



<b>School Name:</b>	St John's CE
<b>URN Number:</b>	104228

Expectations as at the 1 June 2020		
Year Group	Will you be providing provision from the 1 June 2020 (Y or N)	Predicted number of pupils?
Nursery	Whole school opening	357
Reception		
Year 1		
Year 6		

What are your 3 most significant risks identified in your risk assessment?	Children not observing social distance Adult to adult transmission Contamination from visitors who are unaware of procedures
Are there any additional issues you wish to flag with the LA in terms of your ability to re-open?	No

If you are not looking to extend provision from the 1 June what date have you discussed with your Governing Board as a possible date of extended opening?	
If you are not making a full offer, what provision is in place for pupils in these year groups?	
What factors, if any, are preventing you extending your offer to these year groups if you are not yet intending to open?	

Risk assessment for: Working safely during Coronavirus (staying COVID-19 secure)

Assessment date: 1<sup>st</sup>  
September 2020

Name of assessor: Andy Mills

**Model risk assessment MUST be made school specific by editing/deleting any part that does not apply and adding additional risks/hazards/controls specific to the school where appropriate**

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	Teachers/Teaching assistants in the class  Children in the bubble  Parents	<ul style="list-style-type: none"> <li>• Cleaning will take place in the classrooms every morning-caretaker. Lunchtimes by members of staff and cleaners in the afternoon</li> <li>• change to entry/exit via multiple external doors allowing direct access to specified area minimising the need for a one way system</li> <li>• Supply teachers and tutors to be allowed in school but must wash hands on entry and exit and adhere to all guidelines put in place. Regular visitors to school to be offered lateral flow tests.</li> <li>• Teaching staff to remain 2m apart from children and other adults</li> <li>• Reminders to keep 2m distance to be posted around school</li> <li>• No large gatherings-daily collective worship in the classroom led by teacher or virtually</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		1.All staff  2.1 <sup>st</sup> June  3.

Segregation of pupils		<ul style="list-style-type: none"> <li>• Designated toilets for each year group</li> <li>• Staggered start and finish times</li> <li>• Staggered break and lunch times</li> <li>• Different entry and exit points</li> <li>• Two children to each table facing the front of the class. Teacher to predominantly teach from the front</li> <li>• Class bubbles can be taught by different teachers but WHERE POSSIBLE retain the same adults.</li> </ul> <p>No use of cloakrooms – children to store coats/bags under their table Children to have designated sinks to wash their hands. Encourage frequent hand washing and immediately on arrival and prior to departure Hand sanitisers placed on entry points Extra sink installed in Year 1 (BL) and mobile sink in Year 5/6 Hand sanitiser to be located in frequently used places- eg photocopier, kettle</p>	•		1.AM/all staff 2. 3.		
Staff receiving LFD Tests	Staff	School staff will be given tests to complete at home twice a week and to be carried out first thing in the morning. Anyone with a positive result will need to inform the school, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days).		•	•		

<p>Staff and parent interaction. (Including meetings)</p>		<ul style="list-style-type: none"> <li>• Parents to drop children off only - no waiting on the playground</li> <li>• Where possible staff to guide children straight into school</li> <li>• Year 6 encouraged to walk to and from school</li> <li>• All communication through class dojo, Any further conversations, if needed, via telephone</li> <li>• Staff meetings to be held in the hall to retain 2m distance. To be kept to minimum time frame with strict agenda adhered to. Staff meetings only held when necessary</li> <li>• Briefings to be held with one staff member from a team to relay information back and forth</li> <li>• HT/DHT to be available via dojo/email. To be made available to parents</li> </ul>	<ul style="list-style-type: none"> <li>• Only one adult at a time in the Reception area</li> </ul>		<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>
<p>Staff and Staff interaction</p>		<ul style="list-style-type: none"> <li>• Staggered break and lunch to avoid congestion</li> <li>• Reminders of 2m distancing to be displayed. Verbal reminders when necessary</li> <li>•</li> <li>• Masks to be worn when interacting with other members of staff or parents when in confined spaces for a period of 15 minutes or over. Respect the right of others to wear a face mask. Staff to feel comfortable to ask others to wear a face mask.</li> <li>• Added table in the hall to reduce numbers around a table</li> </ul>	<ul style="list-style-type: none"> <li>• Disabled toilets to be designated for gents</li> <li>• Gents toilet area a second area for ladies</li> </ul>		<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>

Statutory and best practice inspections		<ul style="list-style-type: none"> <li>Resume fire procedures from pre-pandemic</li> </ul>	•		<ol style="list-style-type: none"> <li>All staff</li> <li></li> <li></li> </ol>
Contamination on surfaces including toys and equipment		<ul style="list-style-type: none"> <li>Desks sanitised after school</li> </ul>	•		<ol style="list-style-type: none"> <li>All staff Cleaning and caretaking team</li> <li></li> <li></li> </ol>
Lack of effective cleaning		<ul style="list-style-type: none"> <li>All areas of school to be thoroughly cleaned at the end of every day</li> <li>Prior to opening a thorough clean of the whole school</li> <li>All frequently touched areas to be identified and cleaned throughout the day eg door handles, light switches, working areas</li> <li>All internal doors to remain open( other than fire doors)</li> <li>External doors to be operated by the same person (no use of the touch pad)</li> <li>Children to only handle their own equipment</li> <li>Teachers not to mark work and children to return their books etc to their trays/drawers</li> </ul>	•		<ol style="list-style-type: none"> <li>Cleaning and caretaking staff</li> <li></li> <li></li> </ol>
Lack of effective ventilation		<ul style="list-style-type: none"> <li>Windows in every classroom to be open</li> <li>All external doors to be opened as long as they are not presenting a safeguarding risk</li> <li>Servicing of ventilation and Air conditioning units prior to re-opening</li> </ul>	•		All staff/caretaker

		<ul style="list-style-type: none"> <li>• Internal, non-fire doors to be opened</li> <li>• During the colder weather windows/doors to be shut before school to allow school to warm up. Then opened for ventilation just prior to children entering the building</li> <li>• All external doors to be closed and locked for safety purposes (music room door closed but unlocked)</li> </ul>			
Personal Hygiene, toilet, shower and changing facilities		<ul style="list-style-type: none"> <li>• Hand sanitiser to be made available to all staff</li> <li>• Hand sanitiser on each entry and exit point</li> <li>• Soap regularly checked in every sink area</li> <li>• Bins in every teaching area</li> <li>•</li> </ul>	•		1. All staff 2. 3.
Staff at increased risk from the virus	Mum to be	<ul style="list-style-type: none"> <li>• All staff to be risk assessed</li> <li>• Mental health leads (JH/SC) to offer support for mental health issues</li> <li>• Staff encouraged to open up about concerns</li> <li>• A culture of openness in school to discuss issues</li> <li>• All staff to have their temperature checked on entry into the building</li> <li>• Mum to be is considered to be clinically vulnerable</li> <li>• Practise frequent and thorough hand washing and cleaning of workspaces and adhere to social distancing</li> <li>• Avoid crowded areas and mixing with other members of staff and parents where possible</li> <li>• Remain specific bubbles</li> <li>• Weekly meeting with pregnant member of staff to ensure well being</li> <li>• Measures to be discussed and put in</li> </ul>	Weekly meetings to discuss working conditions- either delivering remote		1. All staff 2. 3.

		place for when enters the third trimester <ul style="list-style-type: none"> <li>Additional adult support (TA/trainee teacher) available</li> </ul>	learning from home or in own classroom socially distanced from children and other staff To be reviewed weekly		
Pupils at an increased risk from the virus		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		1.All staff/parents 2. 3.
Visitors and contractors		<ul style="list-style-type: none"> <li>When working in school over a sustained period of time then to be asked to do an LFT</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		1.All staff/contractors 2. 3.
Staff with symptoms of the virus		<ul style="list-style-type: none"> <li>Any symptoms evident in staff, staff to be sent home and advised to immediately take tests (limited tests available in school)</li> <li>Any positive cases to be reported to Walsall Health Protection Team 01922 658065 Staff not to return until a negative test or in the case of living with a positive case and being non-symptomatic no return until the 15<sup>th</sup> day.</li> <li>LFT test to be taken on 5<sup>th</sup> and 6<sup>th</sup> day. If negative can return to work.</li> <li>If positive tests on 7<sup>th</sup> and 8<sup>th</sup> day, if both negative can return to work/.</li> <li>If still positive can return to work after 10 day isolation</li> <li>Staff to keep AE/AM informed</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>		1. All staff 2. 3.

		<ul style="list-style-type: none"> <li>• March 2022- this is now guidance and not law. However protocols still to be maintained as advised by Public Health</li> <li>• Non-symptomatic staff to test twice week on the lateral flow tests-exempt if they have tested positive in the previous 90 days, vaccinated staff to take the tests.</li> <li>• Should there not be enough staff to safely teach all children in school and no supply staff are available then, in consultation with Public Health, LA and Chair of Governors some classes may revert to home learning.</li> </ul>			
Pupils with Symptoms of the virus		<ul style="list-style-type: none"> <li>• Child to be sent home immediately if displaying symptoms (they will wait in the Language Centre, which will be used as an isolation unit)</li> <li>• Staff to be provided with PPE when dealing with sick children.</li> <li>• Masks, aprons and disposable gloves available for all staff</li> <li>• Equipment to be disposed after use and staff member to wash their hands</li> <li>• Should there be an outbreak within school (as identified by Public Health) then in consultation with LA , PH and Chair of Governors classes may return to remote learning. All learning is placed on Google Classroom every week and all children can access the work. Devices to be made available to those that can't access at home</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>



Deliveries and collections		<ul style="list-style-type: none"> <li>• Glass hatch not to be opened to postman etc</li> </ul>	•		1. Office staff 2. 3.
Access and Egress		<ul style="list-style-type: none"> <li>• Hand sanitation available at entry and exit points</li> <li>•</li> </ul>	•		1. All staff 2. 3.
Common areas		<ul style="list-style-type: none"> <li>• All timings throughout the day to be staggered</li> <li>• Frequent use of outdoors</li> <li>•</li> </ul>	•		1. All staff 2. 3.
Moving around the building		<ul style="list-style-type: none"> <li>• When in communal areas staff to be encouraged to wear masks</li> </ul>	•		1. Staff and children 2. 3.
Work places and work stations		<ul style="list-style-type: none"> <li>• Office workstations turned so back to back or perpendicular</li> <li>• No hot desking</li> <li>•</li> </ul>	•		1. All staff 2. 3.
Meetings		<ul style="list-style-type: none"> <li>• MS Teams set up and already in place for staff</li> <li>• Staff to use own equipment</li> <li>• Office staff to work on a rota basis where possible to restrict numbers in offices</li> <li>•</li> </ul>	•		1. AM/all staff 2. 3.

<p>Accidents, incidents and emergencies</p>		<p>All training is up to date- some have completed online courses during lockdown period          First aid stock audited          PPE equipment ordered and utilised          Assembly points to be reviewed with social distancing in mind          Emergency sanitation equipment stored in first aid area          Fire alarms tested every Friday          All fire exits to remain available          All staff to know that one way systems to be abandoned in the case of a fire          Fire plan takes into account groupings with available adults          All keys available to external gates- they are located by the nearest exit/entry point          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> <ul style="list-style-type: none"> <li>• Guidance as above will be followed in the event of an emergency. CPR face shields would minimise cross contamination.</li> <li>• Defibrillator to be used if necessary.</li> </ul>			<ol style="list-style-type: none"> <li>1.All staff</li> <li>2.</li> <li>3.</li> </ol>
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Parent queuing outside school		<ul style="list-style-type: none"> <li>• Parents to be advised to drop and go</li> <li>• Staff will usher children into school</li> <li>• Staff to be responsible for promptly dismissing their bubble of children</li> <li>• Parents not to congregate or wait in the playground</li> <li>• Double gates at the bottom of the playground to be used as entry and exit for (Lower KS2) plus entry for upper KS2 however exit via car park</li> <li>• Degree of flexibility allowed on entry into school to avoid congestion on pavement</li> <li>• Year 5/6 children to depart via Nursery Gates to decrease congestion</li> <li>•</li> </ul>	•		1.AM/parents 2. 3.
Transport to and from school		<ul style="list-style-type: none"> <li>• Year 6 children to be encouraged to walk along Brook Lane</li> <li>• Parents advised to park on the extensive car park at the top of Brook Lane</li> <li>• Those requiring public transport can arrive later to avoid congested buses etc</li> <li>• Children to be constantly reminded about washing their hands on immediate arrival in school or at home</li> <li>•</li> </ul>	•		1.AM/parents 2. 3.
Communication of control measures to staff, pupils and parents		<ul style="list-style-type: none"> <li>• Any new guidance and training (including risk assessments) to be shared with all staff</li> </ul>	•		1.All staff 2. 3.

PPE provision		<ul style="list-style-type: none"> <li>• PPE has been ordered, masks already in plentiful supply</li> <li>• Regular audit to ensure we have high quantities of stock</li> <li>• All administration of first aid PPE will be required</li> </ul> <p>Full stock of PPE available</p>	•		1.AM/AE 2. 3.
Teaching pupils with SEN		<ul style="list-style-type: none"> <li>• Risk assessment to be completed for each child with EHCP or in receipt of 1-1</li> <li>• 1-1 to maintain 2m distance at all times</li> <li>• To sit perpendicular NOT opposite</li> <li>• Interventions/observations by external staff can continue as normal but must follow the visitor's protocol.</li> </ul>	•		1.AM/JH 2. 3.
Educational Visits		<ul style="list-style-type: none"> <li>• Undertake full and thorough risk assessment in relation to all educational visits as normal. Additionally consider control measures needed to be used to reduce the risk of COVID</li> <li>• Residential to resume – adhering to centre and school RAs.</li> <li>• Children and staff to do an LFT on the morning of departure</li> </ul>	•		

**This risk assessment has been completed based on the national and local guidance at the time of completion having taken account of the additional risks/hazards/controls specific to this school.**

**Signature: A C Mills**

**Date: 27<sup>th</sup> January 2022**

\* 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
27 <sup>th</sup> Jan 22	Public Health Walsall recommendations to keep the above safety precautions	AM	Feb 22
24 <sup>th</sup> March 22	Rising cases in Walsall and moreover Walsall Wood, advice from PH Walsall to keep precautions in place	AM	May 22