

Education Provision in the COVID-19 School Closure Period (January 2021)



Walnut Tree Walk
PRIMARY SCHOOL

Reasons for Risk Assessment:

The ongoing COVID-19 pandemic
The school closures until at least 18th January across London

Date of Risk Assessment: 3rd January 2021

To Be Reviewed: Fortnightly, or more frequently if needed

Assessment Team Members:

Andrew Chaplin, Headteacher
Sue Butcher, Deputy Head
Connor Brown, Assistant Head

Area of Risk	Hazard/Risk	Actions/ Controls in place to reduce risk
<p>Working with children and staff in face to face setting</p>	<p>Spreading infection through contact with surfaces and each other</p>	<p>Hygiene</p> <p>Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. Teachers and support staff to share key information about hygiene daily with children who are in school. ‘Catch it, Bin it, Kill it’ poster and handwashing videos etc.</p> <p>Pupils and staff should wash their hands, at the very minimum:</p> <ul style="list-style-type: none"> ● before leaving home ● on arrival at school ● after using the toilet ● after breaks and sporting activities ● before food preparation ● before eating any food, including snacks ● before leaving school <p>Children to wash hands in classrooms and dry hands with disposable blue paper towels (fabric towel rolls have been removed from the school). Soap and water is more effective than using sanitisers.</p> <p>Sanitiser dispensers in KS1 and KS2 classrooms. Adults to direct children (and supervise) to use before and after going to the toilets. This is an additional protective measure in place due to the sharing of toilets across bubbles.</p> <p>Sanitiser stations at the Reception desk for all visitors and staff on arrival, as well as in the two staffrooms.</p>

In addition to the daily cleaning by the school cleaners, a cleaner will be employed to work during the school day to regularly clean surfaces, toilets, communal areas etc.

Younger children will have support if they struggle cleaning their hands independently. They will be taught how to practice these habits through modelling.

Where possible, all spaces will be well ventilated using natural ventilation (open windows and open doors).

Doors will be propped open, where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

School layout and Classes

Classrooms to be kept as clear as possible with unnecessary items removed. Remove soft furnishings and soft toys.

Key Worker/Vulnerable groups to be kept small (below 15 and smaller where possible). Key Worker/Vulnerable children will be grouped according to their age and will be based in one room all day, apart from breaks.

Children to remain with their 'bubble' at all times, and will avoid contact with any other groups.

Children in Years 1 and 6 to have their own pack of everyday resources that they will need. They will sit at individual tables.

Shared resources within classrooms will be cleaned regularly. Resources will not be moved between bubbles unless they have been left untouched for a minimum period of three days.

The crossing of bubbles by staff will be minimised wherever possible. Staff that do have to cross bubbles will try wherever possible to keep their distance from pupils and other staff.

The computer keyboards and desks in the computer suite will be wiped with antibacterial wipes between different groups of children.

School timetable

		<p>We will not be operating a normal school timetable during this period.</p> <p>Specialist teaching (including music, dance and PE) will not take place during this period, apart from remotely.</p> <p>Lunchtimes and Playtimes Each group will have play at their own time or in their own allocated part of the playground to avoid contact with other groups. The playground will have dividers to ensure groups remain separate. Each bubble will have their own set of playtime equipment (balls, hoops etc) and these will be cleaned regularly.</p> <p>Staff who cover lunch breaks will cover these breaks outside and at distance from children wherever possible.</p> <p>Lunches to be eaten in classrooms or at staggered times in the dining hall. Where dining hall used, tables and chairs to be thoroughly cleaned in between groups.</p> <p>Hot dinners will be available to all children.</p>
		<p>Breakfast and After School Club There will be no wrap around care during this period. School will be open between 9am and 3:30pm.</p>
<p>Spreading infection through sneezing etc</p>		<p>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Children reminded to wash their hands after sneezing.</p> <p>Face coverings are not recommended to be worn for children under the age of 12.</p>

	<p>Child or staff member is unwell with symptoms of COVID-19</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>The Headteacher will decide whether the group of children and staff need to be sent home to isolate where a test has not been sought.</p>
	<p>A case of COVID-19 is confirmed at our setting</p>	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending our school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p>

		<p>Where the child, young person or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 10 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.</p> <p>Where a test has been taken and the child is waiting for results, the Headteacher will make an informed decision about whether to suspend the group provision until confirmation.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>
Travel to work (for staff) and school (for pupils and their families)	Staff at risk of exposure to COVID-19 whilst travelling to and from work	<p>Staff are encouraged to walk, cycle or drive to school.</p> <p>If using public transport, face masks to be worn. Staff to avoid rush hour where possible.</p>
	Children at risk of exposure to COVID-19 whilst travelling to and from school	<p>Families are encouraged to walk or cycle to school.</p> <p>If using public transport, appropriate measures are taken, eg use of hand sanitiser, social distancing (where possible), wearing of face masks etc</p>
	Risk of exposure to COVID-19 when parents and children gather in playground and school entrance	<p>Very small numbers of pupils to attend school during this period – most to be remote learning. Parents and carers to not enter the school premises and are to wait in the designated areas, adhering to social distancing guidelines.</p> <p>'School Streets' temporary road closures on Fitzalan Street and Walnut Tree Walk (7:45-9:15am and 2:15pm-3:45pm) to facilitate the safe entry and exit of children from the school.</p>

		All children and parents to wait on Fitzalan Street using the 2m markers to keep a safe distance and wait to be called in a year group at a time.
Appropriate staffing levels and staff-pupil ratios	Staff sickness levels are high	HT assesses if the Minimum Staffing Requirements have been met. If Minimum Staffing Requirements are NOT met then: <ul style="list-style-type: none"> ● HT makes decision to close the school or part-school closure ● Parents are informed via usual communication strategy <p>If all of SLT are not in school then the HT will close the school and follow school closure information above.</p>
	Many staff are self-isolating, shielding or living with someone shielding, and cannot come to work	As above
Face to face contact between staff and parents, and between parents	Spreading infection through contact in the office	Office to be closed. All contact via telephone and email. All payments to be made via Scopay online. Parents to email teachers if needed regarding their child's education or welfare.
	Spreading infection through contact between parents and teachers	Social distancing to be observed in playground between staff. No parents/ carers to enter any part of the school building or playground. The area immediately outside the school gate to be kept clear.
Catering for school lunches safely	School caterers are not able to provide food	ISS (our new caterer) has a Business Continuity Plan in place and will contact the HT if they are unable to provide food. Key Workers and Vulnerable children will be asked to bring in packed lunches in the event of ISS not being able to provide hot food. Parents are informed via usual communication strategy
Health and Safety	Evacuation procedures cannot be performed as normal	Updated fire drill procedures has been shared with all staff.

	Insufficient qualified first aiders on site due to staff absence	<p>12 staff are trained in Paediatric first aid.</p> <p>The majority of staff in school have completed a Paediatric First Aid Awareness online course during this COVID-19 period, in the unlikely event of a fully qualified first aider not being present.</p>
	Designated Safeguarding Leads are not on site due to staff absence	Walnut Tree Walk has a Safeguarding Team made up of 4 staff (Andrew, Sue, Connor and Catherine) and all are Level 3, DSL, trained. Lambeth have an on-call Safeguarding lead if needed, and one of DSLs would be available via phone.
	School cleaners are not able to clean school due to absence	<p>Our cleaning company has a Business Continuity Plan in place and will contact school if they are unable to clean.</p> <p>HT to investigate the option of our Premises Officer and reduced numbers of cleaning staff to clean part/all of school, with support of school staff where possible including the SLT.</p> <p>HT to make decision about possible school or part-school closure and follows relevant procedure.</p>
	Essential maintenance workers come into contact with staff and children	<p>Essential maintenance workers to be kept away from groups of children as far as possible and reminded of social distancing guidelines on arrival.</p> <p>Wash hands on arrival and before entering/leaving any area which children will also use.</p>
Teachers and support staff working safely	At home	<p>Staff will continue to follow the guidelines on sending remote learning safely to children. Detailed guidance to be provided to staff on the first day of term about conduct on video lessons, expectations of work set, contact with pupils and parents, and safeguarding.</p> <p>Monitoring of remote learning by SLT.</p>
	In school	Staff protocol documents shared with all staff in the INSET days at the start of year, and then at the start of each half term as a reminder.
Providing essential contact with children in school	Risk of infection when having to change a child	<p>Staff to wear disposable gloves, masks and visors in these situations.</p> <p>Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.</p>
	Risk of infection when comforting a child who is upset or injured	Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.
	SEN	Individual risk assessments for children with EHC plans carried out to assess if it is safe for them to be in school.

Missed learning	Children miss out on part of their education and there are gaps in children's learning due to the school closure.	<p>Remote education is high quality and aligns as closely as possible with what they would have received in school.</p> <p>Clear expectations established and agreed with staff to ensure continuity across school.</p> <p>Class Teachers and SLT to closely monitor pupil engagement with remote learning and contact children and parents promptly to address any barriers.</p> <p>Any children who lack the technology to complete remote learning to be provided with devices from the school.</p>
-----------------	---	--

RISK ASSESSMENT FORM C

RISK LEVEL ESTIMATOR			
SEVERITY OF HARM LIKELIHOOD OF HARM	SLIGHTLY HARMFUL 1	HARMFUL 2	EXTREMELY HARMFUL 3
HIGHLY UNLIKELY OCCURRENCE 1	TRIVIAL RISK 1	TOLERABLE RISK (Low) 2	MODERATE RISK (Medium) 3
UNLIKELY OCCURRENCE 2	TOLERABLE RISK (Low) 2	MODERATE RISK (Medium) 4	SUBSTANTIAL RISK (High) 6
LIKELY OCCURRENCE 3	MODERATE RISK (Medium) 3	SUBSTANTIAL RISK (High) 6	INTOLERABLE RISK 9

RISK BASED CONTROL PLAN

RISK LEVEL	ACTION AND TIME SCALE
TRIVIAL 1	No action is required and no documentary records need to be kept (excepting form A).
TOLERABLE 2	No additional precautions are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MODERATE 3 & 4	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the moderate risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.
SUBSTANTIAL 6	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The OHS Team should also be contacted for advice.
INTOLERABLE 9	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The OHS Team should also be contacted for advice.

NOTE: Tolerable means that risk has been reduced to the lowest level that is reasonably practicable