



## **The Crossways Federation**

### **Risk assessment: 12.07.21**

This risk assessment is for both Crossways Infant School and Crossways Junior School. The justification for this is due to having the same governing board, same Executive Head Teacher, same Leadership Team who hold responsibility for both schools collectively.

Where there are separate mitigations in the schools these have been detailed separately.

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

**Date of Risk Assessment: 12.07.21**

**Reviewed: 31.8.21, 15.9.21, 30.9.21, 20.10.21, 29.11.21, 06.12.21.**

**Description of activity being risk 21**

## Based upon Schools coronavirus (COVID-19) operational guidance September 2021

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>Spread of the virus within the school</p>	<p>All staff pupils and visitors to school</p>	<p>Parents/carers are asked to check children for symptoms of Covid-19 prior to leaving for school including checking temperature (if possible), cough and loss of taste/smell. Children to wash hands before leaving for school.</p> <p>Both children and adults are required to self-isolate if symptomatic e.g. continuous cough, temperature, loss of taste/smell.</p>				
		<p>Parent/carers are asked to take a lateral flow test before entering the school building for any reason. All parents requested to wear face covering wherever possible when in and around the school site</p>				
		<p>On entering school all staff and pupils are asked to sanitise hands.</p> <p>Staff and children will regularly wash or sanitise their hands including: on arrival, whenever entering the school building/classroom, before/after eating, before/after using the toilet.</p> <p>A good supply of hand sanitiser, soap and paper towels is available every day and checked regularly.</p>				
		<p>Masks on Playgrounds:</p> <p>Staff are advised to wear a mask on the playground at the start and end of the day</p> <p>Parents are encouraged to wear masks when dropping off and collecting children from school.</p>				
		<p>Masks in communal areas:</p> <p>Following updated government guidance (released 28/11/2021) all staff and visitors are</p>				

		required (unless exempt) to wear facemasks in communal areas.				
		Parents are requested to communicate by email or telephone. If they do visit for any reason, they should wear a mask.				
		To avoid the risk of contamination from unventilated rooms within school buildings: Staff keep an air flow through the rooms which they occupy throughout the day by opening windows and keeping doors open (except fire doors). They ventilate fully before school, during breaks and after school and always keep some windows open throughout the day. They ensure there is still a flow of air at all times, with windows opened widely when unoccupied. Internal fire doors must be closed when a class/office is not in use.				
		Communal spaces: In order to reduce risk of transmission there should be no more than 100 children together inside at any one time  <b>Lunchtimes:</b> In order to minimise number of children together at any one time there will be staggered eating in the hall ensuring that there is no more than 100 children at any one time.  <b><u>Infant school</u></b> Year 2 & 1 year 1 class to eat first, then EYFS and other year 1 class to eat in the hall in a staggered way  <b><u>Junior school</u></b> Maximum of 100 chairs to be set up in junior hall. The remainder of the children will be				

		<p>outside and come into the hall on a rolling basis as chairs become available</p> <p><b><u>Assemblies:</u></b></p> <p>In order to maintain the limitation of numbers to less than 100 children inside all assemblies and performances will be moved online.</p>				
		<p><b>Governors meetings:</b></p> <p>All governors meetings will take place on line in order to minimise visitors in to school</p>				
		<p><b>Pupils and staff must not come in to school if:</b></p> <ul style="list-style-type: none"> <li>• They have one or more of the covid-19 symptoms</li> <li>• For staff: A member of their household (including someone in their childcare or support bubble if they have one) has covid-19 symptoms (unless fully vaccinated for 14 days or more after 2<sup>nd</sup> dose)</li> <li>• They have had a positive covid test</li> <li>• If they are required to quarantine having recently visited countries outside the Common Travel area.</li> </ul> <p><b>Managing children/adults with symptoms in school:</b></p> <p>Anyone, child or adult, who develops symptoms in school during the school day is asked to move to the designated isolation room (child) or sent straight home (adult).</p> <p>Parents will be contacted immediately and advised to avoid using public transport.</p> <p>The child/adult must then immediately cease to attend and not attend for 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• The start of their symptoms</li> </ul>				

- The test date if they did not have symptoms but have had a positive test (whether LFT or PCR)

They must then follow the government's 'guidance for households with possible or confirmed coronavirus' and should arrange to have a test.

Other members of their household should also self-isolate and follow the Government guidance on this.

Everyone on site and visitors must be made aware of this.

Anyone told to isolate by NHS Test & Trace has a legal obligation to self-isolate.

The symptomatic person should be isolated, if possible (see below). A window should be opened for ventilation (where possible). PPE should be worn by staff caring for pupils where a distance of 2m cannot be maintained.

If the isolated person needs to use the bathroom whilst waiting to be collected, then a designated bathroom is used and cleaned before further use.

**Infant School**

**Isolation room - Infant Elliot building in CIS.**

**Contents of room is kept to a minimum to aid cleaning process.**

**Isolation toilet - Infant Elliot building toilet.**

**Junior school**

***Isolation room - medical room in CJS.***

***Contents of room is kept to a minimum to aid cleaning process***

***Isolation toilet - accessible toilet***

		<p>Processes are in place for cleaning promptly after use and before next usage.</p> <p>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. The staff member does not need to then self-isolate unless (and subject to being fully vaccinated in excess of 14 days):</p> <ul style="list-style-type: none"> <li>• The symptomatic person subsequently tests positive</li> <li>• They develop symptoms themselves</li> <li>• They are requested to do so by NHS Test &amp; Trace</li> <li>• They have a LFT positive test</li> </ul> <p>Cleaning of rooms 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> <p>Self-isolation ends on 16<sup>th</sup> August for all contacts of a positive case if the contact is under 18 or is double vaccinated in excess of 14 days but this is subject to local and Government changes and the information given by PHE/Track &amp; Trace around individual cases.</p>				
Potential contamination of buildings/ equipment	All pupils staff and visitors	<p>Ongoing cleaning at start of day, mid-day and end of day including frequently touched surfaces being cleaned more frequently.</p> <p>Regular reminders to pupils regarding limited sharing of equipment.</p> <p>Stocks of cleaning materials are maintained.</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>Drinking fountains are turned off and have out of use signs on.</p> <p>All children bring in a named water bottle. These can be refilled from the drinking water taps and taps wiped down afterwards. Water is provided for any pupils without water bottles.</p>				
Contamination through coughing and sneezing	All pupils staff and visitors	Children are reminded to use tissues provided to catch coughs and sneezes and use designated bin for disposal. Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands. Tissues are available and covered bins with lids for disposal (emptied midday & after school clean). Posters are displayed (catch it bin it kill it)				
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	Cleaning staff are aware of the levels of cleaning required in each area and provided with PPE for each area.				

		<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 and necessary to protect the user and disposed of carefully in bin bags outside each room, as contaminated waste.</p>				
Provision of first aid	All staff pupils and visitors	<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 remains with casualty and details are recorded in contact tracing register if the first aider is not from within the bubble.</p>				
Visitors and contractors	All pupils & staff, Visitors contractors	<p>Visitors are able to be on-site.</p> <p>Contractors should, where possible, only be on site during the school day in an emergency, otherwise after school.</p> <p>All visitors will be asked to hand sanitise on entry. In addition, visitors will be asked to confirm that they do not symptoms upon arrival, signing a statement on the Inventory System.</p>				



		<p>Anyone on site is asked to read and adhere to the risk assessment with regards to hand washing/sanitising.</p> <p>Transport service are informed of the need to inform the school should a driver subsequently test positive.</p>				
Lateral Flow Tests and testing of asymptomatic staff	All staff and regular visitors to site including caterers, cleaners, regular supply teachers, students	<p>Primary school staff will continue to take 2 rapid Covid-19 tests each week at home. This is non mandatory.</p> <p><b>See separate LFT testing risk assessment</b></p> <p><b>What happens if a lateral flow test result is positive?</b></p> <p><u>Current DfE guidance (as of July 2021)</u></p> <ul style="list-style-type: none"> <li>• Individuals with a positive LFD result will need to self-isolate immediately in line with the <a href="#">stay-at-home guidance</a>. Their household members will need to isolate too.</li> <li>• They should report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and <a href="#">Report a COVID-19 test result - GOV.UK (www.gov.uk)</a> page. This will enable NHS Test and Trace to monitor the spread of the virus.</li> <li>• Staff testing positive (from the LFD test) should also inform their school of their result and arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home.</li> <li>• Staff should then provide the school with the result of the PCR test as soon as possible.</li> <li>• Staff with a negative LFD test result can continue to attend school.</li> </ul>				

<p>Responding to a positive case</p>	<p>All staff and pupils</p>	<p>As with any outbreak of any infectious disease the school will notify the LA by the EY-Schools mailbox. In line with the PHW SW HPT flowchart this would typically be looking at 5 cases triggering a notification.</p> <p>Pupils:</p> <p>Parents/carers are asked to continue reporting positive cases to schools from September 2021. It will be important for parents to contact the school's absence line if their child is absent, even where this is for a Covid-related absence and parents have already contacted NHS Track and Trace.</p> <p>Although schools are not being asked to contact trace, a log will be important to monitor case numbers at an individual school level. This may also help if the schools themselves are contacted at any point by NHS Test and Trace.</p> <p>Children under 18 do not need to self-isolate if they are a close contact, unless they develop symptoms themselves.</p> <p>Staff:</p> <p>From 16 August 2021, adults will no longer need to isolate if they have been a close contact of a positive case but will be advised to take a PCR test.</p> <p>From step 4 (19 July), close contacts are identified via NHS Test and Trace. The schools will not carry out contract tracing and will not need to inform the LA or report cases.</p>	<p>Include in coms to parents.</p> <p>Include in coms to parents.</p>			
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Supporting attendance	All pupils	<p>Children will be expected to attend school unless they are a confirmed case of Covid-19 through a positive PCR, are isolating due to a positive case within their household, or they have been advised to in line with travel guidance. Where school deems that a child is not well enough to be in school, then we reserve the right to insist that they remain at home, as per Government guidance.</p> <p>Where a family has travelled abroad but are unable to return due to circumstances relating to COVID-19, a child may be absent for the period of quarantine.</p> <p>Where we are able to, we will provide remote education for pupils unable to return from abroad due to COVID-19 travel restrictions, for the period they are abroad. (This will apply in the event of families physically unable to return rather than choosing to delay a return).</p> <p>On the family's return to the UK, if the pupil is required to quarantine, school staff should try to maintain contact with the family, to understand their circumstances and their anticipated date of return.</p> <p>If the school have not been able to establish the location of a child, we will follow the CME process.</p>				
Supporting vulnerable pupils	Vulnerable pupils	<p>In the event of a child who is Looked After, Children in Care, has a Child Protection plan, an EHCP or other vulnerability are self-isolating, due to being a positive case, the school will take the following actions:</p> <ul style="list-style-type: none"> <li>• If LAC, the Virtual School are notified and remote learning and provision discussed.</li> </ul>				

		<ul style="list-style-type: none"> <li>• If CiC or on a CP Plan, the social worker is informed with appropriate remote learning and provision put in place.</li> <li>• If a CYP with an EHCP the class teacher/SENCo liaise with the family on the remote offer.</li> </ul> <p>It will be important that daily contact between the school and the child is established and that there is regular and on-going communication between the home and the school.</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 the designated isolation area. If the isolated child needs to use the bathroom then use the designated isolation area.</p> <p>Adults wear gloves if the child is unwell and not COVID related.</p> <p>The staff member supervising has access to PPE. Handwashing and cleaning the area is vital once the child has left. Face masks are worn but if they are vomiting etc then goggles/face shield are worn.</p> <p>Used PPE and bathroom/ toilet bins is double bagged and stored for 72 hours. Staff ensure relevant staff know to double bag in a relevant case.</p> <p>Staff wear PPE for any suspected Covid case/routine intimate care</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	caretaker	On-going	
Fire drill	All staff and pupils	Fire drill procedures and fire safety notices in place. Regular fire drills to continue (in Covid safe way).	Individual classes to practise the fire drill procedures to ensure all children and staff are familiar with the routine.	FLT		
Children with SEND	Staff and pupils	<i>SEND/vulnerable children may have different needs to those of the rest of the cohort</i> Regular reviews (as required) by SENCO/1:1 TA/class teachers.  Approaches to behaviour management for specific children modified in terms of higher level instances  Appropriate 1:1 provision in place.				
Children with health vulnerabilities or who live in a household vulnerabilities	Pupil, families staff	FLT/staff liaise with child's parents Health care plan in place, detailing health issues  All staff, especially within the child's class, are aware of any specific child with new health vulnerabilities.  First aiders and paediatric first aider on site at all times.				
Anxiety/emotional well-being of children	All children	Focus on pupil mental health and wellbeing will continue as part of our catch up programme.  Teachers will continue with a Wellbeing (Weds) afternoon as required.  PSHE remains a focus for teaching and learning.				
Vulnerable staff – health	All staff including clinically extremely vulnerable, BAME.	School leaders follow DFE and LA guidance with regards to clinically extremely vulnerable staff.  Individual risk assessments for CEV staff will be updated and regularly reviewed.				

		<p>All pregnant members of staff must have an individual risk assessment and a member of FLT with discuss with them how best to ensure their H&amp;S in the workplace during pregnancy.</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>In the event of the school being impacted by staff absence and struggling to operate safely due to staff shortages, guidance will be sought from the LA Strategic Lead for Education.</p>				
		<p>Staff wellbeing: FLT monitor well-being of staff including through the Staff Wellbeing 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.