

# KINGS FURLONG JUNIOR SCHOOL

## COVID19



### Re-opening Risk Assessment and Action Plan – January 2021

#### **Purpose of this document:**

This COVID19: Risk Assessment document sets out the decisions taken and measures put in place to prepare for the phased re-opening of Kings Furlong Junior School and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safeguarding Policy
- Child Protection Policy
- Behaviour Policy, including a COVID19 Appendix
- DFE Guidance relating to COVID19
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## Buildings and Grounds

Hazard	Control Measures	Further Action	Who needs to carry out action?	When is the action needed by?
Maintaining the building and ensuring it is safe during lock down.	<p>Using DFE guidance - Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> </ul> <p>Insurance covers reopening arrangements</p>	In the absence of Jo, AW, SDu or CH will be on hand. Some activities could be delegated to infant site manager if free. AW to check with AP.	SLT	Ongoing
Managing visitors on site during lock down.	<p>Fewer visitors will be on site. Visitors will only be allowed onto site if they have an appointment and it has been approved as essential by the head teacher.</p> <p>Risk assessment for visitors on the school website. School to request a RA from any visitors or companies.</p> <p>All visitors to wear face coverings when inside the school building.</p>	Visitors may use the staff toilet facilities. Visitors are expected to wash and sanitise their hands before and after use of any facilities.	SLT	Ongoing
Managing parents on site during lockdown.	<p>Parents are not allowed onto school grounds unless they are wearing a mask.</p> <p>Parents advised to call the office rather than come into the office.</p> <p>Teachers to talk to parents over the phone and avoid face to face conversations.</p> <p>Parents to drop off at the gate and only collect from the playground if necessary.</p>	SDu and AW to patrol the playground during drop off time in the morning. Check parents on site.	All staff	Ongoing

	Only blue badge permit holders will be granted access to the upper carpark.			
Movement around the school – staff and children.	Staggered start and finish times to minimalise crossing bubbles. Less children walking around the site. Entry and exit routes will be different for some children.		All staff	Ongoing
Cleaning				
Hazard	Control Measures	Further Action	Who needs to carry out action?	When is the action needed by?
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.  <b>General – whole building</b>	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>  Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and hand wash are to be checked and replaced as needed by Jo and the cleaning team.  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. After lunch cleaner.  Fogging machine purchased and is now used daily in staffrooms and weekly across the school to ensure all soft furnishings are sanitised.	Ensure stock checks are frequent.	Site manager	Daily check Orders each Thursday
Getting or spreading coronavirus by not cleaning surfaces,	Adequate cleaning supplies and facilities around the school are in place. Each group to be issued with a tray which contains:	Staff to inform the office if they are getting low on supplies so a reorder can be made.	Staff	Ongoing

<p>equipment and workstations.</p> <p><b>Classrooms</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitiser dispensers, spray, nail brush, disposable gloves and apron</li> <li>• Tissues to be in each classroom</li> <li>• Lidded bins have been purchased.</li> <li>• Posters to be put up, including 'catch it, bin it, kill it'</li> </ul> <p>In order to reduce the number of paper towels used all classrooms have been fitted with hand sanitiser pumps.</p> <p>Waste disposal process in place for potentially contaminated waste.</p> <p>General:</p> <ul style="list-style-type: none"> <li>• Yellow bin (now grey) in the medical room</li> <li>• Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</li> <li>• Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</li> </ul> <p>Classrooms: all bins are clearly labelled.</p> <ul style="list-style-type: none"> <li>• Continue to use x2 bins in the classroom. Use new peddle bin for disposing of tissues.</li> </ul>			
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.</p> <p><b>Equipment</b></p>	<ul style="list-style-type: none"> <li>• Children will have individual pencils cases.</li> <li>• Computers/iPad can be used, as long as all surfaces are cleaned before and after use.</li> <li>• Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</li> <li>• Year group bubbles to have their own equipment box to use at playtimes and lunchtimes.</li> <li>• Trim trail out of use.</li> </ul>			

	Information posters are displayed around the school.			
Keeping staff and children safe				
Hazard	Control Measures	Further Action	Who needs to carry out action?	When is the action needed by?
Contracting or spreading the virus by not social distancing.	<p>School organised into year group bubbles to limit cross contamination.</p> <p><u>The school day:</u>  Staggered start and finish times.  Separate breaks times.  Lunchtimes staggered.</p> <p><u>Staff:</u>  All staff expected to wear face coverings when in communal areas. Staff may also wear face coverings in the classroom.</p> <p>All staff who work across the school MUST adhere to health and safety advice &amp; maintain good hand hygiene.</p> <p>Pupil tables have been spread out and masking tape has been used to indicate safe areas.</p> <p>Classrooms have been re/arranged to ensure children are facing the front.</p> <p>Adults to maintain 2m from other adults and as best as possible with the children.</p> <p><u>During lock down 5.1.21</u></p>	<p>Monitor infection rates.</p> <p>Staff to let HT know if they are showing symptoms or are concerned a child is.</p> <p>HT to following government advice.</p> <p>HT to update staff frequently about any new advice from the DFE.</p>	<p>All staff</p> <p>HT</p> <p>HT</p> <p>All staff</p> <p>Teachers</p> <p>Teachers</p> <p>All staff</p>	<p>Jan 5<sup>th</sup></p> <p>Ongoing</p> <p>Jan 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>Limit number of children in year group bubble. Children split into two classes so they can be socially distanced safely. This limits the number of staff in school and enables staff to keep their distance safely thus reducing contact and minimalising the risk of spreading. Priority given to EHCP children, CP, CIN, TAF KW children with two parents as key workers.</p> <p>The numbers have been calculated considering space in classrooms, size of furniture and age of child.</p> <p>Two classrooms will be in use. The third classroom used to deliver and organise remote learning.</p> <p>Limit the number of staff in the office area to a maximum of three.</p> <p>Reduced number of staff in school. Follow government guidance – work from home if possible. Please refer to year group rotas for staff activity.</p>		All staff	<p>Ongoing</p> <p>Finalised by 7.1.21</p> <p>5.1.21</p> <p>Ongoing</p> <p>Jan 11<sup>th</sup></p>
Contracting or spreading the virus by not social distancing.	<p><b>Evacuation and Fire Safety.</b></p> <p>Evacuation routes are confirmed, and signage accurately reflects these. Classes to go to their allocated fire number.</p> <p>NB. In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p><i>If needed</i> Consideration given to PEEP – buddies are assigned or reassigned according to available persons. (Still relevant from Sept)</p> <p>Fire doors NOT to be propped open.</p>	Walk through to take place Jan 18 <sup>th</sup>	HT and Site manager	By 22 <sup>nd</sup> Jan

<p>Contracting or spreading the virus by not social distancing.</p> <p><b>Restraint</b></p>	<p>Adults working 1-1. Wear face coverings and try and keep distance from the child as best as possible. School to provide face coverings.</p> <p>Restraining children: Adults may restrain a child as a last resort.</p> <p>*on weekly who is in chart identifies the members of staff who are restraint trained.</p> <p>Staff to receive de-escalation prompts to support them if faced with a child showing increased anger or anxiety levels.</p> <p>Staff who are restraining to notify SLT/ work as a team to take over.</p> <p>Following a restrain staff MUST immediately wash their hands.</p>		<p>All staff who are restraint trained.</p>	<p>Ongoing</p>
<p>Contracting or spreading the virus by not social distancing.</p> <p><b>Meetings</b></p>	<p>Meetings to be held remotely for larger groups that are unable to socially distance safely. This is to include governor meetings.</p> <p>When meeting for PPA staff <b>MUST</b> follow social distancing guidance.</p> <p>Drift IT have communicated changes to their working practice during COVID19. These have been approved.</p>	<p>Access to a safe space where the meeting can happen and hand sanitiser will be available. Individual are expected to maintain social distancing and wear PPE if necessary. Visitors may park in pre-arranged spaces if available. They will need to contact the school office to check.</p>	<p>All staff</p>	<p>Ongoing</p>
<b>Catering Arrangements</b>				
<p>What happens to FSM children who are at home or isolating.</p>	<p>The school will provide FSM vouchers based on £2.50 per day. These will be sent to parents. Vulnerable families will be supported via foodbank vouchers/spotlight/Salvation Army.</p>	<p>Check that the government will continue this during Jan lockdown.</p>	<p>Office</p>	<p>Ongoing</p>

## Staff Mental Health and Wellbeing

<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus.</p>	<p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p> <p>Follow guidance above on stress and mental health.</p> <ul style="list-style-type: none"> <li>• Have regular keep in touch meetings/calls with people working at home to talk about any work issues.</li> <li>• Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through.</li> <li>• Involve workers in completing risk assessments so they can help identify potential problems and identify solutions.</li> <li>• Keep workers updated on what is happening so they feel involved and reassured.</li> <li>• Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours.</li> </ul>	<p>If in needed LSAs can be used to teach groups of pupils in the classroom setting.</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified –</p> <p>HCC employment support line 08000305182</p>	<p>SLT</p>	<p>Ongoing</p>
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus.</p>	<p><b>Attendance</b> Approach to staff absence reporting and recording as per normal procedures – noting the exceptions to those who are clinically vulnerable.</p>		<p>SLT/Office</p>	<p>Ongoing</p>

## Parent & Child Mental Health and Wellbeing

<p>Mental health and wellbeing affected through isolation or</p>	<p>Children at home <u>Staff:</u> Contact identified 'support group' x3 per week to check in and see how they are getting on.</p>	<p>Any concerns to be noted on CPOMS</p>	<p>All Staff</p>	<p>Ongoing</p>
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anxiety about coronavirus.	Rest of class to contacted over 2 weeks.  SLT/SENDSCO/Inclusion Leader: Contact vulnerable families of the children not attending school each week to check in on them.	SLT & Inclusion leader to continue weekly safeguarding meetings.		
<b>Covid Symptoms</b>				
What happens if a member of staff becomes ill?	<p>If staff have one of the 3 symptoms for COVID19:</p> <ul style="list-style-type: none"> <li>• A new continuous cough</li> <li>• A high temperature</li> <li>• A loss, or change in, your normal sense of taste and smell</li> </ul> <p>Then they are to report this to the Head and go home. If these symptoms become apparent at home, do not come into school.</p> <p>Staff are to adhere to the <u>government guidance</u>. <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p>		All staff	Ongoing
What happens if a child becomes ill?	<p>If there is suspected COVID19 in school:</p> <ul style="list-style-type: none"> <li>• Child to be sent to the office with his/her belongings</li> <li>• Isolated area will be the chill zone– with a deep clean needed as required</li> <li>• The adult responsible for looking after the child will check on the child</li> <li>• The child will be tested.</li> </ul> <p>If the result is positive the HT to call: DFE number 08000468687</p>	The room will be deep-cleaned as required.	All staff	Ongoing