

TASK RISK ASSESSMENT:

Hatfield Peverel Infant School

Work on or with: Coronavirus – school closure and proposed re-opening

Update for September 20

Date of Assessment:

11.05.2020^(original)

update 29.5.2020

Last 3.9.20

DESCRIPTION OF WORK ACTIVITY/SYSTEM OR SUBSYSTEM

1. Limited number of key worker children at school
2. Coronavirus outbreak
3. Safeguarding
4. Opening of school to reception and year 1/returning of staff.
5. Return to school September 2020

Sheet No.:

1-5

No	Hazard	Consequences	Existing controls	Original Risk			Additional Controls/ Actions to Ensure ALARP	By	Residual Risk		
				L	S	R			L	S	R
1	Prevalent Coronavirus	Danger of disease or illness to staff and pupils	<ul style="list-style-type: none"> • Increased hygiene procedure –regular handwashing and cleaning throughout the day • Communication with key people including key information (staff, pupils and families, users of the site) • Specific hygiene rules and routines in class – including daily reminder • Enforced use of handwashing before eating 	M	H	H	<p>Updated provision to parents/governors</p> <p>Changes to lunchtimes/playtimes to accommodate separation of groups.</p> <p>Ensure new parents have all the information they need</p>		L	H	H

			<p>of food – before and after play</p> <ul style="list-style-type: none"> • Daily review of the situation • Shutdown shared drinking water taps • Contact situations to be kept to absolute minimum • Regular cleaning of doors/door handles • Distancing to be put in place if possible • Additional Deep cleans – all areas of school • Long hair tied up • Finger nails shortened – no fake nails • Minimal jewellery – earrings, rings, watches, bracelets • High level of hygiene – immediate washings of clothing and showering when getting home, limiting the surfaces touched is recommended. • Everyone washes hands on arrival in school. 								
2	Suspected case in school (staff or pupil)	Danger of disease or illness spreading	<ul style="list-style-type: none"> • If child is a suspected case, to be quarantined in Crystal room and observed from outside door or inside 	M	H	H	<p>Activate track and trace within the school to prepare for a positive result.</p> <p>Information re testing to parents</p>		M	H	H

			<p>maintaining distance and with PPE. Parents notified</p> <ul style="list-style-type: none"> • All parents informed • Parents pick up from front playground • SLT informed • Class and class staff sent home for isolation • Deep clean of affected area. • Contactless thermometers used to identify children with possible temperature – 36.4 is considered normal. Above 37.5 is considered a fever and parents contacted. • Follow DFE guidance • Test for virus 								
3	Confirmed case in school	Significance of danger of disease or illness	<ul style="list-style-type: none"> • Deep clean core areas • Inform staff • Core reminders of hygiene • Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. • Immediate deep clean and closure of group in accordance with guidance. 	M	H	H			M	H	H

			<ul style="list-style-type: none"> • Parents and children of group to be advised to self-isolate and/or get tested for virus. • Staff to seek immediate testing for virus • Test and trace to be instigated 								
4	Suspected case in a family	Danger of disease or illness	<ul style="list-style-type: none"> • Child no longer able to attend school and not allowed to enter • 14 day isolation period • Encourage testing for virus and communicate result • Additional cleaning of core areas and group area. • Keep communication with parent/family to inform school of results 	M	H	H			L	M	M
5	Confirmed case in a family	Significance of danger of disease or illness	<ul style="list-style-type: none"> • Child no longer able to attend school and not allowed to enter • 14-day isolation period unless negative test for COVID-19 • Encourage testing for virus • Immediate deep clean. All staff with contact to be tested. 	L	H	M			L	H	M
6	Staff shortage	Unable to safeguard pupils	<ul style="list-style-type: none"> • SLT informed and rolling staff initiated 	L	L	L			L	L	L

			<ul style="list-style-type: none"> • Contact Essex CC for termination of school opening and key worker childcare • Arrangements to be made with parents for next available school • Groups may need to be more than the up to 10 we are aiming for. 								
7	Staff with symptoms	Transmission of coronavirus	<ul style="list-style-type: none"> • Immediate self-isolation and testing • Contact SLT • All staff to be made aware • Staff to be tested for COVID-19 ASAP to establish cause of symptoms • Track and trace to be initiated 	M	H	H			L	H	H
8	Classroom Deep Cleans	Exposure to hazardous cleaning products	<ul style="list-style-type: none"> • Children not allowed to access classrooms during or 24hrs after cleaning • Children to be off site when this is done. • Products to be stored correctly after use • 	L	L	L	Weekly disinfectant to continue		L	L	L
9	Drop off/pick up - Parents on site	Transmission of coronavirus	<ul style="list-style-type: none"> • Parents not allowed access to the school building. 	L	L	L	.Continue all below Handwashing by children on entry to the building.		L	L	L

			<ul style="list-style-type: none"> Parents to adhere to social distancing when picking up/dropping off children. 1 parent/care to pick up children. Not allowed up to doors. Taped area exclusion zones for all drop off and pick up points One way system and signage outside the building but within the grounds 				<p>Groups will be given specific times for drop off and pick up.</p> <p>Parents will not be able to engage in conversation with adult from group.</p> <p>Parents will not be allowed to congregate outside the building HT to monitor and remind parents as now so many.</p>				
10	Visitors to School	<p>Transmission of coronavirus</p> <p>Safety of staff and children</p>	<ul style="list-style-type: none"> Contact Police if due cause for concern Screen installed at office hatch Sanitiser to be used by any possible visitors to the school office 	M	L	L	<p>Parents to be discouraged to enter the building for enquiries.</p> <p>Padlocks on school gates during lunchtime.</p> <p>Visitors by appointment only.</p>		L	L	L
11	Safeguarding Concerns	Child at risk	<ul style="list-style-type: none"> Immediately notify DSL- Mary Gurr Record Continue with normal school procedures Contact police if child is deemed to be at immediate risk or harm if sent home 	L	L	L	<p>Attendance procedures to be followed as guidance and as usual practice in school with heightened monitoring</p>		L	L	L
12	Deliveries	Transmission of coronavirus	<ul style="list-style-type: none"> Deliveries to be left outside front door whenever possible. 	L	L	L			L	L	L

			<ul style="list-style-type: none"> Staff to leave packages for 24 hours and then dispose of packaging and wash hands 								
13	Adult toilet facilities and staff room	Transmission of coronavirus	<ul style="list-style-type: none"> Use visitor toilet if available Maintain distance Wash hands frequently Cupboard doors to be removed Antibacterial wipes by fridge, dishwasher, urn. Staff to use own water bottles Paper towels to be installed 	M	M	M	<p>Meeting room to be used if too many staff in one place not allowing for distance.</p> <p>Staff to be vigilant about distancing particularly at pinch points.</p>		L	L	L
13 A	Use of shared equipment	Transmission of coronavirus	<ul style="list-style-type: none"> Staff to use mobile telephones if able to and block their number. Shared phones to be wiped clean after use. Antibacterial wipes/spray available to use on photocopier. Shared laptops to be cleaned after and prior to use. All adults to have their own equipment in a zipped wallet 	H	H	H	<p>Restriction of office telephone to one person</p> <p>Change of office hours to allow for cleaning</p> <p>Screen erected in office between stations</p>		L	M	M

14	Pinch Points/Corridors	Transmission of coronavirus	<ul style="list-style-type: none"> One-way system for traveling round school where possible. Utilise outdoor areas for travel as much as possible 	L	L	L	Marked on floor with tape		L	L	L
15	Fire Evacuation	Transmission of coronavirus + Risk of injury from fire and/or evacuation	<ul style="list-style-type: none"> Follow fire evacuation policy but following social distancing guidelines – line up keeping 2 meter distancing and exiting building maintaining this 	L	M	L			L	M	L
16	Hygiene of Returning Children	Transmission of coronavirus	<ul style="list-style-type: none"> Children to wear clean uniform/ Parents to follow previous clothes washing guidance listed in row 1. Children to be reminded to follow handwashing guidelines: use soap and wash thoroughly (using guidance video) Sanitising of hands prior to entry to school Handwashing on entry, before and after lunchtime. Children will not be allowed to wear masks 	L	M	L	PE kit on PE days Allow time for this as everything taking longer. before snack when resumes		L	M	L
17	Children maintaining social distancing	Transmission of coronavirus	<ul style="list-style-type: none"> Split children up into teaching groups – same adult, same children at all times. 	L	M	L	Delivered work to children should ensure as much independence as possible to avoid close adult support.		L	M	L

	within classroom		<ul style="list-style-type: none"> • Children in group cannot mix with children from other groups. • Staggered break/lunch times for 'groups'. • Children to sit 2 metres apart and 2 metres from teacher at front of the class on carpet when possible. • Gangway clearly marked for other group in Year 2 area moving through the class. • Staff to model social distancing at all times. 				Staff working in close proximity to children to wear a visor or maintain the distance.				
18	Children who cannot adhere to social distancing (Most of ours)	Transmission of coronavirus	<ul style="list-style-type: none"> • Children will be reminded to limit contact and be expected to stick to new rules and routines or parents will be contacted. • Children with an EHCP or need will be supported to do this by more frequent reminders and parameters. 	L	M	L			L	M	L
19	School Lunches	Transmission of coronavirus	<ul style="list-style-type: none"> • 	L	L	L	Kitchen staff to use PPE Packed lunches provided Staggered lunches Outdoor picnic lunch depending on weather Midday assistants to stay with their groups if possible, prepare for changeover.		L	L	L

							Increased lunch hours and attendance of MDA team.				
20	Classroom resources	Transmission of coronavirus	<ul style="list-style-type: none"> Limited equipment Equipment to remain in classrooms No equipment to go home No toys to be brought in. 	M	M	M	<ul style="list-style-type: none"> Disinfection each week Computers can be used with children washing their hands before use. Computer room to be used by one year group per week. 		L	L	L
21	Toileting	Transmission of coronavirus	<ul style="list-style-type: none"> Single identified toilet, boys/girls for group. No queuing Toilet seat, flush and doors to be cleaned using antibacterial wipe/spray at regular intervals. PPE to be used by cleaning staff Agreed between paired rooms Increase cleaning hours or named person to do this Provided by own employers 	L	M	L			L	M	L
22	1 st Aid required	Transmission of coronavirus	<ul style="list-style-type: none"> Basic first aid to be administered by the group leader. If needed child to be sent to Mrs Jennings/Mrs Marks by the medical room. PPE equipment to be used – gloves, face mask, fluid 	L	M	L	<ul style="list-style-type: none"> All groups to have own supply of First Aid equipment and a register to record incidents on. A bucket with cleaning equipment. 		L	M	L

			<p>resistant face masks, apron if needed.</p> <ul style="list-style-type: none"> Follow 1st aid procedure 								
23	Staff with pre-existing medical conditions	Transmission of coronavirus	<ul style="list-style-type: none"> Staff classed in 'extremely' vulnerable group to continue shielding Staff classed as vulnerable can work in school with greater reduced contact with others + PPE if required depending on social distancing capability. Pregnant staff to continue shielding 	L	H	M	Staff returning to meet with HT and go through own risk assessments and work provision.		L	H	M
24	Safeguarding vulnerable children	Risk of harm	<ul style="list-style-type: none"> Risk assessments for each child who is on the CP list or with an EHCP (SENCO to be responsible for maintaining contact with SEN families) Liaison with other agencies to ensure continuity of support All staff aware of the need to pass on contact with DSL re any concerns. HT to review guidance regularly 				Update all CP records and staff who need to know.				
<p>Note- guidance does not recognise PPE as being essential for staff in school, however, it is guidance for other work places where people are in confined areas – should this be the case for our staff</p>											

Provision Guidance updated for Full school opening 2020

All of the provision around health, safety, safeguarding, changes to the environment and staffing apply, as previously. Additions for full opening are added in red

<p>Groupings</p>	<ul style="list-style-type: none"> • The children will be taught in class groups but the social group will extend to the year group. • Class names will be re-instated. • We cannot guarantee that the children will not mix with other groups during the day. • The group will be with the same teacher or learning support assistant for the whole time unless there is a staff shortage. • Children will not be in family groups.
<p>Drop off and collection arrangements</p>	<p>Topaz, Sapphire and Opal will drop off at 8.45am -8.55am and pick up is at 2.55pm Emerald, Diamond and Ruby will drop off at 9.00am-9.05 and Pick up is at 3.05pm</p> <ul style="list-style-type: none"> • There will be a one-way system for drop off and collection: All Parents and children will access the site through the main gates and leave the site via the gate behind the car park/ adjacent to the outdoor area. Staff will be available to direct you if needed. <p>Topaz class enter via Topaz external outside door. Emerald class will enter via the external door to Topaz. Sapphire class will enter via the external door from the playground. Diamond class will enter via the external door from the playground. Opal class will enter via the external door to Opal classroom via the playground. Ruby class will enter via the external door to Ruby classroom via the playground.</p> <ul style="list-style-type: none"> • There is a taped cut off point for parents at the entrance points for children to their classroom. • Only one adult should drop off or pick up children. • Adults must not congregate in or around the school site at either drop off or pick up time.
<p>Play times</p>	<ul style="list-style-type: none"> • Each year group will have a designated play time and area and will not share equipment or use the climbing apparatus or table top games until advice changes. • Children must not bring a toy into school as we cannot guarantee they will not share or lose it. Additionally, government guidance asks that all non-essential items are kept out of the classroom.
<p>Attendance days</p>	<ul style="list-style-type: none"> • Expected attendance is full time for all children unless a specific Educational Health care plan is in place.

	<p>DFE guidance ¹ states:</p> <ul style="list-style-type: none"> • School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply: • parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • schools' responsibilities to record attendance and follow up absence • the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools are expected to immediately offer them access to remote education. Schools should monitor engagement with this activity. • Where a pupil is unable to attend school because parents are following clinical and/or public health advice, absence will not be penalised. • All other pupils must attend school. • Schools are asked to work with families to secure regular school attendance from the start of the school year as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development. •
<u>What children need to bring to school AND Uniform requirements</u>	<ul style="list-style-type: none"> • Water bottle with water (no exceptions will be made without a doctor's note). • Children will NOT need a book bag OR back packs. • Hat and sun cream, appropriate outdoor clothing • Children will be taking part in PE outdoors. They will need a plain black or navy tracksuit and plain black or navy trainers with Velcro unless they can tie their own laces. (we will not tie laces to minimise close contact). • Children will wear their PE kit to school on the days they have PE. • Uniform is as always, however we will not be able to assist with girl's tights and therefore ask you to provide socks on PE day or trousers instead of a skirt/dress. • ALL ITEMS NEED TO BE NAMED THIS IS EVEN MORE IMPORTANT IN THE CURRENT CLIMATE.
Lunchtimes	<ul style="list-style-type: none"> • Each year group will eat their lunch separately from the other groups and use the playground at allocated times. A midday assistant will supervise them. • Children will be offered a packed lunch consisting of a carton of juice, or water, a ham, cheese, or tuna sandwich or roll, a pot of either vegetable pieces such as carrot or cucumber or a pot of fruit eg apples, raisins, orange etc. There will also be a small packet of crisps or pom bears (allergy aware) and a piece of cake or biscuit. This will be up until half term, after which hot food will be available on a restricted menu. Children may bring in their own packed lunch. • Fruit snack in the morning will be resumed.
Staffing	<ul style="list-style-type: none"> • All staff will be in work with safeguarding arrangements in place. • Staff will have staggered break and lunchtimes.
Masks	<ul style="list-style-type: none"> • Children will not be allowed to wear masks as this is considered an added risk if they remove it or continually touch their face as outlined in DFE guidance.

	<ul style="list-style-type: none"> • Staff are not required to wear masks but will do if they have to deal with any children in close contact or intimate care. • Staff working with children one to one will need to sit beside them.
Handwashing Cleaning and hygiene	<ul style="list-style-type: none"> • Children and staff will wash hands with soap and use hand sanitiser on entry to school. • Children and staff will wash their hands frequently throughout the day. • Antibacterial /disinfectant sprays will be used during the day on large surfaces. • Rooms will be disinfected weekly • A deep clean will take place during all school holidays. • Classes will be cleaned daily with disinfectant or antibacterial sprays but we cannot guarantee that it will be Covid19 free. • Lidded bins will be available in classrooms for the disposal of tissues or other waste. • Equipment will be disinfected weekly but we cannot guarantee that children will not use a piece of equipment used by another child before it has been disinfected. • Children and staff will use disposable paper towels to dry their hands. • Children will be encouraged not to touch their faces or put objects in their mouth but this cannot be 100% guaranteed because of their age. • Each group will only access one toilet area.
Distancing	<ul style="list-style-type: none"> • Children will be encouraged to social distance but this cannot be 100% guaranteed as the children are very young and naturally play closely together. • We cannot guarantee that the children will not mix with other groups during the day but we will keep to the rules and guidelines to avoid this. • Other than school staff and eligible children there will be no other personnel/parents in school unless absolutely essential or agreed. • Queries or passing of information need to be done via telephone or email as is currently. Exchanges with staff cannot be carried out at drop off or pick up times but there will be a clip board and hand sanitiser available for any notes to be left for the staff.
Activities/ Learning	<ul style="list-style-type: none"> • Home learning will discontinue unless the school is closed for a local lockdown. • Class Dojo will discontinue but Tapestry will be installed across the whole school. • Outside areas will be used as much as possible. • Reading 1:1 with children will happen with specific children but reading will take place every single day with all children. This will be either in a group or whole class arrangement with a set of books or with large books (made for that purpose). • One reading book a week will be sent home, and on return kept in a separate storage box for 72 hours. Staff will guide parents on specific on line books they should access so that the expectation of daily reading at home is also kept up. • The resources made available will be increased and back to normal levels. • Children will not be given individual packs but equipment will not be used for more than one class • No spelling books or reading diaries will be sent home. Teachers will continue to record in them and children will still access stickers and prizes.

Clubs	<ul style="list-style-type: none"> • There will be no lunchtime clubs. • After school clubs will start as soon as is practical in terms of registration and payment turn around. • There will be: • Year 2 football • Year 1 football • Year 1 badminton when safe DFE • Year 2 Gymnastics when safe DFE • Reception clubs will start in the Spring term.
Environment	<ul style="list-style-type: none"> • Fire doors cannot be propped open. • External doors can be open if they do not pose a safeguarding issue. • Windows will be open in classrooms. • There will be a one-way system in place in school. • Children will access the ICT suite on rota one year group a week; with disinfection in between. • Children will not access gym equipment. • If there is a fire the groups will assemble on the playground in designated areas to maintain distance.
First aid/ Intimate care	<ul style="list-style-type: none"> • A first aid pack will be in each group room. • Staff having to administer first aid or deal with any intimate care will wear appropriate protection including face masks and gloves.
If a child or member of staff shows/develops symptoms	<ul style="list-style-type: none"> • If a child or member of staff displays symptoms of Covid19 they will be separated and sent home immediately and should be tested and if positive follow isolation guidance of 14 days. • All parents of the children in that group will be informed and will be required to follow the isolation guidelines until they are informed of the outcome of the testing (i.e. seven days isolation for the household) • Once informed of the test result and depending on the result the group will either be allowed back to school or to follow isolation guidance of 14 days with household members. • Test and trace will be activated. <p>DFE guidance will be followed:</p> <ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

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| | <ul style="list-style-type: none">• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.• The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact 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. |
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