

Risk Assessment for Managing Coronavirus at Newnham Junior School September 2020

Hazard	Groups / individuals at risk	Current controls/situation	Category of risk : high, medium, low	Actions / measures required	Category of risk : high, medium, low
Fire Drill	Staff and children	Currently completed each term	High	Need to be completed 2 nd or 3 rd week back after 2 nd September Socially distances muster point	Low
Call point check	Staff and children	Checked each week	Med	Check a different call point each day and monitor	Low
Water Management	Staff and children	Monthly water checks by SMS only.	Med	SMS to carry out work as per the government guidelines on the water system before the 1 st June. EM to arrange.	Low

Cleaning (1)	Staff and children	Currently cleaning going ahead as before.	High	Thorough clean of whole school to take place before the 2 nd September Cleaning staff to be provided with PPE (gloves, apron, mask, sanitiser)	Med
Cleaning (2)	Staff and children	Currently cleaning going ahead as before.	High	Once children are back in school, all frequently touched surfaces, play equipment, door handles and toilets used during the day will need to be cleaned hourly each day Cleaning chart will be signed and timed by EM Capacity of cleaning staff is adequate to enable enhanced cleaning schedule Bins to have lids and emptied regularly. Desks sanitised if children need to swap seats.	Med

COVID-19 – Suspected during the school day	Staff, children and families	Current first aid procedures	High	<p>HT or deputy informed</p> <p>Welfare room to be used if an individual is displaying symptoms and needs to be isolated</p> <p>Door to be closed and window to be opened for ventilation</p> <p>Staff member to wear gloves, apron, face mask, goggles</p> <p>Thorough cleaning of all potentially infected areas as above in cleaning (1)</p> <p>Parents of pupil informed and child to be collected</p> <p>Child not allowed to return to school until negative test or 10 day isolation</p> <p>Bubble informed if test is positive. Children and adults who have been in close contact will need to self-isolate for 14 days</p>	High
COVID-19 – Confirmed outside of school hours	Staff, children and families	Current Government Guidance	High	<p>Bubble informed if test is positive</p> <p>Cleaning of area in school used as above in cleaning (1)</p> <p>Arrangements for accessing testing if and when necessary are clear for all the school community</p> <p>Child not allowed to return to school until negative test or 10 day isolation</p> <p>Bubble informed if test is positive. Children and adults who have been in close contact will need to self-isolate for 14 days</p>	High
Clothing/Equipment Expectations	Staff, children and families	Current uniform expectations	Med	<p>Children to wear school uniform</p> <p>Children will not share personal equipment.</p> <p>School equipment will be sanitised between use</p> <p>If children choose to bring snack, they bring it in a disposable bag</p> <p>Children to bring in a water bottle from home that is filled for the day</p>	Low

				to avoid use of water fountains	
Classrooms	Staff and children	Currently average 30 children to a class	High	Teachers will aim to stay at the front of the class Each classroom or working space to be fitted with hand sanitiser and cleaning wipes No air-conditioning to be used All windows to be open All non-fire doors to be open PPE can be used by adults.	Med
Arrival and departure from school	Staff, children and families	Currently have drop off point and one pick up point.	High	Staggered entry and exit times for staff Staggered entry and exit times for pupils at 2 entry/exit points All staff and pupils to wash hands upon arrival at school Timings to be strictly followed	Low
Travelling to and from school	Staff, children and families	Currently children walk, use private cars or public transport	High (if using public transport)	School to encourage children and parents to avoid public transport School to encourage families to avoid congregating and breaching social distancing rules both while travelling to and from school and while waiting at the school gates School liaising with local council to get social distancing markers painted outside school	Med

Daily hygiene	Staff and children	Handwashing before eating, after using toilets	High	<p>Children and staff to wash hands on arrival, before lunch and after using the toilet.</p> <p>Children to wash or sanitise hands after breaks</p> <p>Hand sanitiser or hand washing to be used at all other times when necessary</p> <p>Hand sanitiser available at key entry points and in all classroom and offices</p> <p>Children to be reminded on 'Catch it, kill it, bin it'</p>	Med
Social Distancing	Staff, children and families	Not previously required prior to COVID-19 outbreak	High	<p>Doors to be kept open so that staff/pupils do not need to be open</p> <p>No sharing of equipment</p> <p>Social distancing plans have been shared with staff, pupils and families</p> <p>Staggered break times</p> <p>Toilets to be monitored so no children from different groups mix</p> <p>Sufficient soap and hand sanitizer available outside and inside toilets</p> <p>No visitors or parents on site unless by prior arrangement</p> <p>Consideration has been given to what activity is more difficult or not possible to be undertaken with social distancing in place</p>	Med
Staffing	Staff	Rota System	Med	<p>Agreed staffing number and rota in place</p> <p>All staff clear on working arrangements</p> <p>Capacity to continue remote provision in place</p> <p>Plans in place for redeployment of staff if necessary due to other staff absence</p>	Low

Hot meals lunch time-	Staff and Children	All children wash hands before lunch. Children to eat in year group bubbles Tables are cleaned before 2 nd sitting.	Med	Packed lunches to be in classrooms, only hot meals in canteen, meaning less children, so they can sit 1 metre apart on benches.	Low
IT Room Different classes using rooms	Staff and Children	All computers cleaned after use Cleaner employed during the day to clean all frequently used areas All areas cleaned daily Desks cleaned before different children sit on them	. High	All children must wash hands before using these areas High risk areas (e.g. toilets) cleaned every hour Desks sanitised when used by different children	Med
School ventilation	Staff, Children and visitors / contractors	Doors/ windows to remain opened where possible Currently air-con not being used in the ICT suite	Low	Fresh air to increase air flow around to building, by opening windows and doors is the preferred way. Fire doors would not be wedged open in normal situations, however this will happen until further notice All staff understand the importance of making sure fire doors are closed if there was a real fire. All routines discussed with staff on 2nd September training day	Low
Communicating to parents/carers	All	Newsletter updates	Low	All safety measures communicated to parents All information is put on FROG	Low

External visitors	Staff, visitors and children	Parents and visitors must make appointments before entering the school site	Med	<p>When possible, communication to be conducted via the phone</p> <p>If personal meetings are required then social distancing rules will apply i.e. 2 m apart or PPE to be worn</p> <p>Contact with other members of staff and children should be minimal</p> <p>When the meeting, takes place the area will be sanitised before and after the visit</p> <p>Professionals who work with children must follow employer's guidelines e.g. local authority. A risk assessment from the employer will be requested.</p>	Low
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**Assessment Completed By: Phil Jones, Facilities Manager
N Wilkey /K Nahal (Co Heads)**

Assessment Date: 2nd September