



Whitehall Junior Community School

Assessment date: 1st March 2021

Name of assessor: Y Collins

Risk assessment for: Working safely during COVID 19

(Opening the whole school – March 8th 2021)

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Staff, children, parents and the wider community	<ul style="list-style-type: none"> Year groups will form a bubble with 4 classes within each year group. The classes will be supported by a teacher or teaching assistant working under a teachers lead, an additional teaching assistant may help with each group. Children will be allocated a classroom. Classes will be of no more than 30 pupils. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The year groups will form a cohort and should work together; being segregated from all other year groups and individuals by social distancing of at least 2m Specific locations for each group to work in is identified. If groups move between locations suitable cleaning and sanitising should be undertaken of each location after each use. This will need to include all equipment within the areas used Staff informed to keep 2m apart for other staff members who are not part of their bubble group 	<ul style="list-style-type: none"> 	L	<ol style="list-style-type: none">



		<ul style="list-style-type: none"> • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone • Staff may wear face coverings it is particularly advised if they can't maintain the 2m distance • Work areas have been assessed to ensure staff are at least 2m apart • The occupancy has been assessed within the building. Staff who can work from home or other locations will do so • Notices and marker tape are present in circulation areas to encourage the 2m rule • Staff to have staggered arrival and departure times at work to reduce crowding into and out of the workplace or at pinch points • Non-teaching staff work from home if possible, if not dedicated work stations are identified for each staff member. • Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk • No large gatherings to take place including assemblies and other large groups • Our behaviour policy will be followed however if a pupil is behaving in a manner that will cause harm to themselves or others parents / carers will be informed and the pupil collected from school 			
Segregation of pupils	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Staggered arrival and departure times for each group to ensure that there is social distancing between groups • Each group will have a dedicated work space and remain within this work space for the majority of lessons • Tables and work stations will be as far apart as possible • Have forward facing tables so pupils are sitting side by side and not facing each other • Having one way systems around the school to 	•	L	<p>1.Re configure classroom furniture after painting completed. Clarification on one way system and impact on hall use and classes using upstairs.</p> <p>2.1st September 2020</p> <p>3.</p>



		support social distancing. Where this is not possible in corridors where students or staff may cross a solid barrier could be installed dividing the two sides of the corridor.			
Staff and parent interaction. (Including meetings)		<ul style="list-style-type: none"> • Advice to parents is that access to the school is limited and that only one parent should escort a child to school or collect a child from school • Notification that parents must notify school of an outcome of a child’s test as soon as possible parents to contact the school and specific teachers; via telephone, website and social media • Informed parents that they are only allowed onto the school grounds at specified times for drop off and collection • If meetings are required with parents they will be done using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed • Use of remote working tools to avoid in-person meetings • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Avoid any sharing of work equipment including pens/paper etc. • Hold meetings outdoors or in a well ventilated room if they are essential meetings • Using floor signage to ensure that social distancing is enforced • A record will be kept of all visitors to the school. 	•	L	<ol style="list-style-type: none"> 1. 2. 3.

		The school may be contacted by 'Test and Trace' and will cooperate fully with them			
Staff and Staff interaction	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • staff members are instructed to adhere to social distancing at all times • reminders and notices are clearly displayed at critical points around the building including staff only areas • Staggered break times for all staff to make social distancing easier 	•	L	1. 2. 3.
Statutory and best practice inspections	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Prior to reopening completing a check of all statutory compliance using Walsall Council's statutory and best practice check available on 'Walsall Link' • Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors own risk assessment • School to comply with Public Health England. • School to facilitate distribution of lateral flow tests for staff • Remote learning to be provided for bubbles that are required to self-isolate. 	•	L	1. 2. 3.
Contamination on surfaces including toys and equipment	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Soft furnishings which may be difficult to clean are removed or taped to indicate that there are not to be used. • Remove and isolate all soft toys or toys which may have parts which are difficult to clean • Ensuring that all surfaces and shared resources are suitably sanitised between each group use. This should include all outside play equipment, science equipment, PE equipment, and any toys. 	•	L	1. 2. 3.



		<p>Alternatively this equipment is rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> ● Ensuring that all surfaces are sanitised at the end of each day. ● Pupils and staff having individual equipment provided where possible including paper and pens. These items should not be shared. ● Classroom based resources, such as books and games, can be used and shared within the class; these should be cleaned regularly, along with all frequently touched surfaces. 			
Lack of effective cleaning	Staff, children, parents and the wider community	<ul style="list-style-type: none"> ● Cleaning programmes have been reviewed and enhanced to ensure that all areas are sanitised at least daily. ● Individual trays and chairs will have been cleaned prior to opening. ● Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day ● Toilets / wash basins must be cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home ● Children will be eating in the classroom spaces. ● Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. https://www.gov.uk/government/publications/covid 	●	L	3.

		-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health			
Lack of effective ventilation	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Opening doors and windows frequently to increase ventilation where possible • Air conditioning will remain off. 	•		
Personal Hygiene, toilet, shower and changing facilities	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Hand sanitisers have been made available at the entrance to each year group. • Signs and posters to build awareness of good handwashing technique are in each year group. • signage is pupil friendly • Staff will provide regular reminders and signage to maintain hygiene standards • tissues, bins and sanitiser are within each class area to encourage pupils to 'Catch it, Bin it, Kill it' • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible • paper towels are provided as an alternative to hand dryers in handwashing facilities 	•	L	1.placemnet of hand sanitising units 1. 1 st September 2020 3.
Staff at increased risk from the virus	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed • Whenever possible, vulnerable workers should be considered for roles where they can work from home. • That clinically vulnerable workers should work from home if possible if not then consider moving clinically vulnerable workers into lower risk activities where they have the highest chance of remaining 2m away from others • From 1st August 2020 staff members who are clinically vulnerable may be able to work at school 	•	L	1. 2. 3.

		<p>but social distancing measures must be in place and medical advice should be followed in each case</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Measures will be in place for staff who have been abroad within the last 2 weeks to a country not identified within the air bridge scheme. They should be advised to quarantine • Providing support for workers around mental health and wellbeing. This could include advice or telephone support. Mrs Patel and Mrs Botfield are available for both staff and children. 			
Pupils at an increased risk from the virus	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Pupils may still be identified as needing to shield and if advised to do so following recent guidance they should not be attending school, additional arrangements would need to be made for their education. • Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to be implemented. From 1st August 2020 most will be able to attend school but social distancing and medical advice should be followed. • Pupils living with someone who is shielding (if the individual is advised to continue to shield) – only attend school if stringent social distancing can be guaranteed and the pupil can understand to follow the instruction. If not they should not attend school. Most people previously shielding can attend school but advice should be sort from a medical professional 	•	L	<ol style="list-style-type: none"> 1. 2. 3.

Visitors and contractors	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS • Visitors are limited where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect the 2m distance at all times • At interaction locations a physical barrier is in place (e.g. screens and panels) • Sanitation and hand washing is available for visitors • visits via remote connection/working are encouraged where this is an option • the number of visitors at any one time will be limited • Schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people ie before or after pupils staggered times. • Keeping a record of all visitors and cooperating fully with the Test and Trace service in the event of an outbreak 	•	L	<ol style="list-style-type: none"> 1. Discussion with chatterboxes SALT 2. 1 st September 2020 3.
Staff with symptoms of the virus	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice • Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services • Government guidance for staff with symptoms will be followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any staff member is identified as 	•	L	<ol style="list-style-type: none"> 1. 2. 3.

		<p>having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</p> <ul style="list-style-type: none"> The school may be contacted by 'Test and Trace' and will cooperate fully with them 			
Pupils with Symptoms of the virus	Staff, children, parents and the wider community	<ul style="list-style-type: none"> If a student starts to show symptoms of COVID 19, they should be sent home immediately Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room where a window can be opened to provide fresh air. If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use Suitable PPE including Apron, Goggles, moisture resistant face mask and gloves Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique Government guidance for pupils with symptoms will be followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice The school may be contacted by 'Test and Trace' and will cooperate fully with them 	•	L	<ol style="list-style-type: none">
Deliveries and collections	Staff, children, parents and the wider community	<ul style="list-style-type: none"> Pick-up and drop-off collection point is by side gate. unnecessary contact with staff and delivery staff will be minimised for example non-contact deliveries where the nature of the product allows 	•	L	<ol style="list-style-type: none">

		<ul style="list-style-type: none"> for use of electronic pre-booking • larger quantities of inbound materials to be ordered, less often to reduce deliveries • use the same staff to unload deliveries whenever possible. • Enabling drivers to access welfare facilities when required, consistent with other guidance • Drivers will be encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways • Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys • Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical • Regular cleaning of reusable delivery boxes 			
Access and Egress	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Staggered arrival and departure times at work/ school to reduce crowding into and out of the workplace • Sighing in using scanner by year 5 door is an alternatives to the touch-based security device at the front of school. • markings are used at entry and exit points • access lifts and other areas of the building are available for those with disabilities • any face masks wore by children and staff on the way to school are to be placed in their own bag, pockets to be disposed of at home. staff who use them during the course of the day should dispose of them in the medical room. 	•	L	<ol style="list-style-type: none"> 1. 2. 3.
Common areas	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Staggered break times to reduce pressure on break rooms or places to eat • outside areas to be used for breaks • Using protective screening for staff in receptions, 	•	L	<ol style="list-style-type: none"> 1. 2.

		<ul style="list-style-type: none"> • social distance marking is used for common areas such as toilets. • specific toilet areas for specific groups are to be maintained. • Staggering break times and lunches to be served within the learning area • Staff to bring their own food • all personal items to be stored in lockers or pegs within the group area. 			3.
Moving around the building	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Reduced movement by discouraged non-essential trips within buildings, for example, restricting access to some areas, dedicate specific areas and toilets for each group • Reduced job and equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member • Staggered year group arrival, break and leaving times to ensure that groups don't mix 	•	L	1. 2. 3.
Work places and work stations	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Workstations allow staff to maintain social distancing wherever possible • Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people • If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk • Reviewing layouts, line set-ups or processes to let employees work further apart from each other • Using floor tape or paint to mark areas to help employees keep to a 2m distance • Avoiding employees working face-to-face. For example, by working side-by-side or facing away from each other with a 2m distance between them • Using screens to create a physical barrier between people 	•	L	1. 2. 3.

		<ul style="list-style-type: none"> Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user 			
Meetings	Staff, children, parents and the wider community	<ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout sharing of work equipment including pens/paper will be avoided etc. Hold meetings outdoors or in a well ventilated room if they are essential meetings Using floor signage to ensure that social distancing is enforced A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed 	•	L	<ol style="list-style-type: none">
Accidents, incidents and emergencies	Staff, children, parents and the wider community	<p>In emergencies social distancing should be observed if possible, but this may not always be possible.</p> <ul style="list-style-type: none"> the number of first aiders and fire marshals have been reviewed. Checking that first aid and fire safety provision and equipment is adequate for the new working environment A rota system for first aid qualified staff and fire marshals to ensure that they are available during the operating hours and accessible to all areas of the building or work area Fire procedures to be discussed with the children. 4th class in each year group will be assigned a class number for the location of the assembly point thereby following usual fire procedures 	•	L	<ol style="list-style-type: none">



		<ul style="list-style-type: none"> • adequate PPE will be provided for use of staff in all emergencies including first aid and fire • Our fire safety systems have been tested during lockdown by the caretaker. • Pupils and staff have a primary and secondary escape route planned. • Any one way systems may be abandoned in the event of fire • Keys holders have access to external gates at all times. • fire exits are regularly checked • Laptop trolleys are switched off overnight. • fire action plan has been amended to incorporate reduced staffing levels • regular servicing of fire safety equipment has taken place. • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives <p>For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival</p>			
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Parent queuing outside school	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Implementing markers to identify the 2m spacing in waiting areas outside the school and within the school grounds • When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates 	•	L	<ol style="list-style-type: none"> 1. 2. 3.
Transport to and from school	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Pupils are encouraged to travel to school via walking, cycling or private vehicles with public transport being discouraged • Stagger arrival and leaving times to allow for an increase in private cars, walkers and cyclists • Pupils walking or cycling to school will be advised to socially distance at all times • During pick-ups social distancing will be observed within school grounds. • On arrival at school and when returning home pupils will be encouraged to wash their hands for at least 20 seconds following the recommended method 	•	L	<ol style="list-style-type: none"> 1. 2. 3.
Communication of control measures to staff, pupils and parents	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • Training all staff on the specific control measures relevant to their job roles • Engaging with staff during the development of the risk assessments and identification of suitable control measures • clear guidance on social distancing and hygiene to people is made clear by phone, on the website or by email • clear, consistent and regular communication to improve understanding and consistency of ways of working is provided • games, songs and stories to help explain the new rules to pupils and increase pupil understanding are used. • workers and worker representatives engaged through existing communication routes to explain and agree any changes in working arrangements. 	•	L	<ol style="list-style-type: none"> 1. 2. 3.

		<ul style="list-style-type: none"> communication and training materials for workers on new procedures 			
PPE provision	Staff, children, parents and the wider community	<ul style="list-style-type: none"> PPE is provided as identified within the risk assessment Staff may wear face coverings if they wish. Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken Making an assessment of the tasks staff undertake and assess if there is a need for PPE to safely perform the task Providing an emergency PPE kit and spare stock, to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school 	<ul style="list-style-type: none"> 	L	<ol style="list-style-type: none">
Teaching pupils with SEN	Staff, children, parents and the wider community	<ul style="list-style-type: none"> Reviewing each individuals risk assessment to ensure that suitable controls are in place Visual timetables <p>Using SEN tools to help communicate the control measure and new rules to the pupils</p> <ul style="list-style-type: none"> Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual where possible Non-overnight domestic educational visits may resume. These trips may include any trips for pupils with SEND connected with their 	<ul style="list-style-type: none"> 	L	<ol style="list-style-type: none">

		preparation for adulthood (for example, workplace visits, travel training etc.) The controls in relation to the COVID 19 should be considered within the Educational visit risk assessment			
Educational Visits	Staff, children, parents and the wider community	<ul style="list-style-type: none"> • outdoor spaces in the local area can be used to support delivery of the curriculum • As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely • As part of this risk assessment, consider what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice on visiting indoor and outdoor venues 	•	L	<ol style="list-style-type: none"> 1. 2. 3.

• * Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
21/10/20	Reviewed by EA and YC – no amendments made	EA	
05/11/20	Reviewed by governors – no amendments made	Gov	
04/01/21	Reviewed by EA and YC with regards to limited opening and second lockdown. Limited opening RA reviewed and implemented	EA	
02/03/21	Reviewed by EA and YC with amendments -added masks bottom of page 1. And the other two items to page 4 section: Statutory and best practice inspections - remote learning and lateral flow testing	EA	



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