

Reay Primary School: Risk Assessment updated January 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Staff and pupils will be asked to go to the Art room, pupils will be supervised by a Kate/Caroline, they will use PPE or remain 2 metres from the child/adult until the person can go home.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear 	Caroline Andrews Kate Hartill Mike Chirambo	January 2021	<p>High risk of whole school closure if adults and children do not follow the testing guidelines</p> <p>High risk of school/bubble closure if there is a positive case in the school.</p> <p>Risk of parents sending pupils to school as they need to work</p> <p>Additional aprons, gloves and disposable masks are sourced.</p>

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		<p>disposable gloves and a disposable apron</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 10 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>			<p>Parents are unwilling to follow Govt guidelines and share test results. Pupils unable to return to school due to no test.</p> <p>Contact Covid-19 Responsive cell 03003030450 DFE 0800 046 8687</p> <p>Staff will share positive test results to allow school to ensure the correct isolation period is adhered to.</p>
Contact with coronavirus when getting		All staff will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.	All staff	September 2020	Lack of space for safe cycle storage/mixing of bubbles

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to and from school		<p>Children will be told not to cycle to school (unless under exceptional circumstances)</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different pupil groups being given different times • That only one parent should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>			<p>Parents are concerned about children not wearing masks during the school day.</p> <p>Staff are encouraged to attend the asymptomatic test centres in Lambeth and from Monday 18th use the Lateral Flow Home tests that are provided</p>
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided.</p> <p>All classrooms have sinks and soap plus paper towels. Each room has bins with lids.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 			<p>Watching NHS handwashing videos.</p> <p>Daily reminders about hand washing.</p>

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		<p>20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> • Clean their hands on arrival, before and after eating, and after sneezing or coughing- hand sanitizing stations set up outside each main entrance • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal.</p>			<p>Additional cleaning materials for each class sourced.</p> <p>Daily routine set up to ensure classrooms and toilets are well stocked.</p>
Spreading infection through contact with		Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:			Meeting with cleaning supervisors arranged and checklist provided that is completed each

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coronavirus on surfaces		<ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Telephones <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it</p>			<p>day by supervisor to confirm cleaning has taken place.</p> <p>Please see separate cleaning schedule.</p> <p>Soft toys etc removed from classrooms and stored safely.</p>

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		<p>simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using the- limited use of shared spaces. No communal gathering to take place.</p> <p>PE to take place wherever possible outside.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books or wear gloves</p>			<p>Limited sharing of items. Milton and cleaning wipes provided for each class.</p> <p>24 hour period between resources being shared.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff in classrooms</p>		<p>Pupils will be organised into class groups of no more than 30 pupils and one teacher and at least one other adult</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>As far as possible, the same staff will be assigned to the same group each day.</p> <p>PPA will be covered, wherever possible, by staff who are based in each class.</p>	<p>Kate Hartill Veronika Adraskova/Caroline Rachel/Nicola Curran</p> <p>Caroline Andrews</p>		<p>Staff are encouraged to attend the asymptomatic test centres in Lambeth and from Monday 18th use the Lateral Flow Home tests that are provided</p>

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		<p>From January 2021 only KW and V children to attend school- EYFS/KS1 bubble based out of the Nursery- with 3-4 members of staff (to meet the needs of the pupils)</p> <p>KS2 bubble based in the computer room and studio. Supported by 3 adults (to meet the needs of the pupils)</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around the school</p>		<p>Pupils will be kept in the same small groups at all times each day.</p> <p>Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Pupils will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p>	<p>All staff</p>	<p>September 2020</p>	<p>Please see separate timetable- including use of toilets</p> <p>Staff offered an option of three different staffroom</p>

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		<p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p> <p>From January 2021 the majority of pupils will be working in the virtual classroom- teachers to provide live lessons each morning alongside independent learning activities.</p> <p>Laptops shared with families who do not have access to technology – support with logging into the Google Classroom and devices</p> <p>Only Key workers and vulnerable pupils will attend school. The numbers will be limited to 40 pupils due to staffing levels.</p>		January 2021	spaces. Limit number of additional adults on site.
Spreading infection due to the school environment		<p>Checks to premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key</p>	Mike Chirambo Caroline Andrews Caroline Harrison		<p>Legionella tests carried out.</p> <p>See updated Fire risk assessment, First Aid and Emergency Evacuation Procedures.</p> <p>Site manager to check window openings. Door stops ordered for each</p>

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		<p>locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. This will be staggered according to timetables. Reception and Nursery will have access to the garden area.</p>			room.
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	All staff		<p>For human contact staff will meet for staff training/updates.</p> <p>A weekly briefing will be held on Wednesday to update staff of any changes -January 2021 all meetings online</p>
Individuals vulnerable to serious infection coming into school		<p>For everyone who can come into school:</p> <ul style="list-style-type: none"> • If they're clinically extremely vulnerable (as defined here), they will continue to learn or work from home • If they're clinically vulnerable (as defined here) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from 			Individual risk assessments to be carried out for BAME staff who have underlying health issues even though not listed on the vulnerable list

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		<p>others wherever possible</p> <ul style="list-style-type: none"> If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions 			
Controlling the spread of the disease		<ul style="list-style-type: none"> Staff who are able to work will work from home if they can, following the most recent Govt guidance Staff who are in school will ensure they do not mix where possible and abide by the 2-metre rule. In shared spaces staff will wear a mask Support staff who are covering bubbles will be put on a rota to ensure staffing levels are safe in school but also to keep the bubbles going for as long as possible in case of illness Current guidance from the Govt shared with parents when necessary- such as update 8th January stating parents should keep children at home if they can 	All staff	January 2021	<p>Teachers encouraged to work from home if they can</p> <p>Support staff on a rota to reduce adult numbers in school</p> <p>Weekly Lambeth updates shared with staff</p> <p>Testing information for staff kept up to date</p>
Access to learning		<ul style="list-style-type: none"> Reay to offer live lessons each day from 9-12 followed by independent work for children- Google Classroom log ins shared with families Staff to keep a daily register of who is accessing the learning 	All staff	January 2021	Admin team have access to all Google Classrooms to support teachers and families

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		<ul style="list-style-type: none"> • Timetables shared with parents • Lessons recorded to ensure safeguarding and access later on • Office staff and learning mentor to contact families who are not accessing the learning to find out why and offer support • Devices shared with families who do not have access • Admin team to offer support to families who do not understand how to access Google Classroom • Books and resources given out to support pupils with learning at home • On going staff training and updates around the use of Google classroom • Children in key worker/vulnerable bubbles to access the work set by class teachers- computer suite set up, new head phones ordered, a suite of computers set up for EYFS/KS1 KW/V bubble • Activities shared on Twitter for creative ideas • In Harmony to offer a combination of live and pre-recorded music lessons for KS2 pupils • SENCo to support teachers with work for SEND pupils who are working remotely 			<p>Information on attendance shared and reviewed by SLT</p> <p>IT technician working extra days to ensure all devices set up for families</p> <p>HT to work with FOR to get more devices</p> <p>HT to apply for devices from the DFE</p> <p>Daily attendance registers completed by Admin team for children one site</p> <p>Record kept of attendance</p>
Hunger and		<ul style="list-style-type: none"> • Reay to send out vouchers via email to FSM 	Admin and	September 2020	Weekly vouchers

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poverty - access to FSM		<p>families to the value of £15 per child per week</p> <ul style="list-style-type: none"> • Admin staff to support families who cannot access vouchers- resend, print out, help with access • Vouchers sent out to the value of £20 per child per week during the school holidays • Fareshare stall offered to all families each week where parents can 'pay as they feel' • Working alongside with School Food Matters to offer fortnightly breakfast boxes including bread, milk, fruit, cereal, oats, beans, rice and coconut • Applications to Children in Need Emergency Essentials grant 	Finance Team HT Mike Chirambo		<p>ordered and emailed</p> <p>Weekly contact with SFM</p> <p>Updates with Fareshare</p> <p>Texts sent out to parents when additional food is available</p> <p>Application made for clothing, washing machines, devices – done as and when needed by HT</p>
Mental well being		<ul style="list-style-type: none"> • Staff to keep in contact with each other • HT to keep staff up to date with information • Counselling offered to staff • Information on adult mental health shared with staff • Updates given to staff via email/text when needed • DH to support staff via messaging and check ins • Staff encouraged to say if they are finding things difficult and not pressurised to be in school • Occupational Health referrals made when 	All staff	January 2021	

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		<p>necessary</p> <ul style="list-style-type: none"> • Information of pupils mental well-being shared • Erin to attend mental health first aid training 			