



## **Crossways Junior School**

### **Risk assessment: 1<sup>st</sup> September 2020 return**

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**Date of Risk Assessment: 07-07-2020**

**Reviewed: 27-08-20**

**Description of activity being risk 21**

# Based upon South Gloucestershire Draft Re-opening Guidance Framework

## Scenario A – Full Re-opening

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Action completed
Lack of up to date knowledge for reopening to all children in September	Crossways community children, staff, parents	<p>School has continued to remain open following Government &amp; LA guidance.</p> <p>Robust risk assessments are in place, regularly reviewed and amended if necessary.</p> <p>Risk assessments checked by H&amp;S, LA, Governing Body</p>	<p>Create robust Plan &amp; Risk Assessments based on Government &amp; LA guidelines to enable all children to return to Crossways in September.</p> <p>Communicate return to school plan/Risk Assessments with Governors and NM (new EHT)</p> <p>Communicate return to school plan with all staff within Crossways community</p> <p>Communicate return to school plan with all parents/carers, setting out expectations and at-risk category pupils and families</p> <p>Regular reminders to parents re: expectations around safety</p>	<p>FLT</p> <p>FLT</p> <p>FLT</p> <p>FLT</p> <p>FLT/Admin</p>	<p>By 1-9-20 FGB 13-7-20</p> <p>By end of Term 6 2020</p> <p>By end of Term 6 2020</p> <p>By end of Term 6 2020</p> <p>1-9-20 then on-going</p>	
Spread of the virus within the school	All staff pupils and visitors to school	<p>Parents/carers will be asked to check temperature (if possible) and to wash hands before leaving for school</p> <p>Avoiding school if symptoms e.g. continuous</p>	<p>Remind all parents, especially of children returning to school since March, of expectations linked to LA guidance</p> <p>Remind all parents to avoid using public transport and car sharing</p>	<p>FLT</p> <p>Admin</p>	On-going	

		cough, temperature, loss of taste/smell	All disposable face coverings to be removed on arrival and disposed of in a lidded bin. Reusable face coverings to be stored in a plastic bag. Hands must then be washed before entering classroom/bubble.			
		Breakfast Club and Kites will re-open under new guidelines to avoid cross contamination of children in their class bubbles	Inform parents of BC/kites will be opening under LA new guidelines Inform staff working in these clubs Inform all staff/governors Source extra cleaning for BC/Kites	FLT	End of term 6 2020	
		Safe distancing will be followed during entry and exit to the schools and supervised as much as possible	Parents requested to walk children to school where possible, avoiding traffic congestion. Pupils & parents enter through designated gates and there is a one way system in place. Markings/posters will clearly show one way system for entry/exit  Staggered start to year groups returning during first 3 days of term – see rota  Staggered drop off and pick up will aid social distancing between groups of child/parents including pre-school children/parents: CIS <ul style="list-style-type: none"> <li>➤ Y2 8.40-3.20</li> <li>➤ Y1 8.50-3.30</li> <li>➤ EYFS 9.00-3.10 (during phased entry) then 3.40</li> </ul> CJS <ul style="list-style-type: none"> <li>➤ Y6 8.35-3.15</li> <li>➤ Y5 8.45-3.25</li> <li>➤ Y4 8.55-3.35</li> </ul>	FLT SLT Teachers TAs	By 1-9-20	

			<p>➤ Y3 9.05-3.45</p> <p>No parents to walk around school grounds or loiter after drop off/pick up</p> <p>Parents will be advised to communicate with school via phone and email as talking to teachers/TAs each morning will not be possible. We will encourage any messages to be sent/called by 8.30 so that staff can be informed.</p> <p>If parents do visit for any reason, they will not be allowed into the school building and staff will speak through the glass partition.</p> <p>Mark up outside space showing safe distancing</p>			
		Physical contact, e.g. children crying and needing nurture, refusing to leave parent/carer	<p>Children will not be physically coaxed off parents if they are refusing to come in.</p> <p>Ensure a safe space is available for parent to reassure child.</p> <p>Staff will not use positive handling with children. FLT will be informed. Amendments to the behaviour policy would include strategies such as distraction or de-escalation in a situation is a child was repeatedly refusing.</p> <p>If a child must be physically reassured, staff must risk assess</p>	Teachers TAs FLT/SLT	Daily	

			the dangers for themselves and limit contact where possible.			
		On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitiser	Ensure good supply of hand sanitiser, soap and paper towels available every day	Teachers/TAs Admin	Daily	
		Parents will be asked to stay outside of school building whenever possible and any issues to be communicated by email or telephone	Parents will be asked not to visit the school offices. If they do visit for any reason, they will not be allowed into the school building and staff will speak through the glass partition	FLT Admin	By re-opening	
		Risk of children from different bubbles mixing at the start/ end of the day, mixing with pre-school children.	Staggered start /finish times to minimise risk Y6 asked to walk straight home Younger children/parents asked to exit premises straight away.	FLT/SLT Teachers	Daily	
		Close contact with other pupils not in own class / year group bubble	Staggered start /finish times for school day, break times, lunchtimes.(see timetable above and rotas) For children located upstairs, no classes will move through corridors at the same time (unless emergency) and avoid unnecessary movement. Movement is on left hand side Staff to limit use of toilets, use before/after playtimes where possible, use own toilet next to classroom.	Teachers TAs	Daily	

		Anyone, child or adult, who shows symptoms in school will be asked to move to isolated area/room (child) or sent straight home (adult)	Ensure room is always available - medical room in CJS.  Keep contents of room to a minimum to aid cleaning process	Admin/first Aiders	At all times	
		If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use	Use of accessible toilet in the school  Ensure process is in place for cleaning promptly after use and before next usage.	Admin/First Aiders	On-going	
		Ask person/pupil to leave by the nearest external door	Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members. Ensure cleaning of room occurs following departure by cleaning staff wearing PPE, double bagged in black bags provided, not put in waste for 72 hours.	Admin/first aiders	On-going	
Potential contamination of buildings/equipment	All pupils staff and visitors	Deep clean of all areas before school returning in September and then ongoing at start, mid-day and end of day.	Additional cleaning capacity to be agreed and delivered Regular reminders to pupils regarding limited sharing of equipment. Ensure stocks of cleaning materials are maintained Each child to have their own pencil, exercise books. Other less frequently used resources (scissors) can be shared within class bubble, wiped down after use.  Each member of staff to have own pens etc.	FLT  Cleaners  Caretakers  Teachers  TAs	By 1-9-20  On-going	

			A stock of reading books to be kept in each classroom, children to select an agreed number of books to take home on Monday, returned Friday at 9.30am.			
		Spreading germs between rooms and areas, e.g. toilets, corridors, outside	Children to wash hands or sanitise before and after leaving and entering their classroom  Anti-bac wipes will be placed close to doors to enable door handles to be regularly cleaned	Teachers TAs	Daily	
		Toileting	Each year group bubble to use their year toilets, girls and boys split as usual.  Increased hygiene and reasons to be explained to children using age-appropriate language  Playtimes and lunchtimes are staggered with children going to the toilet before each break time Children to sanitise hands before entering and re-wash hands in the toilet hand wash basins or in classroom sink before entering the classroom – taps will be regularly wiped with anti bac wipes	Teachers TAs LBS	Daily	
		Cloakrooms	Children to use their cloakrooms within year group bubble Drinking fountains are turned off and have out of use signs on. All children to bring in a named water bottle to be kept on their tables. These can be refilled from the drinking water taps and taps wiped down afterwards.	Teachers TAs	Daily	

		Risk of contamination through shared resources which are difficult to clean.	Soft furnishings to be removed from classrooms including teacher's chairs, if fabric  Resources which cannot be easily cleaned are removed from the classroom.	Teachers TAs	Daily	
		Contamination of IWB/laptops	Only adults in each bubble to use IWB and laptop.  Wipe pens and remote after use.  All equipment to be wiped using spray and blue cloth	Teachers TAs	Daily	
Contamination through coughing and sneezing	All pupils staff and visitors	Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal	Regular reminders to children. Ensure tissues are available and covered bins with lids for disposal (emptied midday & after school clean). Ensure posters are displayed (catch it bin it kill it)	Teachers TAs Admin	On-going	
		Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands	Regular reminders to children	Teachers TAs LBS	On-going	
		Opportunities available for pupils, students, staff and visitors to wash their hands: <ul style="list-style-type: none"> <li>on arrival at school</li> <li>before and after using the toilet</li> <li>after breaks and sporting activities</li> <li>before food preparation</li> </ul>	Ensure good supply of soap, paper towels, hand sanitiser and PPE available at all times	All staff	On-going	



		<ul style="list-style-type: none"> <li>• before and after eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing/ touching face.</li> </ul> <p>This is particularly important if using public transport to get to school</p>				
Use of hand sanitisers **	All pupils visitors and staff	Providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Obtain the safety data sheet for the product(s) They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.	<p>Ensure adequate supplies are maintained and staff are aware of safety data sheets</p> <p>Ensure that supplies are topped up daily at entrance and exit points from the school</p> <p>Supervision by staff to ensure safe use of sanitisers.</p> <p>For children with skin conditions liquid soap and water will be used instead after consultation with parents</p>	All staff Caretaker  Admin	On-going  Pre-opening	
Cleaning of school building	School staff and cleaners	<p>Cleaning staff will have been made aware of the levels of cleaning required in each area and provided with PPE for each area</p> <p>Source additional cleaning staff for lunchtime clean</p> <p>Source additional cleaning for BC/Kites</p>	<p>Both schools deep cleaned during summer break</p> <p>PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully in bin bags outside each room, as contaminated waste</p>	Cleaning team caretaker	Before Re-opening in September  On-going	

		Hand washing facilities are available including anti-bacterial hand gel.	All staff to wash hands / use anti-bacterial gel; on entering school, leaving school, entering each classroom Handling waste including body fluid spills and hazardous medical waste. Cleaning After emptying bins After using the bathroom	Caretaker All staff	Pre-opening Daily	
Social distancing	All staff and pupils	KS2 / Y2 pupils to sit at tables facing the front of classroom  Y1/EYFS to use best endeavours to stay apart	<i>Refer to EYFS/KS1 and KS2 classroom Risk Assessment</i>  KS2/Y2 children to be in class bubbles inside school, year group bubbles outside where children stay together to minimise risk and allow track & trace How the tables/chairs set up will aid social distancing All staff to model social distancing and use regular reminders with the children Outdoor lesson delivery wherever appropriate within 'bubble'  Children will be covering the Rediscovery curriculum, we will be using the recovery model that the local authority are suggesting.  Pupils to remain in one seat or marked carpet space which is at distance as much as possible from other peers and staff Pupils will use cloakrooms and year group toilets with in their year group bubble.	FLT/SLT All staff	By 1-9-20 Daily	

			Avoid activities in large groups, e.g. Assemblies,			
		Teachers/TAs	Adults can move across bubbles but 'they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.' (DFE). TAs can withdraw children from the same bubble to deliver an intervention	Teachers TAs	From 1-9-20	
		At lunchtimes:	Lunch options to be confirmed  Staggered lunchtimes to aid distancing – see rota  Pupils to use tables in classrooms to eat lunch, within their class bubble  LBS to wipe over tables before lunch Additional cleaning to wipe down tables afterwards.	LBS	On-going	
		Risk of contamination during PE/Physical development	Increasing the amount of outdoor learning that we offer to minimise time spent indoors. Children coming to school in sports clothes/PE clothes on PE days, plus change of clothes Children should be encouraged to be active and exert themselves but if any child's exertion leads to coughing, this must be immediately minimised and a more gentle activity commenced. PE equipment/bikes/bats/balls can be used although equipment needs to be wiped down	Teachers	Daily	

			<p>afterwards. Gym style lessons continue. No swimming lessons until directed to by South Glos</p> <p>If the hall is used for PE, then it needs to be cleaned and mopped before another bubble uses it</p>			
		<p>Cross-transmission between groups of children during playtimes/lunchtimes</p>	<p>Playtimes will be staggered to aid social distancing and children encouraged to play at arm's length from others and avoid contact with staff and peers where possible. Adults to explain reasons why- see rota</p> <p>Children will be in designated zones within their year group bubble on the playground/ field at playtimes, using PE cones to clearly show areas</p> <p>Children will be told not to cross into another bubble</p>	<p>Teachers TAs LBS</p>	<p>Daily</p>	
		<p>Risk of contamination of fixed play equipment</p>	<p>Outdoor play equipment will not be used</p> <p>Children will be instructed to wash their hands after every break/ lunch.</p>	<p>Teachers TAs LBS</p>	<p>Daily</p>	
		<p>Risk of breakdown of social distancing during play times increasing transmission risk.</p>	<p>Teachers to train children on safe and unsafe playtime games.</p> <p>Supervision at play times to enforce this.</p> <p>Sanction for children breaking this rule.</p>	<p>Teachers TAs LBS</p>	<p>Daily</p>	

Social distancing of staff	All staff	Staff to follow guidance re social distancing in staffroom, additional space available for staff CIS ICT suite/library, CJS - library	<i>Refer to Staff Communal Areas Risk Assessment</i>	All staff	On-going	
Provision of first aid	All staff pupils and visitors	<p>Non-COVID related First aid will continue in the usual way with the use of designated areas.</p> <p>PPE needs to be available for COVID related symptoms and lidded waste bin to dispose of any contaminated waste and PPE. Staff should wash hands after dealing with pupil and complete any accident forms as usual</p>	<p>Staff wear gloves for non-COVID related first aid or administering of medicines. Completed within bubble and recorded.</p> <p>As far as possible minimise the amount of medication to be administered by staff.</p> <p>PPE disposed of in a double black bags available in each classroom. Donning and doffing guidance to be shared with staff.</p> <p>First aider on site at all times.</p> <p>Paediatric First aider on site at all times.</p> <p>First aid timetable so we know who is first aider each day</p> <p>Any first aider dealing with an incident to remain with casualty and details to be recorded in contact tracing register</p>	FLT/SLT First Aiders	On-going	
Administering medication	Staff	As much as possible reduce the amount of medication you agree to administer	Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when Medicines will be stored so they are not touching others and staff will wear gloves to administer.	FLT Admin	Re-opening On-going	

			All medication to be handed to the office as this poses less risk than children handling medication.  Staff to wash hands after each pupil			
Pregnancy	Staff	Possible complications for pregnancy. Implications for health of mother and unborn child	Regularly check Public Health England for updated advice. Seek advice from GP/Midwife	FLT	On-going	
Office/Reception staff	Staff	Parents/carers and pupils reminded to keep visits to office to a minimum. Parents/carers encouraged to use email or telephone to contact staff as only essential visits to school will be permitted	Any parent or visitor to school in an emergency will keep in the foyer of either school and spoken to through safety of glass windows. Inform parents/carers of temporary change of system and ensure they have the contact details and that their understanding of the process is clear	Admin FLT	Re-opening	
		Continue parents paying for school lunches etc. by electronic means to avoid use of cash	Continue electronic means of payment in school	Admin	Re-opening	
Visitors	All pupils & staff, Visitors	Music teachers, sports coaches, supply teachers allowed back on site	Whilst visitors will be kept to a minimum, all additional educational staff visiting will be asked upon arrival at sign in, if they have symptoms. One admin staff to take details. Log name, length of time on school site, all children/adults they came into contact with during each visit	Admin	As necessary	

Contact tracing	All pupils & staff, Visitors	All children allowed back on site Registers	Contact tracing document to be kept up to date to be able to provide PHE with appropriate information should a positive case be identified	Admin	On-going	
Deliveries to school	All staff, pupils and delivery drivers	Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items. Once school receives a delivery wherever possible items will need to be wiped overusing antibacterial wipes	Only essential deliveries on site e.g. food for kitchen  Reduce contractors to absolute minimum  Contractors do not work in the same space as children.  Share guidance for contractors including who to report to if they show symptoms. Contractors given PHE advice upon entry and told to report to the setting if they feel unwell/contract COVID-19.  Safeguarding agreement shared upon arrival from office  No volunteers until school is fully reopen and lockdown fully relaxed  Whilst placing the order consider delivery, 2m apart, no signing for deliveries  Ensure good supply of antibacterial wipes are in place for staff  Ensure all deliveries/post is quarantined for 24 hours	FLT/Admin caretaker	On-going	

Dealing with unwell children	All staff and pupils	Children that become unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness	<p>Any symptoms then the child is isolated in CJS medical room. If the isolated child needs to use the bathroom then Accessible toilet in the school must be used and to be cleaned before further use.</p> <p>Adults to wear gloves if the child is unwell and not COVID related.</p> <p>The staff member supervising must have access to PPE if symptoms are COVID related. Handwashing and cleaning the area is vital once the child has left. Face mask to be worn but if they are vomiting etc then goggles to be worn too.</p> <p>Confirmed case of child or staff COVID-19 means the whole bubble isolate for 14 days. Staff and parents to be informed of testing opportunities and encouraged to do so where symptoms are seen.</p> <p>Track &amp; Trace to identify all people in contact.</p> <p>Contact with ELS to discuss if closure of school is needed.</p> <p>Contact Public Health England.</p> <p>Staff to wear PPE for any suspected Covid case/routine intimate care but guidance advises that it is not necessary for first aid or administering of</p>	<p>Teachers</p> <p>TAs</p> <p>Admin</p> <p>First Aider</p>	On-going	
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			<p>medicines (subject to staff's personal circumstance). PPE disposed of in a black bags available in each classroom. Donning and doffing guidance to be shared with staff.</p> <p>Public health England poster guidance followed regarding any other childhood illness</p>			
Premises plant and equipment	All staff, pupils and visitors.	All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should	Caretaker to be made aware of any maintenance	caretaker	Re-opening  Daily	
Fire drill	All staff and pupils	Fire drill procedures and fire safety notices	<p><i>See separate Fire Risk Assessments</i></p> <p>Fire drill procedures to ensure all new guidelines ref social distancing are followed as much as possible.</p> <p>Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire</p>	FLT SLT	By 1-9-20  Term 1	
SEN children	Staff and pupils	Plans in place in relation to potential behavioural issues in line with/reviewed by SENDCO upon returning to school.	<p><i>SEND/vulnerable children may have different needs to those of the rest of the cohort</i></p> <p>Regular reviews as required by SENCO/one to one TA particularly if issues with biting/spitting.</p> <p>Approaches to behaviour management need to change in terms of higher level instances</p>	SENDCo	Pre-opening On-going	

			<p>SEND Risk Assessment to be enhanced, ensuring strong consultation with parents</p> <p>Reintegration part time plans to be established for those that it is appropriate for</p> <p>Correct 1:1 provision in place Temporary amendment added to SEND and Behaviour Policy to signal changes in management due to lower capacity</p>			
Children with health vulnerabilities or who live in a household vulnerabilities	Pupil, families staff		<p>FLT/staff to liaise re: with child's parents</p> <p>Health care plan set up, detailing health issues</p> <p>All staff, especially within the child's class bubble, to be made aware of any specific child with new health vulnerabilities</p> <p>Specific medication, if required, to be stored safely and securely with the child's bubble in classroom</p> <p>First aider on site at all times.</p> <p>First aid timetable so we know who is first aider each day</p>	<p>FLT/SLT</p> <p>Teachers</p> <p>TAs</p>	On-going	
Anxiety/emotional well-being of children	All children	<p>LA re-discovery curriculum to be implemented</p> <p>PSHE to be high focus</p>	<p>Staff to implement LA Rediscovery curriculum</p> <p>Staff to discuss, age-appropriately, new processes in school including;</p>	<p>Teachers</p> <p>TAs</p> <p>LBS</p>	Daily, as necessary	

			<p>Social distancing in and around school and why this is important</p> <p>Pattern of the day and why this is different</p> <p>Hygiene and why this is important</p> <p>Curriculum expectations and why these are different</p> <p>Mental health, emotions, PSHE</p> <p>All staff to be extra vigilant, identifying particularly anxious children</p>			
Anxiety/emotional well-being of parents	All parents/carers Family members	Communication with parents	<p>No parents into school unless it is a pre-arranged meeting or an emergency. A log will be kept of these visits.</p> <p>Continue regular letters, phone calls, texts to parents for information and reassurance</p> <p>Staff to refer to contact priority lists across year groups/ schools</p>	<p>FLT/SLT</p> <p>Teachers</p> <p>TAs</p>	Weekly	
Vulnerable staff – health	All staff including clinically vulnerable, clinically extremely vulnerable, BAME,		<p>The Crossways Leadership team aim “<i>to reconnect safely through a compassionate and ethical approach</i>” (S. Glos. Draft re-opening framework for Schools))</p> <p>Following HR/union advice on the legality of any action</p> <p>Use of HR/Occupational Health/ Counselling service as appropriate</p>	FLT	On-going	
		Staff wellbeing,	<p>Ensure through year group bubbles staff have a sufficient comfort break at playtimes</p> <p>FLT to monitor well-being of staff</p>	FLT	On-going	

Lockdown restrictions have been put in place	All Crossways community	<p>Proven partial re-opening procedures have been in place from March based on LA guidance</p> <p>Amended and checked Risk Assessments in place</p> <p>Admin procedures in place</p>	<p>Crossways schools open for Key worker children and vulnerable children with a skeleton staff followed by a wider reopening in bubbles for Key Worker children and specific year groups</p> <p>Immediate access to remote education must be provided. Parents will be directed to use the 'Oak Academy' materials produced in conjunction with the Government as the recommended learning strategy.</p> <p>Further investigation into Google Classroom is currently taking place.</p> <p>Increased access to on-line learning for all children at home</p> <p>Learning made available for children unable to access on-line learning.</p>	<p>FLT</p> <p>Governors</p> <p>All staff</p>	On-going	
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\*\* Most hand sanitiser products contain a high volume of alcohol, which is the reason for hand sanitiser fire concerns. Alcohol based hand sanitisers should be stored away from all heat and ignition sources, including (but not limited to) sparks, open flames, any type of electrical outlet, switches or equipment, and extreme heat. Caution should also be used when hand sanitiser has been used and individuals may come into contact with heat/hot surfaces etc.