



Stars Trust

Revised Date: 12th January 2021: 9.20 am: Following Guidance - National Lockdown Period – January 2021

RISK ASSESSMENT FOR PARTIAL OPENING OF SCHOOLS IN NATIONAL LOCKDOWN PERIOD – CHILDREN OF CRITICAL WORKERS AND VULNERABLE CHILDREN – TO TAKE PLACE AT STANLEY GREEN INFANT ACADEMY FOR STARS TRUST PUPILS

The Starfish Nursery will remain open to all attendees during the National Lockdown Period – January 2021

This health and safety plan for the education of targeted pupils during the national lockdown at Stanley Green Infant Academy is based upon the original guidance for the full opening of schools and the updated lockdown guidance dated 4th January 2021 from the DfE.

It is vital our Academy has effective infection protection and control measures in place. These fall either under A 'prevention' or B 'response'. These underpin the entirety of this Risk Assessment, and are as follows:

a. Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well-ventilated.

Numbers 1 to 5, and number 8, must be in place in out-of-school settings, all the time.

Number 6 must be properly considered and providers must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances. See the section on personal protective equipment (PPE) for more information.

B. Response

9. engage with the NHS Test and Trace process
10. manage confirmed cases of coronavirus (COVID-19) amongst the school community
11. contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant

Re-opening Risk Assessment

Hazard	Controls to be considered	Protocols in place/additional notes
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Anyone showing symptoms will be isolated in the side foyer entrance to the school. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p>	<p>Parents and Staff need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they are displaying symptoms. • Provide details of anyone they have been in close contact with if they were to test positive. • Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19 • Staff who work in education have priority access to testing and are expected to book a test if they have symptoms. <p>This can be done online through the NHS testing and tracing for coronavirus website or ordered via telephone on NHS 119.</p> <p>Staff and parents should inform the school immediately of the results.</p> <p>Children in key stage 1 will have seating plans for the carpet area and tables. This will allow the school to identify close contacts with other pupils.</p> <p>Early Years and KS1 children are not able to socially distance and will be playing with each other in class, on the playground and during choosing times. Each class bubble will not have contact with other classes. However, there will be times when additional bubbles may be created, such as intervention and phonics sessions.</p>

If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested

A deep clean will take place in the areas that the symptomatic person has been in and PPE will be disposed of properly, following decontamination guidance.

If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.

To help with this, records will be kept of:

- The pupils and staff in each group
- Any close contact that takes place between children and staff in different groups

Close contact means:

- Direct close contact –face-to-face contact with an infected person for any length of time, within 1 metre, including:
 - Being coughed on,
 - A face-to-face conversation, or
 - Unprotected physical contact (skin-to-skin)

	<ul style="list-style-type: none"> • Proximity contacts –extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times • The protocols for minimising adult to adult contact • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment. 	<p>Grouping children together and avoiding contact between groups.</p> <p>The school will continue to operate a staggered start and end to the day. Groups will be staggered by year group, not classes.</p> <p>Nursery – Start 9.00 Finish 3.00 Reception – Start 8.45 Finish 2.45 Year 1 – Start 8.55 Finish 2.55 Year 2 – Start 9.05 Finish 3.05</p> <ul style="list-style-type: none"> • The school car park will be closed for vehicular access between 8.45 am and 9.15am and between 2.45 pm and 3.15 pm to allow this route to be an exit point from the Oakfield playground. • Parents will drop their children at the designated entrance gates in the playground .Parents cannot enter the school without an appointment.

		<ul style="list-style-type: none"> • Staff are not to engage in lengthy conversations with parents in the playground and will need to communicate by email or phone if necessary. • Only one parent should accompany their child to school unless they have a special need that requires the support of two parents. • The school path into and out of the Oakfield Road playground is marked as a one way system to support social distancing. • Children coming to school by taxi or wraparound provider will be allowed into the school office foyer and then asked to walk to their class.
<p>Spreading infection to touch , sneezes and coughs</p>	<p>Handwashing facilities will be provided.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose <ul style="list-style-type: none"> • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>	<ul style="list-style-type: none"> • The front and inner door will be open at the beginning of the day (before children arrive) to allow access to staff without the need to touch doors. • On entering and leaving the school, all adults and children must use the hand sanitiser provided in the school entrances. • Hand sanitisers will be available in all rooms within the school and handwashing will be the main form of hand hygiene. • All staff and children should wash their hands regularly and thoroughly during the day. A timetable is in place for children. https://www.nhs.uk/to-wash-your-hands/ • Premises staff will ensure that all wash facilities remain well stocked with soap and paper towels • Staff and children will understand protocols around 'catch it, bin it, kill it.' • Classes will be provided with tissues and adequate bins. • Posters will be displayed to remind staff and children.

	<p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	<ul style="list-style-type: none"> • Very young children will need support with this and staff must maintain hand hygiene if support is given • Staff and children should be encouraged to use the crook of their elbow rather than their hand to cover coughs • In the rare event of a child having behaviour needs that include spitting; staff should move away from the child and surfaces must be disinfected as soon as possible. • Good ventilation should be in place –windows open. Fire doors must remain closed.
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment(including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly. These items will not be shared between children between washes.</p>	<p>Regular cleaning will take place during the day.</p> <ul style="list-style-type: none"> • Door handles and hand-plates will be disinfected twice during the day. • Adult toilets are cleaned once during the day • Children's toilets are cleaned twice during the day • Classes will have their own playground equipment and any shared equipment will be cleaned before being shared. <p>At the end of the day, the school will be thoroughly cleaned.</p> <ul style="list-style-type: none"> • Cleaning facilities are available in every classroom for regular cleaning. • Although regular cleaning will be carried out more frequently, packs of antibacterial wipes will be available in the staffroom and all adult toilets for staff to use should they wish. • Children in key stage one will be provided with individual resources and equipment • High use equipment will be cleaned regularly. • Children should have access to books, but books being returned from home should be stored for 48 hours before going back into general circulation.

Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, book bags.

Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.

Any resources shared between groups, will be either:

- Cleaned frequently and meticulously, and always between groups using them; or
- Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.

The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.

Individual and very frequently used equipment, like pens and pencils, will not be shared.

Shared rooms, such as hall and library areas, will be cleaned between different groups using them

If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.

Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.

Teachers will wash their hands and surfaces before and after handling pupils' books.

<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible</p> <p>Grouping children together and avoiding contact between groups</p> <p>Pupils will be kept to their class groups.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared.</p> <p>Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can. This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p>	<p>Children will remain in their class bubbles as much as is possible</p> <ul style="list-style-type: none"> • Key stage one classes should develop a basic seating plan for both the carpet and tables so close contact tracing could be established if necessary • There will be no large group assemblies at this time, but single class assemblies will be introduced after children have settled. • Any lessons involving singing will not be done with the whole class (max 15) and should be done outside wherever possible. Review over time. • Playtimes will be staggered to keep groups separate wherever possible. • Initially all PE slots will be planned for outside • Children should come to school in their PE kits on PE days • Once the hall is being used for PE, additional cleaning protocols will be introduced
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	<p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Guidance suggests arranging classrooms with forward facing desks</p>	<p>The senior leadership team believe that this arrangement is not appropriate with the youngest children in the school (Nursery and Reception).</p> <p>Tables in Year 1 and 2 will be arranged so that children are not directly facing other children.</p> <p>Carpet areas will be made as spacious as possible so teachers are one metre + in front of the first row of children.</p> <p>Staff should be aware of their physical position when working with children and should avoid face to face encounters wherever possible. Staff should arrange for children to stand next to them when looking at work and should try to give ongoing feedback when standing behind children seated at desks.</p> <p>The emotional wellbeing of children should always be prioritised and young children should be given appropriate care when hurt or upset.</p>
<p>Spreading infection due to excessive contact and mixing in meetings</p>	<p>Staff will maintain distance from pupils and other staff as much as possible</p> <p>Wherever possible, pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p>	<p>General daily communication between teaching staff and admin staff will take place via intercom or emails.</p> <ul style="list-style-type: none"> • Admin/support staff will do photocopying.

	<p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times to avoid too many pupils being in one place at the same time. Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors use will be kept to a minimum. All shared rooms, such as hall and library, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. Consider whether it is possible to provide before and after school care at this time while maintaining group social distancing.</p>	<ul style="list-style-type: none"> • Each classroom will have an in-tray and an out-tray that will be located outside of their classroom where photocopying should be requested and collected. • The Teaching Assistants will deliver fruit and milk to classes in the morning. Children will be offered the fruit of the day and not a choice as this potentially leads to over handling of the fruit <p>Staff will socially distance when talking to colleagues.</p> <ul style="list-style-type: none"> • Children will eat in their classrooms. • Packed lunches will be delivered to the classrooms • The staff room is set up to ensure that staff can remain social distanced. • Staff meetings will take place with social distancing and good ventilation in place. (outside whenever possible) • PPA timetabling will ensure that the number of staff working together are kept to a minimum (two maximum) • Children will enter and leave the building through the designated entrances in the Oakfield playground. • Wherever possible, classes should use the outside of the building to move around the school. The corridors should remain as clear as possible. • Playtime rotas will allow for groups of children to remain separate. • We are able to provide toilet provision specific for each year group. • The school will closely monitor the running of wraparound provision and extra curricular school clubs during the first few weeks of the Autumn term – this will remain under constant review.
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<p>Spreading infection due to the school environment</p>	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old • 	<p>All checks up to date.</p> <p>Fire drill planned for first week back.</p> <p>Agreed</p> <p>Agreed In place</p>
<p>Spreading infection due to the school environment</p>	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	<p>All meetings will be conducted following Government Guidelines. Staff meeting will be held with social distancing in place and outside whenever possible.</p>

Risk assessment to be reviewed weekly.