



Crossways Junior School

Risk assessment: 4th January 2021

Risk Assessment completed by Paul Medicott, Emma Mitchell, Nicky McMahon & Claire Clarke

Date of Risk Assessment: 31.21

Reviewed:

Description of activity being risk 21

Based upon South Gloucestershire Re-opening Guidance Framework (Summer 2020)

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
<p>In the light of the new variant of Covid-19, the risk assessment has been reviewed again with these changes.</p>	<p>All staff, pupils and visitors to the school</p>	<p>FLT meeting 2.1.21 and 3.1.21 to review existing measures, consider the increased risk due to the new variant, review latest advice from LA (see email from Andrew best 3.1.21), plan next steps.</p> <p>Reducing contact and transmission by:</p> <ol style="list-style-type: none"> 1. Staggering start and end times 2. Staggering lunch times 	<p>Communication to all staff to determine staffing levels for 4.1.21</p> <p>Communication with COG to agree next steps.</p> <p>Revisit preventative measures within the risk assessment</p> <p>Communication to all staff with advice re risk assessment updates</p> <p>Communication to parents re safety on return</p> <p>Further action to reduce transmission:</p> <ol style="list-style-type: none"> 3. Staff to remind children about hand washing to include: on entry to school, 	<p>FLT</p> <p>EHT</p> <p>FLT</p> <p>FLT</p> <p>FLT</p>	<p>3.1.21</p> <p>4.1.21</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

		<ol style="list-style-type: none"> 3. Enhanced cleaning, hand hygiene and ventilation measures 4. Limiting shared resources 5. Limiting movement around the building 6. Suggested use of masks on the playground when interacting with parents and when moving around the school 7. Reducing risk of transmission between home and school by reducing the resources brought in and sent home including reading books 8. Use of bubbles and carefully tracking staff contact in each bubble 9. Not using shared areas in the school such as the hall (unless it is cleaned down in between each bubble) 10. Limiting visitors in school to only essential visitors/contractors 11. Increased areas for staff to use at lunchtime/break times to support with social distancing 12. Systems in place to support children 	<p>before eating, after using the toilet and before going home</p> <p>5. continued use of Teams to support with meetings / discussions, no movement around the building unless necessary. Staff continue to be encouraged to take PPA at home and to attend staff meetings from home if they can safely return home by 4pm.</p> <p>6. All staff to wear masks when on playground duty or before/after school, when moving around the school. Not in classrooms, offices or when sitting down.</p> <p>7. Review of reading books going home and exploration of use of online library / resource instead of books going home</p> <p>11. Staff to ensure that they maintain 2m distance from other staff in shared areas, including the staff room and to use the other areas to support with this.</p> <p>12. As has been requested of parents staff are asked to monitor their temperature and any possible symptoms they may have before they come into school and ensure that they are</p>			
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		experiencing symptoms or testing positive	NOT on site if they are displaying any.			
Spread of the virus within the school	All staff pupils and visitors to school	<p>Parents/carers are asked to check temperature (if possible) and to wash hands before leaving for school</p> <p>Self-isolating if symptomatic e.g. continuous cough, temperature, loss of taste/smell</p> <p>Remind all parents to avoid using public transport and car sharing</p> <p>All parents requested to wear face coverings wherever possible when in and around the school site.</p> <p>All disposable face coverings are removed on arrival and disposed of in a lidded bin. Reusable face coverings are stored in a plastic bag. Hands are sanitised on entry to the school.</p> <p>On-going reminders in place.</p>				
		Safe distancing is followed during entry and exit to the schools and supervised as much as possible	Review afternoon play	FLT	As guidance relaxes	

		<p>Parents requested to walk children to school where possible, avoiding traffic congestion.</p> <p>Pupils & parents enter through designated gates and there is a one way system in place.</p> <p>Markings/posters clearly show one way system for entry/exit</p> <p>Staggered drop off and pick up aid social distancing between groups of children/parents including pre-school children/parents:</p> <p>CIS</p> <ul style="list-style-type: none"> ➤ Y2 8.40-3.20 ➤ Y1 8.50-3.30 ➤ EYFS 9.00-3.10 <p>CJS</p> <ul style="list-style-type: none"> ➤ Y6 8.35-8.45 3.15 ➤ Y5 8.35-8.45 3.20 ➤ Y4 8.45-8.55 3.25 ➤ Y3 8.45-8.55 3.30 <p>Parents asked not to come on to the playground and to drop children at the gate.</p> <p>In KS2, to support with aligning start times with usual start times, there is no afternoon play. This provides an additional 10 minutes.</p> <p>In KS1/EY, assemblies are reduced by 5 mins per day, to allow adjusting pick times by 5 mins.</p> <p>EYFS do not have afternoon play but engage in physical development activities during the afternoon which provides an additional 10mins.</p>				
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		<p>No parents walk around school grounds or loiter after drop off/pick up</p> <p>Parents communicate with school via phone and email as talking to teachers/TAs each morning is not possible. We 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 are not be allowed into the school building and staff will speak through the glass partition.</p> <p>Parents are able to drop off all junior siblings at the same time due to socially distanced playground markings.</p> <p>During wet weather, parents are asked not to enter the playground and drop children at the gate. Y3/4 children will then walk straight to the external classroom door where they are met by their class teacher/TA. Y5/6 children will walk in through their usual entrance and straight to the classroom following the usual route.</p> <p>Children allowed to bring bikes/scooters onsite and store at school. In Juniors, children to follow one way system to drop off bikes/scooters at the beginning of the day and to collect at the end. Children must do this themselves.</p>				
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		<p>Physical contact, e.g. children crying and needing nurture, refusing to leave parent/carer</p> <p>Children are not physically coaxed off parents if they are refusing to come in.</p> <p>A safe space is available for parents to reassure child.</p> <p>Staff can use positive handling with children if using gloves. FLT are informed.</p> <p>If a child is physically reassured, staff risk assess the dangers for themselves and limit contact where possible.</p>				
		<p>On entering school all pupils are asked to sanitise hands</p> <p>A good supply of hand sanitiser, soap and paper towels is available every day and checked regularly</p>				
		<p>Parents are asked not to visit the school offices and any issues to be communicated by email or telephone. If they do visit for any reason, they are not be allowed into the school building and staff speak through the glass partition</p>				
		<p>To avoid close contact with other pupils not in own class / year group bubble:</p> <p>For children located upstairs, no classes move through corridors at the same time (unless emergency) and unnecessary movement is avoided.</p> <p>Movement is on left hand side</p>				

	Staff manage use of toilets through use before/after playtimes where possible, use own toilet next to classroom/gender specific toilets. Hand sanitiser is positioned outside every toilet.				
	<p>To avoid the risk of contamination from unventilated rooms within school buildings</p> <p>Staff are asked to keep an air flow throughout the day by opening windows and keeping doors open (except fire doors). They ventilate rooms before school, during breaks and after school during colder weather following guidance from NAHT and link). They ensure there is still a flow of air at all times, with windows opened widely when unoccupied</p>	Review ventilation procedures following guidance	FLT	As appropriate	
	<p>Anyone, child or adult, who shows symptoms in school is asked to move to isolated area/room (child) or sent straight home (adult).</p> <p>Ensure room is always available - medical room in CJS. Contents of room is kept to a minimum to aid cleaning process</p> <p>School inform S.Glos PHE in the event of children or staff members with positive test result. In this case, they are expected to engage with NHS Test and Trace. Parents are advised to inform the school of any symptoms children may have and the outcomes of any test</p>	Review use of CJS medical room as isolation room	FLT	February	

		<p>immediately. School will take appropriate action depending on the result of the test. See LA Covid flowchart.</p> <p>If the isolated person needs to use the bathroom then a designated bathroom is used and cleaned before further use This is the accessible toilet in the school</p> <p>Processes are in place for cleaning promptly after use and before next usage.</p> <p>Ask person/pupil to leave by the nearest external door.</p> <p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members. Cleaning of room occurs following departure by cleaning staff wearing PPE. Waste is double bagged in black bags provided and stored for 72 hours before being disposed of.</p>				
Potential contamination of buildings/equipment	All pupils staff and visitors	<p>Ongoing cleaning at start, midday and end of day.</p> <p>Regular reminders to pupils regarding limited sharing of equipment.</p> <p>Stocks of cleaning materials are maintained</p> <p>Each child has their own pencil and exercise books.</p> <p>Other less frequently used resources (scissors) are shared within class bubble and wiped down after use.</p>				

		<p>Each member of staff has their own pens etc.</p> <p>A stock of reading books is kept in each classroom and children to select an agreed number of books to take home on Monday and returned Friday by 9.30 am for 72 hours quarantining.</p>				
		<p>To avoid 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</p> <p>Anti-bac wipes are placed close to doors to enable door handles to be regularly cleaned</p>				
		<p>Toileting- each year group bubble to use their year toilets, girls and boys split as usual / bubble toilets – choice made by age appropriate / cohort specific.</p> <p>Washing hands posters displayed in toilets</p> <p>Playtimes and lunchtimes are staggered with children going to the toilet before each break time if required / staff on duty to take children in if they need the toilet whilst on the playground.</p> <p>Children sanitise hands before entering and re-wash hands in the toilet hand wash basins or in classroom sink before entering the classroom.</p>				
		<p>Cloakrooms:</p>				

		<p>Children use their cloakrooms within year group bubble</p> <p>Drinking fountains are turned off and have out of use signs on.</p> <p>All children 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. Water is provided for any pupils without water bottles.</p>				
		<p>To avoid the risk of contamination through shared resources which are difficult to clean:</p> <p>Soft furnishings have been removed from classrooms including teacher's chairs, if fabric</p> <p>Resources which cannot be easily cleaned have been removed from the classroom.</p>				
		<p>To reduce the risk of contamination of IWB/laptops:</p> <p>Only adults in each bubble use IWB</p> <p>Pens and remote are wiped after use.</p> <p>All equipment including laptops is wiped using anti bac wipes</p>				
Contamination through coughing and sneezing	All pupils staff and visitors	<p>Children are reminded to use tissues provided to catch coughs and sneezes and use designated bin for disposal</p> <p>Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands</p>				

		<p>Tissues are available and covered bins with lids for disposal (emptied midday & after school clean).</p> <p>Posters are displayed (catch it bin it kill it)</p>				
		<p>Opportunities available for pupils, students, staff and visitors to wash / sanitise their hands:</p> <ul style="list-style-type: none"> • on arrival at school • before and after using the toilet • after breaks and sporting activities • before food preparation • before and after eating any food, including snacks • before leaving school • after sneezing/coughing/ touching face. <p>A good supply of soap, paper towels, hand sanitiser and PPE is available at all times</p>				
Use of hand sanitisers **	All pupils visitors and staff	<p>We allow the use of hand sanitisers that contain at least 60% alcohol. The safety data sheet for the product(s) have been obtained which advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p> <p>COSHH assessments have been completed for any new products of hand sanitiser and cleaning products</p> <p>Adequate supplies are maintained and staff are aware of safety data sheets</p>				

		<p>Supplies are topped up as necessary at entrance and exit points from the school</p> <p>Staff supervise to ensure safe use of sanitisers.</p> <p>For children with skin conditions liquid soap and water is used instead after consultation with parents</p>				
Cleaning of school building	School staff and cleaners	<p>Cleaning staff are aware of the levels of cleaning required in each area and provided with PPE for each area</p> <p>Additional cleaning staff employed for lunchtime clean</p> <p>Schools are deep cleaned during half term/holidays</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>				
Social distancing	All staff and pupils	<p>KS2 / pupils to sit at tables facing the front of classroom</p> <p><i>Refer KS2 classroom Risk Assessment</i></p> <p>KS2 children are in class bubbles inside school, year group bubbles outside where children stay together to minimise risk and allow track & trace</p> <p>Tables/chairs setup will aid social distancing</p>	<p>Plan to allow children to have multiple places within the classroom dependent on activity reinforced by up to date seating plan</p> <p>Plan to allow year group bubbles inside school as cases in local area decline</p>	<p>FLT</p> <p>FLT</p>	<p>Term 3</p> <p>Term 3</p>	

		<p>Staff model social distancing and use regular reminders with the children</p> <p>Outdoor lesson delivery wherever appropriate within 'bubble'</p> <p>Pupils remain in one seat which is at distance as much as possible from other peers and staff</p> <p>Pupils use cloakrooms and year group toilets within their year group bubble.</p> <p>Activities in large groups, e.g. Assemblies are avoided</p>				
		<p>Teachers/TAs:</p> <p>Adults 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).</p> <p>TAs withdraw children from the same year group bubble to deliver an intervention and use space in the school hall or year group corridor areas.</p> <p>Small groups from 2 year groups can be in the hall at any one time (9 max per year group). They face either end of the hall (not towards each other) with the windows to the side of them. There is a significant space between different year groups – 4-5m approx. and space between groups of children from different classes but same year group. Groups stay on their side of the hall</p>				

		<p>Cleaning equipment is kept in close proximity to intervention areas to allow cleaning prior to and after use. No children are walking around school independently.</p> <p>Lesson observations- these can take place from the doorway of a classroom provided the adult does not enter the bubble</p>				
		<p>FLT:</p> <p>FLT do not share desks or computers. FLT may work from home on occasions.</p>				
		<p>Admin Team:</p> <p>Admin staff maintain a 2m distance from each other and can wear a mask where not possible.</p> <p>All other staff are advised not to go into school offices. Messages are sent/given via email (or speak through the glass panel), where possible. Items required from the office will be left outside.</p> <p>Admin teams should not share desks or computers.</p>				
		<p>Masks</p> <p>Playground at start/end of day</p>				

		<p>Where members of staff meet & greet parents or speak with parents at the start/end of the day they can choose to wear a mask during these interactions</p> <p>Offices and communal places in school</p> <p>Staff are advised that where they are unable to maintain a 2m distance they should wear a mask.</p> <p>All visitors are asked to wear a mask.</p>				
		<p>At lunchtimes:</p> <p>Staggered lunchtimes to aid distancing – see rota</p> <p>Pupils to use tables in classrooms to eat lunch, within their class bubble, where appropriate.</p> <p>Hot lunches are provided in take away style containers daily when eating in classrooms</p> <p>Lunches are delivered to classrooms along with cutlery.</p> <p>Children will be able to eat lunch in the school hall on a rota system. The 2 class bubbles will be in separate areas of the hall and lunchtime staff will only support their own bubble to avoid any cross contamination.</p>				

		<p>Children do not go to the serving hatch to collect lunch.</p> <p>LBS/kitchen staff to wipe over tables before lunch</p>				
		<p>To avoid the risk of contamination during PE/Physical development</p> <p>Where possible we increase the amount of outdoor learning to minimise time spent indoors</p> <p>.</p> <p>Children come to school in sports clothes/PE clothes on PE days, plus change of clothes</p> <p>Children are encouraged to be active and exert themselves but if any child's exertion leads to coughing, this is immediately minimised and a more gentle activity commenced.</p> <p>PE equipment/bikes/bats/balls is/are used although equipment is wiped down afterwards.</p> <p>Gym style lessons can continue provided staff are happy to wipe down after use.</p> <p>No swimming lessons until directed to by South Glos</p>				

		<p>If the hall is used for PE, it is cleaned and mopped before another bubble uses it:</p>				
		<p>To avoid the risk of contamination of fixed play equipment:</p> <p>Each piece of outdoor play equipment is used for 1 week by 1 year group bubble and then quarantined over weekend</p> <p>Children instructed to wash their hands after every break/ lunch.</p>				
		<p>To avoid the risk of breakdown of social distancing during play times increasing transmission risk:</p> <p>Teachers/TAs/LBS to train children on safe and unsafe playtime games.</p> <p>Supervision at play times to reinforce this.</p> <p>Sanction for children breaking this rule intentionally.</p>				
Social distancing of staff	All staff	<p>Staff follow guidance re social distancing in staffrooms and additional spaces available for staff</p> <p><i>Refer to Staff Communal Areas Risk Assessment</i></p> <p>Staff advised that they can choose to wear a mask in communal areas where it is not possible to maintain a 2m distance</p>				.
Provision of first aid	All staff pupils and visitors	<p>Non-COVID related First aid continues in the usual way with the use of designated areas.</p>				

		<p>PPE is available for COVID related symptoms and lidded waste bin to dispose of any contaminated waste and PPE (stored for 72 hours prior to disposal). Staff 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>PPE disposed of in a double black bags available in each classroom. Donning and doffing guidance has been shared with staff.</p> <p>First aider on site at all times.</p> <p>Paediatric First aider on site at all times.</p> <p>Any first aider dealing with an incident remain with casualty and details are recorded in contact tracing register, if outside of the bubble</p>				
Administering medication	Staff	<p>The amount of medication to be administered by staff has been minimised as much as possible.</p> <p>Consent forms are completed (incl. that staff may need to be within 2m), 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.</p> <p>All medication to be handed to the office/class teacher as this poses less risk than children handling medication.</p>				

		<p>Staff to wash hands after each pupil</p> <p>Inhalers kept in the classroom. Staff in class to complete relevant paperwork in class.</p> <p>Non refrigerated medication to be kept in locked class safe</p>				
Pregnancy	Staff	<p>Possible complications for pregnancy. Implications for health of mother and unborn child</p> <p>An individual risk assessment is carried out for pregnant staff and updated as necessary</p>	Regularly check Public Health England for updated advice. Seek advice from GP/Midwife	FLT	On-going	
Visitors & Contractors	<p>All pupils & staff,</p> <p>Visitors</p> <p>Contractors</p>	<p>Music teachers, sports coaches, supply teachers are allowed on site</p> <p>Contractors only on site during the school day in an emergency. Otherwise after school.</p> <p>Whilst visitors/contractors are kept to a minimum, all visitors are asked if they have symptoms upon arrival. One admin staff takes details. Log name, length of time on school site, all children/adults they come into contact with during each visit.</p> <p>Anyone on-site is asked to read and adhere to the risk assessment with regards to hand washing/sanitising/social distancing.</p> <p>Future Stars sports coaches run after school club sessions with children from year group they are working with.</p>				
Contact tracing	All pupils & staff,	Contact register in place				

	Visitors	Contact tracing document is kept up to date to be able to provide PHE with appropriate information should a positive case be identified				
Deliveries to school	All staff, pupils and delivery drivers	<p>Only essential deliveries on site e.g. food for kitchen</p> <p>Contractors reduced to absolute minimum</p> <p>Contractors do not work in the same space as children.</p> <p>Non-perishable items are quarantined before opening.</p> <p>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.</p> <p>Safeguarding agreement shared upon arrival from office</p> <p>Whilst placing the order consider delivery, 2m apart, no signing for deliveries</p> <p>All deliveries/post is quarantined for 24 hours</p>				
Dealing with unwell children	All staff and pupils	<p>Children that become unwell with non Covid symptoms are sent home in the usual manner. We ensure they are kept away from others as much as possible to minimise spread of illness</p> <p>Any symptoms then the child is isolated in CJS medical room. If the isolated child needs to use the bathroom then</p>				

		<p>accessible toilet in the school is used and is cleaned before further use.</p> <p>Adults wear gloves if the child is unwell and not COVID related.</p> <p>The staff member supervising has access to PPE if symptoms are COVID related. Handwashing and cleaning the area is vital once the child has left. Face mask is worn but if they are vomiting etc. then goggles/face shield are worn.</p> <p>Confirmed case of child or staff COVID-19 means the whole bubble isolate for 10 days. Staff and parents are informed of testing opportunities and encouraged to do so where symptoms are seen.</p> <p>Staff to wear PPE for any suspected Covid case/routine intimate care</p> <p>Used PPE and classroom / bathroom bins to be double bagged and stored for 72 hours. Staff to ensure relevant staff know to double bag waste in the event of a suspected case.</p> <p>Donning and doffing guidance has been 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 continue to ensure everything is functioning as it should	Caretaker to be made aware of any maintenance issues	Caretaker	Ongoing	
Fire drill	All staff and pupils	Fire drill procedures and fire safety notices in place				

		<p><i>See separate Fire Risk Assessments</i></p> <p>Fire drill procedures ensure all new guidelines regarding social distancing are followed as much as possible.</p> <p>Regular fire drills to continue (in Covid safe way)</p>				
Children with SEND	Staff and pupils	<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/1:1 TA/class teachers.</p> <p>Approaches to behaviour management for specific children modified in terms of higher level instances</p> <p>Appropriate 1:1 provision in place.</p>				
Children with health vulnerabilities or who live in a household vulnerabilities	Pupil, families staff	<p>FLT/staff liaise with child's parents</p> <p>Health care plan in place, detailing health issues</p> <p>All staff, especially within the child's class bubble, are aware of any specific child with new health vulnerabilities</p> <p>Specific medication, if required, is stored safely and securely with the child's bubble in classroom</p> <p>First aiders on site at all times.</p>				
Anxiety/emotional well-being of children	All children	<p>Rediscovery curriculum in place and used when appropriate for specific year groups/classes.</p> <p>PSHE remains a focus for teaching and learning.</p> <p>Regular reminders about new processes in school, including;</p>				

		<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>Mental health, emotions, PSHE</p> <p>All staff are extra vigilant, identifying particularly anxious children</p> <p>Mental Health First aid training arranged for Children’s Mental health and Well-being leads</p>				
Anxiety/emotional well-being of parents	All parents/carers Family members	<p>Communication with parents</p> <p>Continue regular letters, phone calls, texts to parents for information and reassurance</p> <p>No parents come into the school building unless it is an emergency. A log is kept of these visits.</p>				
Vulnerable staff – health	All staff including clinically vulnerable, clinically extremely vulnerable, BAME,	<p>The Crossways Leadership team continue to aim “<i>to reconnect safely through a compassionate and ethical approach</i>” (S. Glos. Draft re-opening framework for Schools)</p> <p>HR/union advice is followed on the legality of any action</p> <p>Use of HR/Occupational Health/ Counselling service as appropriate</p>				
		<p>Staff wellbeing:</p> <p>Through year group bubbles staff have a sufficient comfort break at playtimes</p> <p>FLT monitor well-being of staff including through the Staff Well being survey</p>				

** 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.