

## Ilsham C of E Academy Summary Risk Assessment: Phased Opening For Schools During Covid-19

In September, schools will reopen to all pupils. This risk assessment outlines the proposed risks and measures we have put in place to minimise the risk of transmission of COVID-19.

<b>School: Ilsham C of E Primary School</b>	<b>Risk Assessor: Misss Ryan and Trust Health and Safety Lead</b>
Description of Risk Assessment	Assessment of risk involved in the closing of schools to children during the third national lockdown. <b>From the 5th January 2021, only children whose parents are keyworkers or have been identified as vulnerable can attend school. Other children must stay at home and access learning remotely.</b> Schools must work through the System of Controls and adopt measures which address the risk of opening for some groups of children and delivering a curriculum. The System of Controls are actions that schools must take and are grouped into 'prevention' and response to infection'.

Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1. Entrance and exit to the school site causing large groups of parents	<i>Stagger drop-off and collection times and use of multiple drop off/collection points. To be outlined in a 'September-ready' booklet for parents.</i>		SLT Parents

	inside school grounds and compromising social distancing requirements.	<p><b>Updated on 5<sup>th</sup> January, 2021;</b>  Lane gate - R – 8.30 – 2.50pm  Lane gate - Y1 and Y2 8.40 – 3pm  Main gate – Y3 and Y4 8.40 – 3pm  Fountain gate – Y5 and Y6 8.40 – 3pm</p> <ul style="list-style-type: none"> <li>- Signage will be clear to remind parents of expectations</li> <li>- A member of SLT/admin team will be on duty to direct and support parents and children.</li> <li>- A member of staff will be on the gates at all times during the drop off and collection points</li> <li>- Markers will be put on the railings to show parents where they must stand with their child at drop off and collection points to ensure everyone can stay 2m apart.</li> </ul>		
2.	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	<ul style="list-style-type: none"> <li>- Staggered drop off and collection times will reduce the number of people gathering at any point.</li> <li>- Parents should not gather at entrance gates or enter the school site (unless they have a pre-arranged appointment).</li> <li>- Signage and markers will indicate where parents and visitors should stand in order to remain two metres apart.</li> <li>- Non-essential deliveries and visitors to school are minimised</li> </ul>		Parents Visitors Admin staff
3.	Parents gathering at the school gate not social distancing.	<ul style="list-style-type: none"> <li>- Through all communications from school (e.g. letters, emails and tweets), the consistent message will remind parents of the importance of social distancing and drop-off and pick-up points.</li> <li>- Members of SLT will politely remind parents about the expectation for social distancing.</li> <li>- All staff members to wear face masks at drop-off and pick-up times due to close contact with parents.</li> </ul> <p><b>From 8<sup>th</sup> October, 2020 – An expectation that all parents (unless exempt) are being asked to wear face masks at drop-off and pick-up times and if invited onto site.</b></p>		SLT Parents
4.	Risk of not being able to provide education in line with government guidelines during the national lockdown due to remote learning and learning in school.	<p><b>Updated on 5<sup>th</sup> January, 2021</b></p> <ul style="list-style-type: none"> <li>- Ongoing communication and working with parents to ensure children attending school during the national lockdown is in line with Government guidance.</li> <li>- Parent risk assessment updated and reshared with parents.</li> <li>- Remote learning will be provided/available to all pupils who do not attend school. This will be structured to include the same subjects and level of learning provided in school.</li> <li>- Staff deployed to ensure remote learning and learning in school is provided.</li> <li>- Leaders will regularly review the number of critical worker and vulnerable children accessing education in school to ensure provision is meeting need. They will regularly</li> </ul>		

		review the vulnerable pupils needing places in line with social care needs and reviews. - Part time provision is available so parents can use school for when only essential and working shifts etc.		
5.	Increased numbers during breaks compromising social distancing.	- Staggered break times on a rota basis which will be strictly adhered to.		SLT Teachers Pupils
6.	Increased numbers during lunchtime, including food service and consumption compromising social distancing and increasing the risk of transmission	- Lunchtimes are in set groups with handwashing. - Tables kept apart. - School lunches will be delivered to classrooms initially. - All children will wash their hands before eating lunch.		SLT Teachers MTAs Pupils
7.	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	- Temporary one-way system in place within some areas of the school. - Signage to direct children and staff. - Most toilets will be unisex and will be allocated to specific groups.		SLT
8,	The configuration of classrooms and teaching spaces does not support compliance with system of controls	- Children will be organised into ‘class bubbles’ and use their classroom as their base. Where age appropriate, the furniture will be organised so that children are facing forward and furniture not in use will be removed from classrooms and teaching spaces. - Clear signage will be displayed in the classrooms promoting social distancing and hand washing etc. - Space will be allowed for adults to be socially distanced from children where possible. - To aid ventilation, windows and doors will be open, where safe to do so and considering fire safety, security, and safeguarding).		SLT All staff Pupils
9.	Social distancing guidance is breached when pupils circulate in corridors	- Children will be encouraged to only use the bathroom during their break and lunchtimes so that movement around the school is kept to a minimum. - Staggered pick-up and drop-off points have been planned so that bubbles are passing through corridors in isolation. - The movement of pupils around school is minimised as much as possible. - At transition times, appropriate supervision levels will be in place.		SLT All staff
10.	Staff rooms and offices not able to comply with social distancing and safe working practice	- Staggered lunch and breaks for staff. - Numbers of people reduced at one time on a rota in staff areas to allow social distancing - There will be no unnecessary gatherings. - The main academy office will be closed to all staff excluding administration staff.		All Staff

		- Where appropriate, some areas will operate on a 1 in 1 out basis.		
11.	Ventilation to reduce spread	- Windows and doors will be propped open (where safe) to increase ventilation.		All staff
12.	Risk of transmission from staff when working between bubbles	All staff will adhere to the systems of controls, including; - Frequent hand washing and use of hand sanitiser - Maintaining social distancing and ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. - Wearing PPE when required.		All staff
13.	Risk of transmission from staff working 1:1 and small/close group working	- Staff will be trained and further briefed about appropriate ways of working. - Frequent hand washing and use of hand sanitiser - Staff will maintain social distancing (where possible) and ensure good respiratory hygiene. - Use of PPE when appropriate.		All staff
14.	Classroom layout not prepared and therefore provides opportunities for increased transmission	- Children to sit forward facing where possible within the classroom and where age appropriate. - Available space within the classroom for teachers to socially distance from children.		All staff
15.	The mental health and wellbeing of staff has been adversely affected	- Staff briefings and training have included content on wellbeing. - Staff have been signposted to useful websites and resources. - Discuss with staff about the plans for September (for example, safety measures, timetable changes and staggered arrival and departure times) - The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. - Full staff audit undertaken. - Counselling service is available to all staff.		All staff
16.	Contaminated surfaces spreading virus.	- Unnecessary and difficult to clean items from classrooms and other learning environments have been removed where there is space to store it elsewhere. - Regular cleaning especially high touch/traffic areas. - Due to lack of storage, some difficult to clean items will remain in classrooms but will be taped off. - Tissues will be disposed of into a lidded bin and hands washed for 20 seconds.		All staff
17.	Using play equipment - multiple use	- Equipment will only be used if it can be frequently cleaned using the correct chemical between groups of children.		All staff

18.	Cleaning staff and hygiene contractors capacity - providing additional requirements	<ul style="list-style-type: none"> <li>- HOA will monitor the standard of cleaning throughout the school day.</li> <li>- Some staff have been redeployed to support cleaning routines throughout the school day.</li> <li>- The site supervisor will complete a thorough end of day cleaning of each room/area being used alongside regular cleaning of areas throughout the day.</li> </ul>		Site supervisor HOA Teachers Teaching Assistants
19.	Children do not return to school due to parental concern	<ul style="list-style-type: none"> <li>- It is compulsory for children to return children to school (unless statutory reason applies)</li> <li>- Risk assessment will be shared</li> <li>- Protective measures shared with parents and individual conversations where necessary.</li> <li>- Concerns shared with the attendance officer/class teacher so reassurance can be given.</li> <li>- If these strategies fail to encourage children to return, the usual attendance strategies will be used, including penalties for non-attendance.</li> </ul>		Parents Teachers Attendance officer
20.	Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	<p><b>Updated on 5<sup>th</sup> January, 2021. Move to remote learning.</b></p> <ul style="list-style-type: none"> <li>- Teachers will regularly review and assess all learning that is submitted to Google Classroom.</li> <li>- Engagement with Google Classroom will be monitored by year group teachers and discussions will take place with parents to reduce barriers when accessing remote learning.</li> <li>- Teachers will use formative assessment to plan and shape learning sequences.</li> <li>- In EYFS, the prime areas of learning are prioritised.</li> <li>- In KS1 and KS2, gaps are prioritised along with essentials such as phonics, reading, vocabulary, writing and maths</li> <li>- The curriculum will remain broad and ambitious for all children, with a range of subjects being taught following government guidelines</li> <li>- Teaching of music and singing require additional protective measures such as additional distancing and use of outdoors.</li> <li>- In Physical Education, outdoor activity should be prioritised, maximising distance, and following scrupulous cleaning.</li> <li>- Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>		HOA/AHOA Teachers Teaching Assistants
21.	Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>- Throughout the day, children will wash their hands multiple times using warm water and soap.</li> </ul>		All teaching staff








		<ul style="list-style-type: none"> <li>- Hand sanitiser will also be based in all classrooms for use throughout the day.</li> <li>- Hand sanitiser will be used at drop off points on entry into the school.</li> </ul>		Pupils
22.	Pupils and staff forget to wash their hands regularly and frequently	<p>Time for frequent hand washing is built into every part of the day, in line with the Government guidance .</p> <p>Washing will be carried out;</p> <ul style="list-style-type: none"> <li>- Before and after preparing, handling and eating food.</li> <li>- After using the toilet.</li> <li>- After exposure to any external activities and environments such as playtimes</li> <li>- After coughing, sneezing and nose blowing.</li> <li>- After cleaning.</li> <li>- After dealing with any first aid/illness cases.</li> </ul>		All staff Pupils Parents
23.	Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>- There is a sufficient supply of all required hand sanitiser and cleaning products.</li> </ul>		Premises staff
24.	Toilets being overcrowded risking hand washing and not compliant with social distancing	<ul style="list-style-type: none"> <li>- Each class bubble has a designated toilet to use at all times.</li> <li>- Visiting the toilet will be on a 1 in 1 out basis in order to maintain social distancing.</li> <li>- Children will wash their hands thoroughly upon leaving the toilet.</li> <li>- Members of SLT will monitor the safe use of the toilets.</li> </ul>		All staff
25.	Staff with underlying health issues or those who have previously been shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> <li>- Individual risk assessments have been undertaken following Government guidance.</li> </ul>		All staff
26.	Pupils who were previously shielding are not identified and so measures have not been put in place to protect them	<p><b>Updated on 5<sup>th</sup> January, 2021</b></p> <p>During the national lockdown from 05/01/21, the majority of pupils will not be attending school.</p> <ul style="list-style-type: none"> <li>- Children who were previously shielding can return to school following appropriate measures. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>- Parents may wish to consult their specialist health professional about the return of their child to school.</li> <li>- Should transmission rates rise locally, then children who are extremely clinically vulnerable will be advised to resume shielding.</li> </ul>		All staff Pupils Parents







		- Should children have to stay at home for health reasons, they will have full access to remote learning.		
27.	Risk to Children with EHCP	- Individual risk assessments will be completed before deciding on attendance or what additional control measures need to be introduced.		All staff Pupils
28.	Children with SEND require additional support following school closures	- Support for individual children has been identified		All staff Pupils
29.	Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	- There are sufficient numbers of trained staff available to support pupils with mental health issues. - There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. - Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). - Additional pastoral activities for targeted children		All staff Parents
30.	Increased safeguarding disclosures following pupils extended period in lockdown	- Policies will be reviewed to reflect the full return of children to school. - Excellent communication will be maintained with all external agencies.		All staff Parents
31.	Pupils' behaviour on return to school does not comply with social distancing guidance	- Clear expectations of children will be communicated to parents, staff and children. - Staff will regularly and consistently revisit rules and responsibilities as well as talking about responsibilities for all to keep each other safe. - Senior leaders will be informed of any breach of the behaviour policy as soon as it is safe to do so and safety needs have been prioritised. - Additional staff training in September will ensure that staff are confident with the expectation and strategies to use to support this. - Children, who are at risk of not following guidance or do not follow guidelines during the day, will be individually risk assessed and use of exclusion per the behaviour policy could apply.		All staff Parents Pupils
32.	New children start school without an adequate induction/transition programme	- A plan is in place for children to transition into Reception. - There is regular and effective liaison with pre-schools to aid transition - Regular communications with the parents of incoming pupils are in place, including letters, newsletters and website materials.		All staff Parents
33.	Member of staff or pupil becoming	- If a child becomes unwell with symptoms of coronavirus while in their setting and needs		All staff

	unwell with symptoms of COVID19	<p>direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> <li>- If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>- Parents will be contacted immediately to collect their child and informed of next steps.</li> </ul>		Parents
34.	Staff or pupil testing positive for COVID 19 after being in school	<ul style="list-style-type: none"> <li>- When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>- Where the child or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> </ul>		All staff Parents
35.	Educational provision must still be maintained for children who are not able to attend school because they are self-isolating or are unable to return for a valid reason.	<ul style="list-style-type: none"> <li>- Google Classroom is already in place as a learning platform and would continue to be used in the event that children were not able to return to school or were self-isolating.</li> <li>- Children who are identified as being vulnerable will be offered a place in school.</li> <li>- The administration team has a checklist to inform any family and member of staff if a child is well but has to isolate. The teacher will then set work through Google Classroom within 24 hours so they receive the same work as the class.</li> </ul>		All staff Parents
36.	Local levels of confirmed COVID cases increase (localised second wave). Causing local lockdown and school closure	<p><b>Updated on 5<sup>th</sup> January, 2021 - NOT RELEVANT DURING NATIONAL LOCKDOWN</b></p> <ul style="list-style-type: none"> <li>- We will follow the guidance, advice and plan from local authority and PHE.</li> <li>- A contingency plan will be in place for the event of a local or second lockdown. This will include a remote education plan, enabling immediate access to remote education</li> </ul>		All staff
37.	Staff are not trained in new procedures, leading to risks to health	<ul style="list-style-type: none"> <li>- Staff training on 3rd September will ensure that staff are confident.</li> <li>- Full PPE will be used by allocated first aider.</li> <li>- Ongoing CPD programme is in place for September and beyond.</li> </ul>		All staff
38.	Face to face CPD and cross trust working increasing the transmission of the virus.	<ul style="list-style-type: none"> <li>- In-school CPD, will continue to take place, either socially distanced, or online. Outside areas can also be utilised while weather and seasons allow.</li> <li>- Cross-Trust meetings will take place online.</li> </ul>		All staff
39.	Provision and use of PPE for staff where required is not in line with government guidelines	Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.		All staff



		<p>Adequate training / briefing on use and safe disposal  Those staff required to wear PPE (e.g. SEND intimate care; supervising children with symptoms) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.  Staff are reminded that wearing of gloves is not a substitute for good handwashing.</p>		
40.	Routine use of PPE	<ul style="list-style-type: none"> <li>- Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.</li> <li>- Stocks of PPE are in school.</li> </ul> <p><b>9th October update</b></p> <ul style="list-style-type: none"> <li>- All staff to wear face coverings when outside during entrance and exit times and when meeting parents/visitors.</li> </ul> <p><b>9th November update</b></p> <ul style="list-style-type: none"> <li>- Face coverings will be worn by all teaching staff and adults in school when moving around the premises and outside of classrooms or activity rooms, such as in corridors and communal areas. Staff will not need to wear a face mask when teaching children in the classrooms.</li> </ul>		All staff
41.	Commuting to school including public transport having an adverse effect on attendance and punctuality. Also risk of increasing transmission of virus	<ul style="list-style-type: none"> <li>- Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport.</li> <li>- Where public transport is used, children and their families should wear face coverings.</li> <li>- Use of hand sanitiser where possible.</li> <li>- Distancing on public transport where possible.</li> </ul>		All staff
42.	<p>Kitchen facilities not complying with latest Covid19 guidance to reduce risk of infection/contamination.</p> <p>Also Increased risk of food poisoning due to prolonged service delivery (staggering times)</p>	<ul style="list-style-type: none"> <li>- Social distancing within the kitchen is only possible with restricted access.</li> <li>- Access to the kitchen will be prohibited.</li> </ul>		All staff Parents
43.	<p>Visitors: parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety</p> <p>Social worker and therapist visits</p>	<ul style="list-style-type: none"> <li>- Parents, carers or any visitors, such as suppliers, are not to enter the school if they are displaying any symptoms of coronavirus.</li> <li>- Only pre-arranged visits from contractors, social workers and other professionals will be allowed on site.</li> <li>- A record of all visitors to the site will be kept to support track and trace.</li> <li>- Parents will not be allowed on the school site unless to collect an unwell child.</li> </ul>		All staff Parents

44.	Poor or lack of communications to parents and staff	<ul style="list-style-type: none"> <li>- Regular communication (via text messaging, emails, letters and the website) will be continued.</li> <li>- Staff will have regular meetings so that all staff are fully informed.</li> </ul>		All staff
45.	Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>- Staggered drop off and collection times will be communicated to parents as well as protocols for minimising adult to adult contact.</li> <li>- Staff will follow the policy: dealing with violence, threatening behaviour and abuse following any incidents of parental aggression.</li> </ul>		All staff Parents
46.	Usual school events cannot take place due to protective measures	<ul style="list-style-type: none"> <li>- School events should be considered for adaptation or postponement/cancellation.</li> <li>- Assemblies/ Collective Worship should take place with only one bubble at a time e.g. class assemblies or will be done remotely.</li> <li>- Singing should be avoided in collective worships/ choirs etc.</li> </ul>		All staff
47	Spread of virus due to increased numbers of unnecessary people within the building or grounds.	<ul style="list-style-type: none"> <li>- Only one adult to accompany their child to the school gate where possible.</li> </ul>		All staff Parents
48	Staff unsure of emergency procedures. Staff and pupils not evacuating the building. Pupils being too close at muster points, not socially distancing.	<ul style="list-style-type: none"> <li>- Staff to be reminded of the evacuation procedures and instructed to read the evacuation policy, available in the staff portal. There will be a silent fire drill on the staff training day.</li> <li>- In emergency situations, the priority is to ensure that the building is evacuated to the key muster points.</li> <li>- A silent fire drill run through will be practised with pupils during the first week so they will know the expectations and locations.</li> <li>- Any changes to the emergency procedures will be disseminated to all staff at the academy.</li> </ul>		All staff Parents
49	Negative impact on reputation of the Academy and wider Trust, perceived by parents/staff/media etc, following a confirmed COVID case in the school which has spread to other pupils/staff.	<ul style="list-style-type: none"> <li>- The risk of spread has been considered and actions will be taken in line with the Government guidance.</li> <li>- Actions have been implemented as far as is reasonably practicable.</li> </ul>		All staff
50	ICT Provision – ICT failure or significant issue which requires IT team to attend the occupied academy. If not addressed,	<ul style="list-style-type: none"> <li>- All users of IT equipment should wash their hands immediately before and immediately after use of any device.</li> <li>- The IT team are able to dial in remotely to resolve many ICT issues. When this is not possible and a site visit is required, staff will follow the same social distancing guidance</li> </ul>		All staff

	<p>staff are not able to teach the curriculum in class. or remotely.</p> <p>The use of shared computer keyboards and mice / mouse pads / tablet style computers is a high risk area as they are hard surfaces.</p>	<p>as visitors (washing of hands on arrival and leaving the site as well as more frequently throughout the visit.</p> <p>- Cleaning of IT equipment will be done in line with the national guidance.</p>		
51	<p>Ability to offer wrap around care whilst maintaining compliance with social distancing and not mixing of groups/bubbles</p>	<p><b>Updated on 5<sup>th</sup> January, 2021</b></p> <p>- There will be no offer of the Ilsham breakfast club and after school provision moving forward.</p>		<p>Breakfast club staff Parents</p>
52	<p>Increased risk to black and minority ethnic staff and pupils</p>	<p>- Social distancing for staff in place.</p> <p>- Risk assessment in place when applicable.</p>		<p>All staff</p>
53	<p>Risk of administering first aid contributing to the transmission of the virus</p>	<p>- PPE will be worn at all times when providing first aid, including face shield if there is a risk of splashing of bodily fluids.</p> <p>- First aid trained staff will refresh their training on the correct use of PPE (NHS video) as part of staff training.</p> <p>- A record of all first aid will be kept on site to support the track and trace system.</p>		<p>First aid trained staff</p>
54	<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	<p>- The risk assessment is classed as a dynamic risk assessment and any updated changes made by the HOA/AHOA will be shared immediately with the wider staff.</p>		<p>HOA Senior Leaders</p>
55	<p>Lack of Trustee oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements</p>	<p>- Regular communication between the Trust Board and Local Committees.</p>		<p>HOA Senior Leaders</p>
56	<p>Policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	<p>- All relevant policies have been revised to take account of the most recent government guidance on social distancing and COVID-19 and its implications for the academy and wider Trust.</p> <p>- Staff, pupils, parents and Trustees have been briefed accordingly.</p>		<p>All staff Parents</p>