

Christ Church (Church of England) Junior School



Covid-19 Risk Assessment May 2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from the 1st June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

Christ Church Junior School will open to Year 6 and Key Worker Children only.

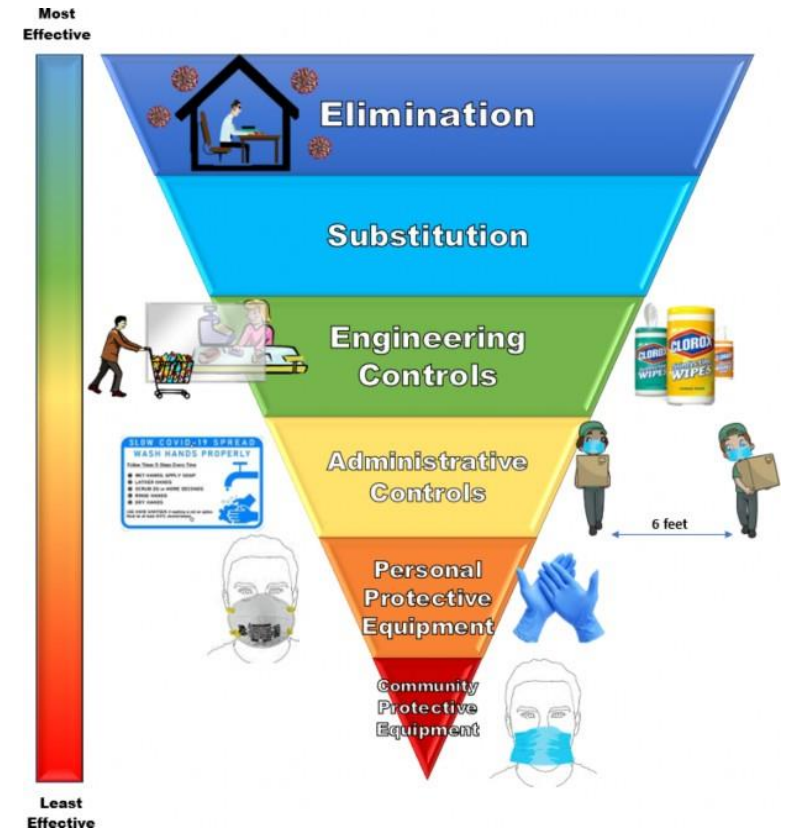
There is insufficient space within the buildings to accommodate more children safely while following current social distancing protocols.

Our plans for reopening have adhered to the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defence and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Title: Covid-19 Risk Assessment

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	<u>Promotion of good personal hygiene</u> <ul style="list-style-type: none">Hand washing facilities with soap and water (ideally warm water) in place.Children are required to wash their hands on entry to the building. Children will enter their classroom through an external door.Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.Stringent hand washing taking place. (in accordance with this guidance).Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.Classes to teach children hand washing techniques.Drying of hands with disposable paper towels.Children to wash hands before and after eating a snack and before and after eating dinner.Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.Tissues for each class and available throughout school, ensuring adequate stock levels for each class	L	Hand wash available at all washing stations.	RW	1/6/20	Yes
	Pupils			Hand dryers will not be used. Paper towels and a bin have been provided. Hand wash is available at all sinks. Before lunch and after toileting the children will use the sinks in the toilet areas where hot water is available. For entering and leaving the classroom the cold water sinks can be used. Children should be supervised when hand washing in the classroom to ensure that it is done correctly. A dedicated bin with a lid clearly labelled ‘Catch it,Kill it Bin it’ is available in each room. This will contain a plastic bag which can	SBL	March 20	Yes
	Cleaners						
	Contractors						
	Visitors to your premises						
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions						
	Anyone else who physically comes in contact						

	with you in relation to your operations	<p>/ office from the start of each day and are replenished as needed.</p> <ul style="list-style-type: none"> • Appropriate receptacles for disposal of tissues which are emptied throughout the day. • Pupils will not be allowed to share cutlery, cups or food. • Parents informed of hygiene expectations and to advise its discussed with their children. • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. <p>Cleaning</p> <ul style="list-style-type: none"> • Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. • Cleaners are employed by the LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. • Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. • In addition there will be a spray bottle of sanitising surface cleaner available in each classroom and 	L	be tied and removed buy the cleaning staff at least daily.	Cleaners	1/6/20	
					Lunch Staff	1/6/20	
					Parent Letter		
					RW/ Cleaners	Daily	Yes ongoing
				Cutlery and trays to be cleaned using the dishwasher. Cutlery to be handed to the pupil with their meal tray by the servery staff.	S Bohannon	Daily	
					SBI/JS	Daily	

		<p>stored out of the reach of children. This to be used to wipe desks and equipment during the day as needed. Cloths will be changes weekly or between groups in year 6. Gloves will be provided for Staff/Group leaders.</p> <p>Toilets will be cleaned daily by the LA cleaners. Bubble groups will only use their assigned toilets during the school day to prevent cross contamination.</p> <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). • Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. • Class sizes are based around groups of no more than 15 pupils and 1 teacher (and 1 TA if needed). • Bubble Groups are kept together and every precaution is taken to prevent groups mixing. The same teacher / staff members are assigned to each group and stay the same during the day. • Desks should be spaced as far apart as possible. • Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day. • Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering • Staff reminded daily of the importance of social distancing both in the workplace and outside of it. 	L	<p>School website, Marvellous Me, Text message.</p> <p>City Council Room Capacity toolkit used to determine maximum group sizes plus one staff member. Room sizes to determine group sizes.</p> <p>All staff provided with an overview plan and procedure document identifying details of breaks, Teaching and Learning protocols and expectations of staff to implement and follow social distancing requirements .</p>	<p>Staff</p> <p>SBL/JS/S McH/RL/J N</p> <p>Staff</p>	<p>As needed</p> <p>As needed</p> <p>At all times</p>	
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		<ul style="list-style-type: none"> • Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • Redesigning processes / rooms to ensure social distancing in place. • Conference calls to be used instead of face to face meetings. • Social distancing also to be adhered to in staff rest areas, canteen and smoking area. Staff must follow strict social distancing protocols at all times. • Management checks to ensure this is adhered to. • Parents discouraged from gathering at school gates. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. • School will cease hand shaking of children and visitors. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. <p>10. Staff will be available in the classroom in the morning to meet pupils and will escort them from the premises at the end of the day. The Juniors children will access and exit the site through designated gates- those in Year 3 and 4 classrooms will use car park gate, Juniors in Year 5 and 6 classrooms to use the normal gate. No parents on site.</p> <ul style="list-style-type: none"> • Equipment not to be shared between groups/classes. 	L	<p>Letters to parents give clear instructions for drop off and pick up. Two gates are used to distribute the access points and increase social distancing.</p>	<p>SBL/JS/S MCH</p> <p>Staff</p>	<p>Daily</p> <p>Daily</p>	
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		<ul style="list-style-type: none"> • Children must use the designated seats and tables in Year 1 and above. • No reading books or library books to go home. • Children should not bring in items from home. • Groups can go outside for outdoor learning but MUST NOT come into contact with other bubble groups or be allowed to mix. • Staff have been instructed to remove prayer pebbles or items that encourage children to interact with displays. • Communal cloak rooms will not be used. Coats etc must go into the room with the children. • Children must only use the toilets assigned to their group at all times. • Worship sessions to be held in Bubble Groups. No whole school gatherings for singing or music. • Where groups are required to pass in corridors the children will be instructed to walk on the right. • Start, finish, break and lunchtimes are staggered to ensure social distancing can be maintained. • Staff should limit the number of children in the toilets to 2 at any one time. <p>Use outside space:</p> <ul style="list-style-type: none"> • for exercise and breaks. • for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. • outdoor equipment will not be used. <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. • by seeking to prevent the sharing of stationery and other equipment where possible.(Children to have 					
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		<p>their own polly pocket of stationery). Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <ul style="list-style-type: none"> although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. Siblings of the pupil who are also in school should also be sent home. Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. 	M	<p>The person waiting to go home will be required to sit on a plastic chair inside the front entrance to the building where they can be collected and the area cleaned. They will use the disabled toilet if needed and a hazard sign placed on the door to prevent use by others until deep cleaning has been completed.</p> <p>The staff member of child displaying symptoms should be booked for a Covid 19 test. The Head Teacher has a login to the portal to book tests.</p> <p>PPE required if;</p>	<p>SBI informed</p> <p>SBI/JS/S McH</p>	Immediately	
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		<ul style="list-style-type: none"> • If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. • All staff provided with an up to date list of possible symptoms. Staff to report immediately if they or a pupil in their group are showing symptoms. <p><u>Controlling other users of building (visitors / contractors)</u></p>		<ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. A sealed pack of PPE will be available in each classroom and the school office. • 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 (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely in a yellow hazard bag. 	JC/EW /ZA	1/6/20	By appointmen mt only
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		<ul style="list-style-type: none"> The school will contact every user and inform them of usage expectations: No adults or visitors other than school based staff will be on the premises during school hours. Compulsory handwashing / use of hand sanitiser before entering school after hours Visitors /Contractors will be supervised at all times and cleaning of their work area will follow their exit. The school will not be open to regular lettings. Deliveries will be made to the school reception. The driver will not enter the main building. Parents will not be admitted and have been instructed to contact the school by telephone or email. <p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. Inhalers must be kept in the room that the children are in and not stored centrally. First aid to be administered by the group leader unless more serious- sent to the office. 	L		RW/SBI	Daily	
			L		JC/EW/ ZA	1/6/20	
					JC/EW/ ZA		
						1/6/20	

		<ul style="list-style-type: none"> • PPE to be worn if a child has any symptoms and sent to the office where they will sit on the grey chair in the reception area to be collected. • Staff should not be wearing masks or gloves unless dealing with a sick child. A bag containing a mask, apron, gloves and eye protection will be available in each room for such incidents. • Gloves may be worn for cleaning purposes i.e. tables, ipads, and lunch tables. <p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p><u>Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed.</u> The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>			JC/EW/ ZA		
Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Up to date symptoms list to be provided to all staff. 	H	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15 but within the capacity of the designated room. The ICT suite may need	SBI	Daily	

		<ul style="list-style-type: none"> • Staff may be asked to work on the other site to maintain provision. • Governors to be consulted if staffing levels fall and groups have to be combined. This can only be to the room capacity. An alternative larger room may be used i.e hall but the implications for lunchtimes would have to be reviewed. 		to be used in this instance with a larger capacity of 14 children.			
Impact on physical and mental health		<ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. • Workload. Staff have been assigned to the Year group that they normally work for either leading a group or planning the work. PPA/release time has been calculated to ensure staff are not overwhelmed. Where they are working outside their year group they have been allocated children that will move into their class/year group in September. • Staff to bring their own cup and keep it washed in their room. • At break times- two groups are out at a time but should not mix- they must stay in their designated play area. One staff member could take a break at this point and the other on return to the classroom. The teacher in the partner room can supervise at a distance from the space between the two rooms. 	M	Details of Health and Well Being Services provided by the school insurance will be forwarded to each staff member by email.	SBI	Emailed 26/5/20	Yes

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Additional Control Measures:

For shared rooms:

- use halls, dining areas up to the identified capacity (Hall 27 including staff and Dining Room10 including staff). If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.(1 member of office staff only in the main school office.) (Staffroom capacity Max 8 people).

Additional Actions:

Effective communication:

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by parents immediately if their child has attended school in the last 14 days and either they or household members have symptoms or a positive test for Coronavirus. The parents liaise directly with the school about a return date. The parents of other children in the same bubble group and staff are informed.
- Staff liaise directly with the Executive Head Teacher when they plan to return to work after having coronavirus.
- The Executive Head Teacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement. (Consultation 23/5/20 to 27/5/20).

Additional Arrangements:

1. Wherever possible all children will have a school meal to reduce the items brought in from home.

2. Where this is not possible= Lunch boxes to be kept in the home class room and not stored centrally.
3. All children in uniform but with trainers.
4. The office staff will not enter the rooms to bring messages. We are setting up a two way message system from the classroom computer through Microsoft Teams. You will need to check that your laptop speaker and microphone work please. You will be able to call the office from your machine.
5. Only the Mixed Key Worker Group will have access to ipads which should be wiped with sterilising cleaner before returning to the trolley by the staff member for charging. (Gloves may be worn for this task.)
6. Registers will be online and paper copies **will not need** to be taken to the office.
7. Communications with staff will be predominantly by email. Staff should check their email at least twice per day. Planning should be done at home wherever possible to reduce the number of adults using the staff room.
8. Breakfast Club- A small number of children in key worker bubbles will arrive from 7.30 each morning. These children will be allowed to use a computer in the ICT suite with their name on it. No one else should use these machines which will be wiped at the end of each day.
9. After School Care. The children requiring After School Care are all in the Mixed Key Worker Bubble Group. They will remain in their home classroom 3K or outside with the designated ASC staff. They will be collected from the outside door to 3K. Parents should not be allowed to enter the building.
10. If a child with behaviour issues is required to attend school either as a child of a key worker or as a member of a designated year group an individual risk assessment will be completed and agreed with their parents before re-entry is agreed.
11. An individual risk assessment will also be completed for vulnerable staff who do not return to work at the end of the 12 week isolation period.
12. The SENCO will remain in regular contact with SEN children and their families. Bespoke work packages are also being provided.
13. A revised fire drill procedure will be shared with staff on 1st June.
14. **Senior leaders on site will monitor these procedures in action and will take disciplinary action where necessary.**

	Name	Position	Signature	Date	Review Date
Risk Assessor	S Blower	Executive Head Teacher	S Blower	27/05/2020	As needed in line with Government Announcements
Line Manager	C Vickers	Chair of Governors	C Vickers	28/5/2020	As above