission levels.
- **Test and Trace** – Anyone with symptoms of coronavirus, however mild can now be tested. The tracing of that individual's recent mobility (on a positive test) will identify those who need to isolate for 7 or 14 days. (see infection control policy)
- **Bubble Integrity** – Maintaining minimised cross contamination of areas outside of a bubble for staff and pupils and providing individual pupil learning resources and increased hygiene measures.
- **Social Distancing Measures** – The relaxing of social distancing measures – where it is not possible to stay two meters apart, guidance will allow people to keep a social distance of one metre + . This means staying 1m apart, plus use of other mitigations which reduce the risk of transmission.

### COVID SECURE MEASURES are:

The hierarchy of control measures in our Covid-19 defence remain:-

1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Bubble integrity and minimising access to communal areas
4. Adult deployment limited in setting to reduce cross contamination
5. Observing appropriate social distancing etiquette where necessary
6. Minimising additional visitors in setting.
7. Use of PPE.

<b>PRACTICAL APPLICATION</b>	<p>While ever we are operating with a threat level from SARS-CoV-2 (Covid-19) we must continue to assess levels of risk of transmission in our schools and the impact thereof. This is the new hazard we are mitigating against. Measuring the success of limiting transmission in our settings cannot be achieved against monitoring positive cases. This is difficult due to the unquantifiable values and complexities involved.</p>
<b>How will you ensure a safe arrival and exit for children, staff and parents?</b>	<p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• All staff must ensure that they maintain social distance on entry to the building via the reception and on signing in. Once in the entrance, hands must be sanitised prior to electronically signing in as normal. Staff should ensure that their name badge is wiped with antibacterial solution or wipe at least weekly.</li> <li>• Once in the main school building, staff must wash their hands for at least 20 seconds.</li> </ul> <p><b>Drop off and Collection of children</b></p> <ul style="list-style-type: none"> <li>• As of January 2021, <b>the Festival Road</b> entrance is used by parents of children in Y1, Y3, Y4, Y5 and Y6 – all of which have a designated staggered arrival windows to avoid overcrowding. All children enter via their classroom doors except Y2 who enter through reception and Y6 through the old entrance.</li> <li>• <b>The Fitzwilliam Street</b> entrance is used by FS1, FS2 and Y2 parents. Y2 families should wait on hard standing at the front of school. FS2 parents proceed to the wooden gate near the office, and pass through this to the FS1 yard where FS2 staff will receive the children. FS1 use their individual entrance as usual.</li> <li>• The hard standing area on Festival Road outside the old entrance has marked with lanes to facilitate movement across the space. Parents can wait in the top area on drop off and collection.</li> <li>• On collection, a family member should wait on the hardstanding, or grass to the far side of the path and ensure all walkways are clear, preferably in a queuing system. Cones will help indicate to parents how to space and where to wait. The Y6 bubble children should wait by the doors of the old entrance.</li> <li>• All families should ensure that they wait at a social distance and there will be a member of staff within this area to direct families if necessary. Visual reminders are posted and a member of SLT is on site each morning to welcome families and discuss any issues to relate to the appropriate body.</li> <li>• Parents/carers have been strongly urged to wear face coverings on site.</li> <li>• Only one parent or carer should enter site and any family groups of groups of young people collecting a sibling, will be asked to leave site by a member of SLT. There should be no congregation of parents/carers at school entrances and such groups will be dispersed by a member of SLT if necessary.</li> <li>• We <b>support</b> parents who are shielding by facilitating a hand over of children in the car park with a member of school staff collecting from the gate at 9:15 and 2:30pm. This routine will also work for siblings of children in a closed bubble if needed.</li> <li>• Should a parent/carer/childminder with more than one sibling struggle with multiple drop offs and collection times, they should contact school for support. Generally, we ask for drop off the siblings at the earliest time at drop off and latest time at collection on arrangement with school.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>How will you ensure there is effective communication about these systems so they are adhered to?</b> To ensure that this is clearly communicated all stakeholders will be informed in person, by email and have a copy of plans prior to launch. Dojo remains the main form of communication with families and any crucial documents can also be found on the website (<a href="http://www.wathcentral.co.uk">www.wathcentral.co.uk</a>).</li> </ul>
<b>Classrooms and Bubbles</b>	<p><b>Bubble organisation and stable staffing</b></p> <ul style="list-style-type: none"> <li>• Each bubble learns discreetly and all timetabling and procedures work around the integrity of each bubble. From November 2020, Senior Leaders strongly urge all staff to wear face coverings in communal areas.</li> <li>• Each bubble has a stable, core staff.</li> <li>• SMSAs are allocated to certain bubbles and remain with this bubble throughout lunchtime. Should they supervise more generally, SMSAs should work at a suitable social distance with separate First Aiders in role within a bubble. SMSAs are equipped with PPE including a face covering due to the close contact required in their position.</li> </ul> <p><b>Classroom Set up</b></p> <ul style="list-style-type: none"> <li>• Tables are arranged to facilitate shoulder to shoulder working (rather than face to face) and so generally face forward. In FS2 and Y1, some group work is still carried out and continual provision is in place. Clear routes to exits and to the sink will be maintained in order to facilitate hand washing, fire procedures and bubble integrity. This includes a 2m teaching in each classroom.</li> <li>• Excess furniture has been removed to allow more space for children and staff to move more freely in the classroom with access to the sink, toilets and outside space particularly important. Staff will have a designated space to deliver input to the class. Movement around the classroom is restricted but at the discretion of the teacher.</li> <li>• Unnecessary soft furnishings and cushions have been removed unless they are an integral role in learning, for example in EYFS or Y1. Fabric should be cleaned with Dettol spray daily and washed once a week.</li> </ul> <p><b>Cleaning routines for surfaces</b></p> <ul style="list-style-type: none"> <li>• The cleaning team wipe all high contact surfaces twice within their scheduled morning and afternoon cleans. A further reactive clean takes place shortly after lunch including an additional toilet clean and a further clean of high contact surfaces. Additional surface and resource wipe will should place at least once through the day, by pupils or bubble staff.</li> <li>• Core resources should still be individual and kept with the child. Shared resources within the bubbles should be wiped and a thorough weekly clean of frequently used bubble resources and high contact surfaces should occur each Friday. This will involve wiping or soaking in a Milton Bath. Soft furnishings should be washed on a Friday afternoon too.</li> <li>• Resources used across Bubbles must be thoroughly wiped or soaked in a Milton Bath after use and wiped before use unless they can be quarantined for 72 hours prior to use.</li> <li>• Other cautionary measures will be taken such as propping open all doors to classrooms and external doors to toilet areas (not toilet doors themselves). Children should be encouraged to open doors with elbows, legs etc to avoid use of hands on high contact surfaces.</li> </ul> <p><b>Ensuring regular hand washing</b></p> <ul style="list-style-type: none"> <li>• Each room has its own, well stocked handwashing facilities at a level appropriate for the age of the children. Regular handwashing is taught directly and takes place approximately every hour, at transition points (including outside to inside and vice versa), before and after eating and after different activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional hand sanitising stations are positioned through the school to aid with hand hygiene through the day.</li> <li>• Catch it, Bin it, Kill it protocol for sneezing and coughing is rigorously taught via demonstration and YouTube links shared previously. Tissues should be used and collected in plastic bags and disposed of in bins.</li> </ul> <p><b>Refreshing emergency evacuation procedures</b></p> <ul style="list-style-type: none"> <li>• Staff are well briefed about emergency evacuation procedures or a change in practice or school status. Should there be a change to bubbles, staff should walk through the drill with their bubble within the first school day.</li> <li>• </li> </ul>
<b>Toilet Facilities</b>	<ul style="list-style-type: none"> <li>• Due to the arrangement of two blocks of toilets on both KS1 and KS2 corridors, toilets are a significant restricting factor for WCP. Toilet visits are supervised to ensure single bubble occupancy. Queuing children within a bubble should be socially distanced from another bubble. External toilet doors are propped open to avoid touch. The supervising adult will ensure that all children have washed hands as necessary.</li> <li>• FS1 and FS2 have access to their own blocks of toilets. However, at KS1 and KS2 toileting is keenly managed as toilets are arranged in blocks so have to be shared between class bubbles.</li> <li>• Toilets are cleaned at lunch time and before and after school.</li> <li>• The disabled toilet on KS2 corridor opposite Y5 class will be a further Bubble toilet to avoid crowding and delay when used the blocks of toilets. The disabled toilet opposite the den is allocated to a Y6 pupil.</li> <li>• The disabled toilet opposite Y2 has reverted back to disabled access for use by specific, named children at Y1 and Y2 who may find the waiting system and social distancing routines difficult to negotiate.</li> </ul>
<b>Room use and re-allocation</b>	<p><b>Use of all other rooms</b></p> <ul style="list-style-type: none"> <li>• Rooms without ventilation are not used where possible and in an emergency should only be used with the door open and windows opened in the corridor. Larger intervention groups work in larger, ventilated spaces such as Hall 1, the areas either side of the wooden structure, outside or within the community room.</li> <li>• <b>The Community Room:</b> now used a staff break out space and meeting room for staff and professionals</li> <li>• <b>The Assistant Head's office</b> is now a designated learning space for individual or small group work for Year 1.</li> <li>• <b>The Den and Chillax areas:</b> The Den is open for calming and de-escalation purposes during this stressful time however, for adults, social distancing rules must be adhered to and the integrity of bubbles must be maintained. Any groups will be formed within bubble arrangements. The Chillax area is timetabled for intervention work and ELSA during the afternoons.</li> <li>• <b>Intervention space behind the shutter on KS1 corridor:</b> a Year 1 additional intervention space and break out space.</li> <li>• <b>The Computer Suite</b> – an additional meeting room and space for music lessons.</li> <li>• <b>The book room (KS1 corridor)</b> - an isolation room if at all necessary with the corridor windows used for ventilation.</li> <li>• Agreed maximum occupancy numbers will continue to be displayed on communal and shared other rooms. First Aid provision in setting can revert to "usual" practice as contact is minimal and any medium or high level incident should involve parent/carer collection.</li> </ul>

	<p><b>Offices:</b></p> <ul style="list-style-type: none"> <li>In order to maintain social distancing, whilst ensuring the continued function of school, the main office, SBM office, SENDCO office and H/DH room will all remain functional. If possible, staff will work at a 1.5+m distance and no other meetings should take place within the space that would compromise this. All offices to be well ventilated.</li> </ul>
<b>Lunchtimes</b>	<ul style="list-style-type: none"> <li>Lunchtimes are carefully scheduled and micro managed so that the integrity of every bubble is maintained and children eat and play within their bubble. All plans are made in order to minimise contact, cross contamination and to facilitate additional cleaning.</li> <li>Lunchtimes are staggered to allow for this and cleaning is scheduled between the sittings involving a wipe of high contact surfaces.</li> <li>SMSAs wear a face covering throughout their work in school.</li> <li>Dinners are eaten in the dining hall with Hall 1 as an overspill space if necessary. Bubble integrity is maintained due to careful arrangement of furniture and staggered timings. Each bubble has an allocated space within the dining room 2m apart from another bubble. The room is well ventilated and different exits are used to minimise congestion and enable distancing.</li> <li>Children are supervised when collecting their meal and supported to wait at a social distance.</li> <li>Hot dinners are already plated by kitchen staff (donned in PPE) and all contact areas (e.g salad bar) have closed. Puddings are distanced or handed to children.</li> <li>SMSAs are allocated to a class bubble and stay with their allocated class throughout lunchtime.</li> <li>Staff lunch breaks are staggered and will be taken within the classroom, staffroom or separate area on the KS1 corridor or within the FS unit. These areas are set up in such a way as to enable social distancing.</li> </ul>
<p><b>Outside Playtimes</b> There will be a need to minimise the number of children gathered together. How will you organise this?</p> <p><b>Transmission rates are reduced outdoors</b></p>	<p>Transmission rates outdoors and from pupil to pupil are low and severity of condition remains low to non-vulnerable groups. Therefore, outdoor play and outdoor learning will continue to be encouraged and promoted.</p> <p><b>Zoning/Supervision/ Organisation</b></p> <ul style="list-style-type: none"> <li>Each bubble has its own designated outdoor learning zone / break out space which is 2m away from the nearest bubble.</li> <li>Larger spaces for sport and play e.g playground and field are timetabled throughout the day.</li> <li>FS1 outdoor provision operates as normal but with a daily clean of high contact areas. Children within the FS1 provision should remain at a 2m distance from those in FS2 area and this will be marked with a physical barrier.</li> <li>FS2 outdoor provision operates as normal except that each class will use on a strict timetable and all resources will be cleaned daily or weekly (depending on usage) for specific high contact areas between each bubble use.</li> </ul>
<p><b>First Aid</b> There will be a need to minimise direct</p>	<p>Typical response to First Aid requirements remain. PPE continues to be provided for staff to use when dealing with Intimate Care of a pupil. This includes, Mask, Apron, Gloves and Visor.</p> <p>School will ensure that</p> <ul style="list-style-type: none"> <li>Staff dealing with suspected Covid-19 cases wear full complement of PPE</li> </ul>



<p>contact with children. <b>See First Aid Policy and Intimate Care Policy</b></p>	<ul style="list-style-type: none"> <li>• Staff dealing with Intimate Care, First Aid involving bodily fluid wear a full complement of PPE</li> <li>• Staff have watched the 'how to don and doff PPE' video and have read the document dispose of it appropriately.</li> <li>• Isolation area is maintained and functioning.</li> <li>• Arrangements for isolation and collection if a child shows symptoms whilst in school is communicated to all staff and parents/carers.</li> <li>• All other non-topical First Aid requirements will continue in typical fashion.</li> </ul> <p><b>PPE</b> The following PPE is available for use at school and will replenished on a regular basis; Aprons, Gloves, Baby Wipes, Liquid Soap, Hand Sanitiser (+ pumps to be refilled in all classes, Disposable face masks, Visors , Instant ice packs, USE HAND SANITISER signs, None contact thermometers</p> <p>Although stocks will be checked at regular intervals by the Admin Team, staff using the PPE should make the SBM and or SLT aware if any items of PPE are running low.</p> <p>The following PPE must be worn when dealing with intimate care or bodily fluid.</p> <ul style="list-style-type: none"> <li>• Face mask and Visor</li> <li>• Gloves</li> <li>• Apron</li> </ul> <p><b>How will used resources be disposed of?</b> Disposal of PPE must be done in one of two ways;</p> <ul style="list-style-type: none"> <li>• Where access exists, hazardous waste (yellow) bags and bins should be used for the disposal of all PPE items, following use.</li> <li>• Where access doesn't exist, PPE items should be double-bagged and disposed of in the swing top bins provided in each room. These bins will NOT be used by the children.</li> </ul>
<p><b>Positive Test Result</b></p>	<p>School will follow the Infection Control Policy at all times and advise the JMAT of positive cases including taking advice from Health Protection Team School will:</p> <ul style="list-style-type: none"> <li>• engage with the NHS Test and Trace process, the DFE helpline and PHE Parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says 'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.' Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. We ask that parents and staff inform the school immediately of the outcome of any test;</li> <li>• manage confirmed cases of coronavirus (COVID-19) amongst the school community. School to contact JMAT immediately should there be one confirmed positive case (they will pass on to appropriate body) and contact the PHE should there be an outbreak (defined as two or more confirmed positive cases). Action will be taken on Trust advice and any potential close contacts will be contacted. The school will e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people confirmed to have coronavirus.</li> </ul> <p><i>For information, Government advice states that we 'must send home those people who have been in <b>close contact</b> with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</i></p> <p><b>'Close contact' now means:</b></p> <ul style="list-style-type: none"> <li>○ face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</li> <li>○ travelling in a small vehicle, like a car, with an infected person.</li> </ul>

	<ul style="list-style-type: none"> <li>When a case is suspected in school, the child will be immediately isolate from other pupils and staff and parents/carers will be contacted to collect them. Supervising staff will reassure from two metres away. Enhanced PPE is available for these staff.</li> <li>If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul> <p><b>Households with a confirmed case of Coronavirus</b> should follow the advice laid out by Public Health England here: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> regarding isolation and should keep their school informed about their planned date of return following isolation.</p>
<b>Visitors in school</b>	<ul style="list-style-type: none"> <li>The work of all contracted external providers (those working via SLAs) continues to take place but work under supervision and in a well ventilated, open space or one of the Halls. This has to be planned in advance in order to ensure that suitable areas are available. All visitors must refer to the risk assessment and sign the visitor agreement on their first visit to ensure contacts for Test and Trace. This includes the wearing of a mask in shared, communal areas only.</li> <li>If other agencies (Social Care, Early Help, the Police etc) are required to work with children within school or contractors need to attend to building/maintenance issues, an appropriate appointment time must be organised via the SLT (child related) or the SBM (buildings related) through a phone call or email, at least a day ahead of time (unless Child Protection regulations override this). This will enable school to make the arrangements and ensure a suitable space is found to ensure social distancing for adults and infection control measures are in place.</li> <li>The ICT Room or The Den will be used for meetings, interventions and music tuition.</li> <li>If possible, meetings are still encouraged through a video conferencing platform or phone.</li> </ul>
<b>Educational Visits</b>	<ul style="list-style-type: none"> <li>To limit the control of spread of transmission and transport arrangements –</li> <li>Educational Visits or visitors to school are suspended at the moment including Swimming Lessons– see EVRAT tool for RA.</li> </ul>
<b>Pupils</b>	<ul style="list-style-type: none"> <li>Welfare and Wellbeing will be the first priority in Autumn term. Safeguarding concerns will be monitored in the usual manner</li> <li>A DSL and First Aider to be on site at all times – usual practice</li> <li>Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&amp;S of staff.</li> <li>Assessment of need will determine the provision of breakfast, afterschool clubs and other. Social distancing and bubble integrity to be maintained where possible to facilitate the childcare demands in school (FRI PM) in</li> <li>FUN4U will operate but in close consultation with the HT and the appropriate risk assessments in place. All school based breakfast and after school provision will halt until a time whereby the situation stabilises.</li> </ul>
<b>Behaviour and Expectations</b>	
<b>Wrap around provision</b>	
<b>COMMUNICATION</b>	
<b>Parents/pupils</b>	<p>Information will be shared with parents/carers in sufficient time to make necessary childcare arrangements</p> <p>Communication will continue via Class Dojo and key documents and letters placed on the website for future reference. In addition, email to be used for documents which may scramble on Dojo.</p>

