



**Grange Infant School  
January return COVID-19 Risk Assessment  
WHOLE SCHOOL**

<b>Location / Site</b>	Grange Infant School
<b>Activity / Procedure</b>	September return: full opening
<b>Assessment date</b>	24 <sup>th</sup> August 2021 (Previous updates 03.06.2021 24.01.21, 02.01.21 and 16.09.20)
<b>Assessment serial number</b>	24082021/05

<b>Identify people at risk</b>	
<b>Employees</b>	YES
<b>Children</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	YES

**This risk assessment reflects the changes that now apply to school practice and systems regarding the management of COVID-19. This RA identifies general practice that needs to remain in place for all staff, pupils and visitors to the site to limit the risk of virus transmission. It also outlines procedures that may be reintroduced should a positive case be identified in school. This RA will be updated regularly and will reflect any further changes or advice from the DfE and PHE.**

<u>Identify hazard</u>
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus
<u>Control measures</u>
<ol style="list-style-type: none"> <li>1. Although class bubbles are no longer a requirement, children will remain in year group bubbles <b>unless a positive case is identified, in which case class bubbles may be reinstated.</b></li> <li>2. Adults will be assigned specifically to their class but will be able to work across their year group and may enter the classrooms and work spaces across the whole school. HLTAs/ELSA's will be assigned to a year group but will be able to work across all year groups in order to fulfil their role. <b>Should a positive case be identified, class bubbles may be reinstated and all adults assigned to one year group only.</b></li> <li>3. In EYFS children will not need to be in class bubbles and the year group will function as one unit with all EYFS staff working across all 3 classes. <b>Should a positive case be identified, class bubbles may be reinstated.</b></li> <li>4. Routines and structures that are in place to manage hygiene and reduce the risk will remain and will be part of good practice across the whole school:             <ol style="list-style-type: none"> <li>a. Avoiding contact with anyone with symptoms- testing when symptoms of COVID-19 are identified (staff, children, visitors)</li> <li>b. Opening windows and doors in all teaching spaces and ensuring classrooms are fully</li> </ol> </li> </ol>



ventilates and aired during break times/ when room is empty.

- c. Toilets to be sprayed and wiped down at break times (or after)
  - d. Frequent hand cleaning and good respiratory hygiene practices
  - e. Regular cleaning of settings, furniture, resources
  - f. Wearing a face mask (personal choice) in high traffic areas such as reception
5. Whilst children will not need to have their own resources, it is advisable to allocate resources to tables so that these can be cleaned weekly. This can be reviewed at the half term and is not a DFE requirement.
  6. There is no government guidance re seating now but good practice would be to allocate tables/groups. It is at the discretion of the class staff as to how the classroom furniture is arranged but there is no longer any guidance that stipulates how this should be done. It is good practice to wipe down tables and chairs at least once a day and particularly after lunch if the class have eaten in their classroom. Lunchtime arrangements will be reviewed at half term but will remain on a rota for at least the first 4 weeks of the autumn term.
  7. Children no longer need to keep a distance from each other and in line with normal classroom and school practice, are likely to mix with a number of different children from different classes within their year group during the day. However, staff may choose to wear a face covering when carrying out closer work or activity such as reading or giving verbal feedback. This is a personal choice and not a requirement. It is still good practice to keep some distance/ personal space between adults and children and between staff members, but again this will be more personal choice than a requirement.
  8. PE equipment can be accessed by all classes across the school. It is advisable that equipment is cleaned regularly to reduce any transmission of COVID-19.
  9. Nurture and ELSA will take place with children from the same year group. Timetabling may be reviewed so that children within KS1 work together. Standard hygiene procedures are to remain within the Aviary. Should a positive case be identified, year group and/or class bubbles may be reinstated to reduce risk of transmission. Again, face coverings or visors are personal choice and are not a requirement. Staff may choose to wear a face covering if positive cases are identified within the school.
  10. Phonics will be taught within year groups initially. This will be reviewed and may move to KS1 groupings across year 1 and 2. If a positive case is identified, groupings may return to class-based only. Groups will be timetabled across the year group utilising all spaces. Year 1 and 2 may choose to run RWINc at different timings to support teaching spaces and resourcing.
  11. PPA will be covered by staff members from the class and HLTAs/ ELSAs. HLTAs/ ELSAs will be able to work across year groups but will be allocated to a year group should a positive case be identified.
  12. It is good practice for PE to take place outside in classes where the weather will allow. Where the weather does not support this, classes may use the hall with windows and doors open. Each year group will have an allocated day so as not to cross year groups on the same day. Timetabling may reduce close contact of classes within communal areas but this is no longer a requirement, just good practice.
  13. Use of the library- all classes will now be able to access and use the library throughout the week. Timetabling will ensure that classes do not overlap and that the library space can be aired and wiped down between use. Good hygiene practice to remain- it is advisable that children and staff sanitise or wash their hands before entering the library and upon leaving the library to reduce any virus transmission.
  14. Hygiene stations will be set up in all classrooms with clear routines and timetabling for regular handwashing or hand sanitising.
  15. Tables will be wiped regularly through the day by staff members. Continue to clean down other surfaces and frequently touched areas such as door handles. The cleaning team will clean and Hoover classrooms at the end of each day.
  16. All classrooms have outside exits and this will help to reduce traffic within communal areas. Children will be able to access corridors such as to select reading books but classes should try and maintain small groups completing this at any time to avoid congestion.



17. Where first aid is required for cuts, bruises and scrapes, this can be carried out by class staff within the classroom. Children needing to use the medical room and medical toilet will be supervised by an adult from their class. Any child needing to remain in the medical room for non-COVID symptoms such as sickness, will be supervised by office staff or the Headteacher/ assistant Headteacher where available. **Any child with COVID- 19 symptoms will need to be isolated either in the medical room or opposite reception. Existing practices are to be observed with use of PPE and distancing. The child will need to be collected from school as soon as possible and parents/ family advised to book a PCR test and to follow DFE/ Gov.UK guidance.**
18. Celebration assemblies will be live streamed into classrooms by Headteacher on a Friday for at least the first 4 weeks of the term. Other whole school assemblies will take place within year groups and a timetable will detail this each week. Year group singing will take place in year groups, in the hall each week. A timetable will outline when these sessions take place.
19. Outdoor, larger scale play equipment will be timetabled for use by year groups and this will be shared through staff meeting/ leadership updates each week. Year groups will be allocated different days to access this equipment to avoid any virus transmission.

### Identify hazard

**Lack of social distancing using toilets and poor hygiene** resulting in direct and indirect transmission of the virus

### Control measures

1. Allocated toilets for each class to remain. Supervision may continue for Year R but is no longer a requirement.
2. Regular cleaning of toilets to take place – ‘All in one’ spray to be used after break and lunch by teaching or lunchtime team to sanitise the toilets. The toilets will remain out of use for 5 minutes following the disinfecting.
3. Hand gel used after toilet use as well as washing hands.
4. Signs in toilet to support effective handwashing.
5. Wedges to be used for the external toilet doors if not fire doors to ensure adequate air flow.
6. Stocks of soap and hand sanitiser to be checked to ensure that resources do not run out.
7. Children who need nappy changing will be cared for by the designated adult in the designated ambulant toilet. Toilet to be cleaned down after each use. PPE provided for each identified adult for changing. Adults must wear an apron, gloves and a face covering/ visor when changing.

### Identify hazard

**Lack of social distancing waiting to enter classroom in morning** resulting in direct transmission of the virus

### Control measures

1. One way system in place for drop off and pick up. Each year group bubble allocated a drop off and pick up time with a **5 minute window**. No more than 3 classes being dropped at any one time. This will be reviewed at the half term.
2. School site manager (and a staff member if possible) to be at driveway gates each morning to ensure that families keep to allocated timings and do not enter the school site before their time. It is likely that there will be a marked increase in pedestrian traffic due to the completion of the Junior build and the subsequent demolition of the old school. A plan for drop-off and pick-up will be shared with all staff and families once this comes into place. *It is likely this will happen prior to the half term break. Families may be entering the school site from different entry point at the*



rear of the school. This will be managed by SLT and the ELSA team and risk assessed separately.

3. In KS1, children will go straight to their classroom upon arrival to avoid any waiting or queuing. For Year R, groups of children can be taken in by a supervising adult from the class, leaving one adult on the playground to meet the remaining children who will then be walked into the school building following their designated pathway. During the settling period for Year R children, it is likely that whole classes will remain on the playground before they are walked around to their outside class doors.
4. Parents encouraged to drop and go. SLT will encourage parents to leave site as soon as possible to avoid any unnecessary congestion.
5. SLT on playground- distanced for parents to speak to so that they are not compromising the year groups.

### Identify hazard

**Lack of social distancing during playtimes and lunchtimes** resulting in direct transmission of the virus

### Control measures

1. Staggered playtimes/ daily mile for each year group. Year groups to plan and organise their own supervision/ timetabling of adults. Should a positive case be identified, timetabling may revert back to classes not year groups. This will be reviewed at the half term break.
2. Prior to snack/ milk, children to sanitise hands.
3. Playtime equipment – allocated to year groups and cleaned regularly.

### Identify hazard

**Lack of social distancing when eating lunch** resulting in direct transmission of the virus

### Control measures

1. Children eat in their classroom and in the hall on a rota for all year groups.
2. Food to be brought to classes by LSA in throw away containers (or trays dependent on availability). Second session – food will be brought to classes by HC3S team but they will reduce time spent within the classroom.
3. LSAs allocated to each class and introduced from September. They may cross classes within the year group unless a positive case is identified.
4. Tables cleaned down in classes prior to and at the end of each lunch session by class staff (prior) and lunchtime team (after).
5. LSA will supervise use of the toilet and ensure that hands are washed after use. Toilet will be sprayed by the LSA at the end of lunchtime.
6. Children who have not finished lunch in first session may take their take- away box outside to bubble area.
7. Whilst the children are eating, please can staff members ensure there is something to watch rather than getting lots of resources out during this time.

### Identify hazard

**Lack of social distancing in the corridors** resulting in direct transmission of the virus

### Control measures



1. Children staying in their classroom and accessing outside from classroom door where possible, thus reducing the need to use indoor pathways.
2. Children walked to disabled toilets by staff member from class where this toilet is specifically required.
3. Allocated slots for using the hall so when walking to the hall corridors will be clear.
4. Whilst the wearing of face coverings is now a personal choice, these may be reinstated if a positive case is identified. Staff and visitors may be asked to wear a face covering when accessing corridors and other communal spaces, if cases increase in the local area.

**Identify hazard**

**Contact of shared resources** resulting in indirect transmission of the virus

**Control measures**

1. Table groups have own stationary or table group resources which will include resources needed for maths/English. These are to remain with these children/ groups and are to be sanitised regularly.
2. Tables, door handles and other surfaces cleaned with Milton/sterilising product every night.
3. Table groups allocated white boards, pens and wipes as part of the resource pack.
4. Resources on tables ready for lesson and not distributed within the lesson.
5. Children encouraged to wash hands / use hand gel before lessons and after each lesson.
6. Outdoor playground equipment allocated to year groups and cleaned regularly.
7. All surfaces left clear at end of the day to enable effective cleaning.

**Identify hazard**

Emotional distress of the children

**Control measures**

1. All children will have had as much transition as possible during the summer term and Class Dojo will maintain contact between school and home.
2. All timetables to identify regular opportunity for 'down time' and more low key activity such as an afternoon break if this is needed.
3. Children will now be able to mix across their year group.
4. Cohort Thrive profiles to be completed within first few weeks and then updated termly to identify children that may need individual Thrive support. This support to be carried out by class TAs under the supervision of the Thrive lead (MK).
5. Individual risk assessments/ IBMPs/IEPs for children with special educational and behavioural needs to be completed and shared with all key staff including the SLT.
6. Admission booklets will support transition for Year R pupils. Class Dojo can be utilised for parents to share concerns with new teacher. Parents and families to continue to use Class Dojo as primary means of communication. Parent/ teacher meetings to be done via a hybrid approach dependent on number of positive cases locally. Parents will be offered a choice for the first meet the teacher meeting in September.
7. Phased transition with parents discussed as and when necessary and dependent on the needs of the child. This will continue throughout the year for individual children who have a reduced timetable due to medical and/or emotional/ behavioural needs.

**Identify hazard**

**Risk of spreading virus due to close contact with children – 1:1 and restraint** resulting in



direct transmission of the virus
<b><u>Control measures</u></b>
<ol style="list-style-type: none"><li>1. Seek expert guidance from special schools re support for children with specific behaviour difficulties that might need restraint and display high risk behaviours such as spitting or biting. Individual risk assessments must be completed in this instance.</li><li>2. Full PPE available to staff; extra disposable aprons, gloves and visors kept in the medical room.</li><li>3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that puts staff and others at risk.</li><li>4. First aid to be carried out by class members using protective equipment. Donning and doffing guidance and training given to all staff members. Gloves, aprons and visors to be used at all times.</li><li>5. If child has temperature or new and continuous cough – child taken to COVID isolation bay which will be the medical room (staff to keep 2 metre distance when escorting them and to wear full PPE). Staff to put on PPE and take temperature. If child has temperature or new cough then inform <b>SLT and office staff</b> and parents will be contacted. Staff in PPE to stay with child in the medical room until parent arrives. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision regarding children returning to school. Member of staff who was with child – removes PPE in medical room, following guidance, and place in yellow bin, wash hands and use hand gel. The medical room must then be fully cleaned and sanitised. (Staff can return to work after this situation).</li></ol>

<b><u>Identify hazard</u></b>
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus
<b><u>Control measures</u></b>
<ol style="list-style-type: none"><li>1. Hand gel dispenser inside of all classrooms and readily available at all times.</li><li>2. Hand gel order in large quantities.</li><li>3. Extra soap dispensers and re-fills in each classroom.</li><li>4. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze.</li><li>5. Washing hands posters replaced in all washing areas.</li><li>6. Regular reminders on how to wash hands properly – videos and posters.</li><li>7. Procedure agreed for children to wash hands to ensure thorough hand washing.</li><li>8. Timetables created to enable all children to wash hands before and after lunch, after break. Prior to snack and/ or milk, children are to sanitise their hands.</li><li>9. Staff room is to be cleaned after use by all staff. All frequently touched items and surfaces are to be cleaned after each person has used them e.g. water heater, microwave, fridge handles. It is advisable that each staff member uses their own mug/ cup. All utensils are to be either washed, dried and put away after use or placed in the dishwasher. Items are not to be left on the draining board or the kitchen top.</li><li>10. The staff room windows are to remain open during the day. At busier times (break and lunch), the outside door is to be opened (weather dependent) to increase air flow.</li><li>11. At the end of lunch, the kitchen surfaces and the dining table are to be wiped down.</li><li>12. After use, staff toilets and door handles are to be sprayed with anti-bac or wiped down with anti-bac wipes.</li><li>13. Frequently used equipment such as the photocopiers must be sanitised after each use with anti-bac wipes.</li></ol>



### Identify hazard

**Risk of infection due to lack of cleaning** resulting in indirect transmission of the virus

### Control measures

1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton/sterilising product.
2. **Children will be able to access the reading corridor to select books.** Should a positive case be identified, we will return to reading books remaining in each classroom and being quarantined before return to use.
3. Soft furnishings and soft / cloth toys can be used in classrooms.
4. Shared resources such as maths equipment to be cleaned regularly.
5. Toilets cleaned throughout the day.
6. Anti-bac spray in each classroom to be used before and after lunch and at regular times during the day.
7. Children can now sit at different spaces within their classroom but groups may be tightened in the event of a positive case in the class.
8. **For the first 4 weeks of the term** (unless there is an agreement to change) staff are asked to have left the school site by **5pm** each day to allow for cleaning/ fogging to take place and for the space to be undisturbed for 12 hours+. This will be reviewed regularly.

### Identify hazard

**Risk of illness of vulnerable staff and family members** through direct and indirect transmission of the virus

### Control measures

1. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete a personal risk assessment. Safe practices to remain in school.
2. Those adults who are clinically extremely vulnerable must follow Government guidance, as well as any additional guidance given by their health practitioner. Each individual case will be discussed with the Headteacher and a plan to mitigate any risk put in place alongside the RA.
3. PPE/ visors may be worn when working with individual children and/ or groups and when moving around the school site. (personal choice)
4. Issuing of all relevant risk assessments to staff as needed. These staff are to comment and contribute towards this RA.
5. **Government vaccine programme will mitigate the risk of more serious illness and /or hospital admission as a result of being exposed to the COVID-19 virus.**

### Identify hazard

**Risk of illness of vulnerable children and family members** through direct and indirect transmission of the virus

### Control measures

Government guidance does not advise for any child to remain at home due to the pandemic. All children should be attending full time education unless an individual risk assessment (or other reason) has found that part-time attendance is preferable. This is more likely to be put in place for those children in Year R who are not 5 years of age and/ or have an individual plan in place to



support their behavioural/ emotional or special educational need. Action will be planned as a result of individual need and following consultation with parents, the Headteacher/SENDCo and any supporting external agencies.

**Identify hazard**

**Teacher/Teaching Assistant is absent from school due to non-covid related illness**

**Control measures**

1. Cover to be allocated by SLT/ SBM.
2. If a member of the LSA team is absent, the lunch break can be covered by Sarah or a member of the lunch team staff. Should this not be possible, a member of the SLT will support. As the new lunch club will be up and running soon into the autumn term, it may be possible to ask Carole or Lisa (KS1) or Louise (YR) to cover a class in the event of absence.

**Identify hazard**

**Confirmed case of Corona Virus in a class-** Risk of spread to other children in the bubble and staff members

**Control measures**

DfE/ Gov.UK operation guidance was updated 27.8.21- please read this document for further information: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Should a child or staff member test positive for COVID-19 they will need to remain at home and isolate for the period advised by NHS Test and Trace.

We will advise families of a positive case but will not request any isolation of any close contact in line with Government guidance:

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate (see above), and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

Settings will continue to have a role in working with health protection teams in the case of a local





outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures including:

1. The reinstatement of class bubbles with closure when deemed a necessity to reduce virus transmission.
2. The wearing of face coverings.
3. Isolation of children and or staff members.
4. Staff should maintain contact with SLT to update them and to inform them if they show any symptoms and need to book a test.
5. On- line learning for children who have to remain at home. (Please note, that any child who tests positive is entitled to at home education which the school will provide).
6. Isolation period is still **10 days from the symptoms starting or from when the positive case has been confirmed**. This isolation period includes the day the symptoms started (or the day the test was taken if asymptomatic), and the next 10 full days.
7. LA and Public Health will be informed and all further advice will be followed. *It is no longer a requirement that schools report for tracking purposes. **We will follow advice given, particularly where any staff member is not double vaccinated.***
8. The class and any teaching bases accessed by the positive case in the last 48 hours will be deep cleaned but will continue to be accessed as normal by the class and staff the next working day.

### Identify hazard

**Suspected case of Corona Virus in a bubble**

### Control measures

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). (Last updated 18.12.20)

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. *At present, this is the medical room. Any child must be supervised in here and the supervising adult must wear full PPE.*

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (this is likely to be the ambulant toilet at the end of the office corridor). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. The supervising adult must wear full PPE and dispose of this once the child has been collected and the areas where the child has been have been sanitised.

PPE must be worn by staff caring for the child while they await collection and if possible, a distance of 2 metres should be maintained unless there are additional needs or the child is very young. More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.



Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach and/ or the cleaning materials that are readily available across the whole school after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Whilst awaiting test results: Until a positive result is received, the bubble remains open with strict hygiene measures in place as already outlined.

**It is no longer a requirement for school to report for the purpose of tracking. Advice will be sought for any staff member who has not been double vaccinated.**

### Identify hazard

Effective running of the office and face to face communication with parents avoiding risk of the transmission of the virus

### Control measures

**Although advice has now changed, these measures will remain in place to keep all staff who deal with more families, visitors and members of the public safe.**

1. Staff members in the school office to have an allocated working space. This will be used by staff member only and cleaned down at the end of each day.
2. Staff members work stations will be distanced from each other.
3. Visor screen in place at the main reception area, forming a protection barrier between staff and parents/ visitors.
4. Parents are encouraged to communicate by telephone, Class Dojo and email where possible to avoid face to face contact. Parents will be contacted prior to the Autumn term 2021 commencing with a summary of the school's RA and a guide on accessing the school site safely. Within this guidance, parents will be informed that face to face conversations on the playground/ drop off point must be kept to a minimum and that they should not take offence should a staff member/ SLT ask them to finish the conversation and vacate the site. In this instance, the staff member is advised to offer a phone call as soon as possible with the parent so that any concerns can be resolved.
5. If a parent needs to come to school, it is one parent in the reception area at a time and parents will need to wear a face covering, sanitise their hands on arrival and respect social distancing. Should a parent need to speak to any staff member as a matter of urgency, the SLT office will be used. Windows are to be opened prior to the parent entering the room, face coverings are advised to be worn throughout the meeting, hand gel must be readily available and the room must be cleaned and sanitised at the end of the meeting. The parent will be informed that the meeting should last no longer than 15 minutes. The conference table will be used to facilitate this meeting to ensure that there is a distance of 2 meters between adults.
6. For those parents who need to collect paper-based learning in the case of a child isolating, where possible, a weekly pack will be provided to limit the amount of visits the parent needs to make. All home learning is emailed out daily and posted onto the school website.



7. All office equipment wiped at the end of each day.
8. Number of staff who enter the office should be limited.
9. If other staff members need to enter the office space, e.g. to make a telephone call to a parent, they must sanitise any equipment used before leaving the area.

### Identify hazard

Well- being and safety of staff whilst working in school.

### Control measures

1. All risk assessments to be shared with staff in school for comment and so that they can comment and add anything further that they feel needs to be addressed *Emailed out with a response questionnaire Tuesday 31<sup>st</sup> August.*
2. Year groups can now mix and in this way, more staff can be timetabled to supervise breaktimes supporting access to breaks for all staff.
3. LSA allocated to each class but able to work across the year group so that staff members can have a substantial lunchtime break.
4. Although we will return to one staffroom, this will be reviewed and a break out space considered should staff feel that the space is overly congested. Should there be an outbreak of COVID-19, we will follow advice given and separate staff rooms may be reinstated.
5. Toilets will no longer be allocated to individuals/ year groups but staff are asked to sanitise/ wipe down high touch areas such as handles and seats after use. Should there be an outbreak, previous guidance will be reinstated and toilets will be allocated.
6. The photocopiers will remain in 2 different locations to reduce congestion. It is advised that a face covering is worn if these areas are busy. Allocated photocopying facilities with wipes to be used between each usage. The photocopier must be cleaned after every use.
7. Staff meetings will continue to be face to face in the hall with adequate ventilation. Face coverings are optional and a personal choice.
8. Face coverings no longer need to be worn when entering the school site/ carpark. However, it is advisable (but personal choice) to wear one in busier communal areas such as reception, photocopiers and toilets. Please continue to follow good hygiene practices such as hand washing/ sanitising and keeping a safe distance from parents and families.
9. Upon arrival at the main reception, hands must be sanitised using gel and staff should move on from this area quickly to avoid any risk of congestion.
10. Face coverings are no longer required during teaching but are advisable for close work such as giving feedback or hearing readers. Again, this is a personal choice. *Some staff may prefer and feel it is safer to keep their face covering on at all times. Others may choose to not wear one.*
11. End of the day: all staff are asked to vacate the school site by **5pm daily** so that all teaching spaces and communal areas can be cleaned and sanitised. If staff members, complete what they need to do prior to that time, they of course, can leave the school site at any time before that. *This will be reviewed at half term and in consultation with the site team.*
12. PPE: staff have access to PPE resources such as visors, gloves and aprons. Cleaning resources are readily available in every bubble, the staff room and in communal areas. Staff are encouraged to speak to SLT or the SBM should they need additional resources.

### Identify hazard

Visits to school site by non- staff member. Risk of spreading the virus to staff members and children

### Control measures

1. Risk assessment emailed to visitor prior to day of visit- we will email with current advice. For



now, we will ask visitors to wear a face covering when they enter the building but they can remove this once they are settled in their base or meeting room.

2. Visitors encouraged to park off site and walk in to school from Franklin Road entrance. Visitors to follow 2m social distancing while walking down main path to school entrance.
3. Visitors to wear a mask on entry to the building and whilst walking through corridors.
4. Visitors to sanitise hands immediately on entry
5. Visitors will be booked in on the school's electronic system and we will make contact should a positive case be identified within the class or area in which they have visited.
6. A designated toilet will be allocated on arrival and toilet will be sanitised on departure
7. Visitors must be accompanied to meeting areas in school and will not walk the corridors alone- staff will maintain a safe social distance.
8. Visitors will have clarified the purpose of their visit and a meeting space will have been allocated. Visitors may now access classrooms should they wish to observe a child but we ask that they keep a safe distance.
9. For visits from external agencies such as SALT and Children's Services, the Nest will be allocated. Prior to the visit, the window must be opened and once the visit has finished, the room must be sanitised after use by SLT or office staff.
10. Seating in meeting areas will be distanced and any equipment used must be cleaned after.
11. Visitors may now wait in the reception area but chairs will remain distanced and face coverings are advisable.

### **LATERAL FLOW TESTING FOR STAFF FROM 24.08.2021**

#### **Identify hazard**

**COVID-19 spreading within the school community**

#### **Control measures**

1. Grange Infant School follows the Government recommended control measures.
2. All staff who have opted in sign for and take home a 7 test home kit with guidance 1.3.2.
3. Those staff who have opted in, test twice weekly, Sunday and Wednesday from 4pm onwards so that these tests are completed before returning to school (Monday/Thursday morning). **In line with current guidance, this testing will continue until the end of September when it will be reviewed.**
4. **All results** (negative, positive and void) are to be uploaded to the Track and Trace Government website using the link provided as well as to the school's electronic database via the email sent out on each occasion. This will support the COVID team to identify positive cases for contract tracing, bubble closures as needed and the management of stock and distribution.
5. Those who test positive via a LFD, must order or book a PCR test on line to confirm if they have the virus. They will then follow Government guidance regarding isolation and safe practices.

#### **Identify hazard**

**Breakdown in communication- staff miss information**

#### **Control measures**

1. Any new school staff will meet with the Headteacher/ COVID-19 Coordinator (week beginning 30.8.21) to ensure they are clear on procedures. The briefing will explain what rapid testing is and will signpost the necessary information needed to carry out the testing effectively and



correctly.

2. Booklet: **Version 1.3.2 must be used.**
3. Staff to be clear as to the roles within school of key staff involved in the process:  
COVID-19 Coordinator: Sam Myers  
COVID-19 Registration Assistant: Sue Fairs
4. All staff will sign for their test kit and the lot number will be recorded against their name. Staff will collect their test kits and booklet 1.3.2 from Sue Fairs. Sue will monitor stock and order as needed.

### Identify hazard

#### **Ineffective storage and collection of test kits**

### Control measures

1. Tests will be kept securely in the Registration Assistant's Office to prevent unauthorised access. All staff must collect test kits from this office.
2. Test kits will be kept between 2 and 30 degrees centigrade and will not be near any source of heat or moisture.
3. All test kits must be used at room temperature (15- 30 degrees centigrade). If the kit has been stored at a temperature lower than 15 degrees, it must be left at room temperature prior to testing for 30 minutes.

### Identify hazard

#### **Staff not reporting results**

#### **Low uptake on taking tests**

### Control measures

1. The school's text service will contact all staff members to advise them to take their test from 4 pm onwards on Sundays and Wednesdays. All staff will be directed to report their results in 2 ways: Online to the Government reporting platform and to school via the email link.
2. Void, double void and positive test results must be reported to the COVID-19 coordinator/ Sam as soon as possible.
3. All results must be reported online and via the school's electronic questionnaire every time a test is taken, even if that result is negative or void.
4. Tests are optional and are not mandatory. Staff will opt in once they have received all the necessary information via the staff briefing and the key information and privacy notice. All staff must read and understand this information and understand use and protection of their data as outlined in the privacy notice.
5. Any concerns regarding opting in, must be raised with the Covid-19 coordinator/ Sam.

### Identify hazard

#### **Swabs taken incorrectly causing a false reading or cross contamination**

### Control measures

1. Covid-19 coordinator has attended both Government webinars (18.1.21 and 19.1.21) and can direct all staff to the necessary information and how to access portal/ training videos and documents prior to taking part in rapid testing programme.



2. All staff to be given the correct version of instructions (V1.3.2). Old instructions are to be recycled.
3. All staff are advised to watch the video of how to carry out the LFD test and will be provided with the link to do so.
4. Tests are to be carried out on a clean, dry and flat surface.
5. Hands are to be washed or sanitised prior to testing and once the nose has been blown.
6. Clear guidance to be given about result reporting and what to do in the event of a void, double void and positive result. Staff are clear that a PCR test must be booked immediately in the event of these results and must follow Government guidance regarding isolating.
7. Void and double voids must be reported to the Covid-19 coordinator so that any clinical and non-clinical incidents can be reported to the DfE.

### **Update to RA from 24.08.2021 Changes to routines and systems from 24.08.2021:**

Year group will now be able to mix for different activities and intervention. This will be subject to local and national guidance and in response to local area case numbers/ spikes. Should the end arise, the school will revert to class bubbles immediately and these activities will be suspended.

Year groups will become one bubble for the following activities:

**Lunch in the hall** - (Weekly rotation across the school will continue with Year 1 commencing 06.09.2021)  
**Lunch play on the field and/ or main playground-Year 1 and Year 2 will continue with different timings for daily mile and playtime for at least the first 4 weeks of term. This will be reviewed at half term if not before.**

The year group that is on rotation for lunch that week will also have the field.

Class staff are to collect from the field at 1.05pm please

#### **Morning play on the field for KS1:**

Year 1 and Year 2 will have different timings for daily mile and playtime so that both year groups can access the field and main playground.

#### **Weekly assembly for each year group:**

Year 2: Tuesday, Year 1: Wednesday, Year R: Thursday- year teams to lead- timetable and theme to be sent. This will be reviewed at half term if not before.

#### **Year group singing:**

This will start for KS 1 within the first few weeks of term and for Year R once they are settled.

#### **Celebration Assembly for all:**

This will remain on Google classroom but will be reviewed regularly and changes may be made prior to the half term break.

#### **Intervention across year groups:**

Year groups will be able to deploy staff to work with groups across the year group such as RWInc, phonic intervention, maths intervention. This will be regularly reviewed.

**Nurture:** This can resume within year groups and dependent on number, may move to KS1 at a later date.



### **Identify hazard**

**Confirmed case of Corona Virus in a year group bubble-** Risk of spread to other children and staff members in the year group bubble

### **Control measures for lunch**

1. 3 (or 2 for year 1) tables set up in hall with at least 2m between.
2. Windows and doors to be open at all times and prior to children entering the hall.
3. Classes to enter separately and to avoid mixing in communal spaces.
4. First class to enter the hall to line up to collect lunch from catering staff; other classes to sit at their allocated table and wait to be called.
5. All cutlery, cups, water, waste bins to be set up prior to children entering the hall to reduce the amount of movement of the children.
6. Each class table to be managed by the class LSA- no crossing of adult across the class tables.
7. One band available for the toilet- this will be the toilet in the sparrows/ starlings shared area. Children are to be encouraged to use their own class toilets prior to lunchtime to reduce the need to access this toilet. LSA team to ensure the shared area toilet is cleaned after lunchtime service.
8. Hands washed/ sanitised in classroom before walking to the hall.
9. Catering team will clean tables and floors after lunch.
10. One member of the lunch team will remain in the hall for those children who need longer to eat and finish.
11. On the field, lunch team will rotate the classes using the outdoor play equipment using a band system. Classes can now mix on the equipment.
12. LSA staff will carry their own first aid equipment so that minor bumps and scrapes can be dealt with on the field. Medical room will be available for more serious incidents/accidents.
13. At the end of lunch, class bubble staff will collect their class bubble from the field.

### **Control measures for morning play**

1. KS1 will negotiate a daily rotation of access to the field and play equipment for the morning break.
2. Year groups will have access to the play equipment using a band system.
3. Class staff will carry their own first aid equipment so that minor bumps and scrapes can be dealt with on the field, removing the need to return to the classroom.
4. Children will be encouraged to use the toilet prior to break time/ daily mile to reduce the need to return to the classroom but should a child need to go, they must use their class toilet only.
5. Each class will bring out their own fruit and milk and children will be aware which bowl is theirs to avoid cross contamination.
6. In the event of rain, classes may remain in their class for break time but activities can be set up across a year group.

### **Control measures for assembly**

1. All year groups will be allocated one assembly slot in the hall a week.
2. Other year groups are to avoid the communal areas around the hall during the time that classes will be moving/ entering the hall to avoid crossing any year groups.
3. Timings are clear and shared with the whole school.
4. Each class will enter the hall safely and staff will allow a gap between their class and the next class as they move to and from the hall.
5. Once in the hall, classes will sit along the 3 sides (2 for year 1) of the hall with at least 2m between each class. Each class will sit in 2 rows facing forwards.



**Control measures for year group intervention**

1. Year groups to plan a timetable of support and share this with other year groups so that everyone is aware of which bases/ spaces/ communal areas will be accessed (such as the hall, the library).
2. Children can now access corridors and communal areas but lead adults may choose to collect children from the classes and then supervise their movement around school including the return to class.
3. Children are to wash hands/ sanitise on their return to their class. (you may wish to do this at the start of the intervention also).
4. A face covering is no longer required but staff may choose to wear one.
5. All equipment used during the intervention is to be sanitised between uses. Tables are to be wiped down.
6. Windows must be opened to allow air to flow through the work area at all times.

OVERALL level of risk		
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments		
Name of assessor	Signature of assessor	Date
Sue Fairs	<i>Hard copy to be signed and retained in the main office</i>	31/08/2021
Manager's comments		
<p>This risk assessment must be read by all school staff prior to Monday 6<sup>th</sup> September 2021. All staff must sign to say they have read and understood this RA and must speak to SLT immediately to raise any concerns and additions required to maintain high levels of safety for all.</p> <p>This RA will be reviewed at least half-termly and in response to any updates from the Government/ DfE.</p> <p>The Health and Safety Officer and the Headteacher will carry out regular checks to ensure that all staff are following this RA. Staff will be held to account should there be any breach of this RA. The maintenance of the RA is everybody's responsibility.</p>		

Name of manager	Signature of manager	Date
Sam Myers	<i>Hard copy to be signed and retained in the main office</i>	29.08.2021