



Southbourne Infant School

Risk Assessment January 2021

School open to children of key workers and vulnerable children

Wording in red is taken from Government Guidance

<p>General Safety of all is compromised</p> <p>Spread of COVID 19</p>	<p>Copy of UK Govt. poster (Staying COVID-19 secure in 2020 statement) completed and displayed in the entrance so that staff, pupils and visitors can see it.</p> <p>SLT understand the DfE/PHE process and how to contact their local Public Health England health protection team.</p> <p>DFE/PHE COVID-19 Helpline</p> <p>0800 046 8687</p> <p>Mon-Fri 8am-6pm</p> <p>Sat/Sun 10am-4pm</p> <p>Unique organisation number; 2219857</p> <p>Flow chart to be displayed in main office and HT's office</p> <p>Poster to remind parents of process for a suspected/confirmed case of COVID 19; displayed in all classroom windows and in main office</p> <p>Staffing; individual risk assessments have already been carried out on all staff, being reviewed in January.</p> <p>Continue with regular welfare checks (SENCo)</p>
<p>Safety of School Building compromised (eg Asbestos Fire Electricity Gas Water)</p>	<p>School has remained open since the lockdown on 23rd March 2020.</p> <p>Regular safety checks have continued throughout this time as usual.</p> <p>Fire drill due this term (last one 30/9/2020)</p> <p>Governors to continue H and S walk rounds (last one 24/9/2020)</p> <p>Climbing equipment checked regularly (RW) allocated to e different bubble each week</p> <p>Fire doors must be kept closed. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose</p> <p>Fire doors will not be propped open, however, to minimize 'touchpoints', classroom and outer toilet doors will remain wedged open during the school day</p>

<p>Governance is not effective or working within the legal framework</p> <p>The governing board (GB) are being operational and not strategic.</p> <p>Due to a lack of availability, risk of all governors not having equal status and rights.</p> <p>Governors not having sight of ongoing risk assessments.</p> <p>Ineffective communication</p>	<p>Ensure all statutory duties are met https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</p> <p>Ensure all strategic functions are fulfilled in a pragmatic way</p> <p>Effective leadership and management of the GB by the chair</p> <p>Ensure virtual meetings are timely. Committee meetings during the day, FGB meetings in the evening</p> <p>Virtual meeting are safe. FGB and committee meetings continue to be held virtually where possible, face to face if absolutely necessary</p> <p>Ensure GB is confident that all meetings remain confidential.</p> <p>Ensure governors have been able to hear all aspects of the meeting and decisions are understood</p> <p>Being aware and monitoring risk assessments in a timely and agreed manner.</p> <p>Ensure safe forms of communication and transference of documentation.</p> <p>Effective duty of care to leaders and staff Regular checks by CsOG</p> <p>Effective communication. Chairs meet/communicate weekly with the Headteacher</p> <p>Devise means of monitoring workload.</p> <p>Effective duty of care for governors</p> <p>Clear and timely communication by the chair</p>
<p>Lack of social distancing during drop off/collection</p>	<p>Parents have been advised of the drop and collection points for each year group bubble. ONLY ONE PARENT IS TO DROP OFF/COLLECT THEIR CHILD</p> <p>There will be a one-way system for drop-off and collection; down the path, across the artificial grass, then along the artificial grass track, back to the gate, LP outside every morning to welcome parents and children.</p> <p>Parents/carers are to remain socially distant at all times on the school premises (signs to remind parents around the school grounds) and not to enter the school building.</p> <p>Parents/carers to wear face masks at all times when onsite, staff to wear masks if outside greeting/sending children home</p> <p>VISITORS gel qr code</p> <p>Only one person to be allowed into the reception area at a time (sign displayed).</p> <p>Communication is encouraged by phone/email where possible.</p> <p>Loveders no longer provide a drop off/collection service as they have moved to pre-school provision only</p> <p>No visitors/staff/children/families/contractors can enter the building if they have symptoms.</p> <p>The adults in the classroom will closely supervise handwashing as all children enter the classroom and then throughout the day at agreed intervals and before they go home.</p> <p>Children will not bring things back and forwards from school to home(eg books, toys)</p>

<p>Risk of spreading the virus into/out of school Visitors to the school</p>	<p>THE TOILET NEAR RECEPTION WILL NOT BE USED BY PARENTS OR CHILDREN AT THE START AND END OF THE DAY – CHILDREN TO RETURN TO CLASSROOMS IF DESPERATE</p> <p>Sliding glass windows in office NOT to be opened, minimal contact to be made (no physical contact) If window is opened, masks must be worn. Visitors, eg Social Workers to wear masks and follow our protocols if they absolutely have to come in to see staff/children No After School Clubs Cleaning Company (Churchill's) will adhere to new guidance and ensure that staff are aware of this; cleaning to be particularly thorough, including touch points, toilets, sinks etc IT technician to work remotely if possible – equipment will be left for technician in bursar's office or staffroom so there is no contact with pupils or other staff. Yoga and BHA during the day (working with separate bubbles) Risk assessments provided Contact all contractors (food, cleaning, maintenance etc.) to ensure they are aware of protocols, collect their own Risk Assessments Chartwells staff to wear masks while preparing and serving food (also see Chartwells Risk Assessment) Additional cleaning requirements discussed with cleaning contractors to include the use of anti bac for all surfaces, handles and toilets. Risk assessment and guidance to be explained, when appropriate, to visitors before or on arrival; visits to take place before or after school if possible. Masks to be worn by all visitors (we can provide these) QR code to be scanned, or visitor agreement to be completed and signed by all visitors Main entrance door to be wedged open for staff from 7.45am to 8.30 am to reduce necessity to touch entry system/handles. These to be disinfected regularly (office staff)</p>
<p>Spread of COVID-19 (+ new variant) within school</p>	<p>SCHOOL WILL ONLY BE OPEN TO CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN FROM 4TH JANUARY 2021</p> <p>Bubbles; Children will be put into year group bubbles. There is currently no limit on the size of bubbles but we are constantly reviewing the bubble sizes and responding as appropriate (staffing, spreading the children etc)</p> <p>ADULTS in SCHOOL</p> <p>Staff from each year group will work within their own bubble on a rota basis; there will be no mixing of children or staff across bubbles. The adults will adhere to social distancing where possible.</p> <p>ALL STAFF TO WASH/GEL THEIR HANDS ON ARRIVAL AT SCHOOL AND AS OFTEN AS POSSIBLE DURING THE DAY</p> <p>All staff to wear masks when in communal areas around the school (ie when not in their own bubble) except when eating/drinking Teachers and other staff not to operate across different year group bubbles. Where staff need to move between bubbles, they MUST keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults, and should wear a mask. Feedback to be given from an appropriate distance. Any shared office spaces to be timetabled to avoid overlap, antibac wipes and/or D10 to be used between uses of shared equipment (phones, keyboards etc)</p> <p>Photocopier; sponge soaked in sanitiser; fingers to be dipped into this before pressing buttons</p> <p>CHILDREN IN SCHOOL</p> <p>We recognise that younger children will find it difficult to maintain social distancing, and although they will be encouraged and reminded, it is acceptable for them not to distance within their group. In the reception bubble, children will sit on allocated spots during carpet sessions. Year 1, some children will sit at the tables (front row) for inputs and some will sit on the carpet (spread out)</p>

There will be no direct contact between year group bubbles. Break times and lunchtimes will continue to be staggered

Interactive whiteboard/Clevertouch screens not to be used by children.

Shared areas, touch points and surfaces will be disinfected regularly throughout the day, as well as before and after lunch.

Every classroom will have an anti-bac spray (D10) and blue roll.

Tables and chairs laid out differently in each year group; in rows in Year 2 and in U/V shapes in Year 1.

Tables in Year R are arranged so that children are not close/facing each other.

Children in Year 2 have their own tables (in rows, facing the front) when working and share resources between 2.

Excess furniture removed to increase space. Unnecessary items and soft furnishing/toys in classrooms that cannot easily be cleaned every day have been removed and stored.

NO BAGS TO BE BROUGHT INTO SCHOOL only water bottles and lunch boxes.

PE bags to stay in school, coats will be on pegs as usual.

Stationery shared between 2 in Year 2, any plastic/construction resources that are shared will be kept within the class.

Shared areas, touch points and surfaces will be disinfected throughout the day (minimum before and after lunch)

Every class to have D10, blue roll and anti-bac

No sand or dough to be used, unless for individual use

Laptops/i-pads/desktops to be cleaned after use and children will wash their hands before and after use.

Resources will be kept in the classroom and used only for those children.

Classroom based resources can be shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.

Reading scheme books – teacher will select books, once read to be placed in a labelled tray and left until the following Monday to be returned.

Resources that are shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Outdoor lessons planned as often as possible. A timetable for the outdoor areas will ensure there is no direct contact between groups.

Outdoor PE equipment has been allocated to each bubble and will not be used by other classes.

Indoor PE lessons can be taught; ensure that there is a 72-hour gap between lessons if clarge/climbing equipment is used. Small equipment must be disinfected after use.

Hands to be washed regularly as agreed. Hand sanitiser gel are available and may be used under the direction of an adult, **but the preference is to use soap and water as it is more effective.**

Children in Year R to wash hands after being in outside area.

Extra hand washing stations outside classrooms

Regular handwashing to continue; gel to be also available to use, under adult supervision (snack time).

Adults to closely supervise all handwashing ensuring the children follow the guidelines – washing hands for 20 seconds and drying them thoroughly.

Each class to have a ‘Snuffle Station’ equipped with tissues. Any used tissues to be collected in nappy sacks, (supply in each room) tied and disposed of. Or snuffle station to be next to the toilet; used tissues to be flushed immediately.

Any used tissues to be collected in nappy sacks (snuffle station), these to be tied and disposed of (supply in each room) or ‘snuffle station’ to be next to toilet, used tissues to be flushed away immediately.

External and internal doors (apart from fire doors) will be propped open and rooms will be well ventilated.

External classroom doors will ideally be open all day. If weather is extremely cold, windows must remain open all day and doors should be opened at least hourly for 5 minutes to allow for a change of air to circulate (See WSCC guidance 30/9/2020 ‘Heaters and Ventilation’)

	Assemblies only to be held for one bubble at a time
Movement around the school (corridors and toilets)	<p>Reduce movement around the school - classes are to stick to their own room during the day. Toilets are within the classrooms, so children do not need to move around the school apart from going to the hall for PE/lunchtime. Each group has their own route that does not cross another.</p> <p>Corridors; adults only apart from Year 2 bubble going to the hall for lunch</p> <p>Toilets; adults will supervise to ensure children are not too close</p> <p>All classes to use own toilets.</p> <p>External toilet doors to be wedged open to minimise touchpoint contacts.</p> <p>Extra soap and hand sanitiser ordered to ensure we do not run out.</p> <p>Children must only move around the school accompanied by an adult if there is a first aid emergency (office).</p>
Safeguarding No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	<p>At least one DSL available at all times in the school (Louise Partridge, Cathy McErlean, Linda Sherlock)</p> <p>If none available, liaise with Junior school, who are able to support temporarily (Louise Gasser, Karen Lowry, Dave Rock)</p> <p>Safeguarding/Child Protection conferences and meetings to continue virtually</p> <p>Some social workers coming in to see children; Rainbow Room, cleaned with D10 before and after</p>
Playtimes and lunchtimes/break times	<p>Staggered break & lunchtimes so that bubbles are not mixing together (timetable to be strictly adhered to)</p> <p>Each group to have own route to and from the playground, using external classroom doors, to avoid contact with other groups en route</p> <p>Outdoor PE equipment: each bubble has a basket allocated to be used solely by that group.</p> <p>Climbing frames/play equipment will only be used by one bubble 72 hours left before swapping classes See timetable</p> <p>Use of the staff room will be staggered, along with break times. Furniture removed, maximum of 6 people at a time. Windows/doors to be opened regularly. The teacher and TA for each group will cover each other's breaks.</p> <p>Touchpoints to be disinfected at least twice daily with D10 (LP) extras by other staff on 'staffroom duty'</p> <p>Gel or gloves to be used if emptying dishwasher</p>
Lunch times	<p>Each class/bubble will have their own MMS; this will not change. In the case of sickness, LP/LS/CK will cover temporarily</p> <p>The hall will be used for lunchtime for all children.</p> <p>One year group bubble at a time will have their lunch (see timetable)</p> <p>Children to be reminded of the menu choice in order to speed up the service</p> <p>Tables will be set up so that if children are facing each other, they are safely distanced from each other.</p> <p>Children will choose their lunch; MMS will pass it to them, to avoid close contact with Chartwells staff.</p> <p>Puddings and drinks to be placed on table at the edge; children to collect</p> <p>MMS staff advised to wear disposable gloves and masks when in the hall with their group of children</p>

	<p>MMS/staff to use one set of cutlery to cut up children's food Tables and chairs to be thoroughly cleaned with D10 and blue roll after each year group bubble has eaten When children have finished eating, they move to another bench to enable cleaning of tables and benches, this bench then to be disinfected.</p>
<p>A member of staff or child shows symptoms of COVID-19</p>	<p>If anyone shows symptoms of Covid/has a cough/temperature/feels unwell at school, they will be sent home. They will be asked to have a test and only return if the test is negative. If a member of a child or adult at school's family/close contact tests positive, the child/adult will need to isolate for 10 days. If an unwell child is waiting to be collected, they will be kept in the Rainbow room on their own supervised by one adult with the door closed and a window open. The room must be thoroughly disinfected afterwards. If this child/adult needs to go to the toilet before being collected, they will use a separate toilet (near the office) and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it. Contactless infra-red thermometer available to check children/staff temperature. Masks available for staff administering first aid PPE will be worn by staff working with children displaying symptoms (stored in office). If a child or adult shows symptoms and tests positive for COVID-19, then the whole bubble that the child was in will be sent home and they must self-isolate for 10 days. If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps/possible closure SEE GUIDANCE FOR SCHOOLS DOCUMENT FOR MOST UP TO DATE ADVICE</p>
<p>Clinically (and extremely) vulnerable children and staff</p>	<p>Clinically vulnerable staff (see government criteria) must stay at home Maintain open conversations with staff and refer to HR or Occupational Health if appropriate See individual Risk Assessments</p>
<p>Risk of spreading virus due to close contact (intimate care/first aid/restraint) with children – 1:1 and restraint resulting in direct transmission of the virus</p>	<p>Consider approach to social distancing for individuals who will need to access positive touch as a form of reassurance or to help them exhibit pro-social behaviours. Ensure all teams are aware of this and that it applies consistently- plan staff training being aware that some pupils with SEND are not able to socially distance, how will this risk be mitigated by good hygiene practices. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that puts staff at risk. Timetable/plan put in place for admin staff to use offices First Aid kit and yellow bag to be kept in each classroom, ACCIDENT BOOK MOVED TO THE HALL SO ALL CAN ACCESS PPE should be worn by staff working with children displaying symptoms. <i>PPE (gloves, aprons, masks) available for use with child with intimate care needs</i> If anyone has a cough/temperature/feels unwell at school, they must be sent home immediately. They will need to self-isolate for 10 days, or until tested negative. POSTERS up in entrance and all classroom windows. PPE has been supplied by WSCC for use if someone displays symptoms. Extra gloves and hand sanitiser purchased If a child or adult shows symptoms and tests positive for CoVid-19, then the whole group that the child/adult was in must be sent home and they must self-isolate for 10 days. If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps or possible closure.</p>

<p>Emotional stress of staff</p>	<p>Social distancing adhered to for all meetings within school, some held remotely when possible/appropriate Details of the support helpline, West Sussex Core Group shared with staff. Maintain open conversations with staff and refer to HR or Occupational Health if appropriate At least one member of SLT on site every day for staff to share concerns. Whole school risk assessment to be reviewed weekly, and added to when appropriate so that it is dynamic. Bereavement support available for staff and children.</p>
<p>Emotional stress of children Children’s anxiety about return to school Parental anxiety about children going back to school</p>	<p>Curriculum adapted with emphasis on wellbeing and social and emotional support. All efforts will be made within social distancing to comfort any distressed child. Year Group Email addresses for any queries/worries Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc will be in place 1Decision planning tool will be used SEAL resources will be used Updated policies understood and consistently applied. Review and update existing individual behaviour plans in line with how to manage physical interventions if needed. Bereavement support for staff and pupils. Access online resources eg Winston's Wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support from SLT and others and that they are personally resilient enough to provide this support to the pupils. Website updated with appropriate information Year Group Email addresses set up for any queries/worries Tapestry set up for Year 1 and 2 in addition to Year R to improve our home learning provision and communication</p>