

JULIAN'S PRIMARY SCHOOL POST COVID 19 RISK ASSESSMENT

May 31, 2020

In order to re-open we will work on the following principles:

- **CARE** We will do our utmost to ensure our staff and children are kept safe and well, keeping their health/safety and well-being are at the centre of what we do
- **COMMUNICATION** We will do our utmost to communicate in an open, honest and transparent way with staff and our school community
- **CAUTION** We will take the advice on the risks associated with re opening ensuring that thorough assessments and necessary precautions are in place as far as is practically possible

Date of assessment	May 2020		
Who is at risk	Staff, pupils, contractors, visitors (Contractors and visitors to site to be kept to a minimum and only for essential work)		
This risk assessment needs to be completed by the Executive Headteacher, with input from staff members as needed.			
Risk and Expectation	Plan for mitigation/way to meet expectations	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
Staffing levels			
Adequate staffing levels can be maintained for the planned number of children in school	All staff expected in school from the week of 1 st June 2020 for preparation /close down of classes Staff in school as necessary and/or continuing with home learning for years 2-5. Three teachers and two support staff shielding due to pregnancy Further 2 SS and 1 admin shielding	L	L

	<p>Investigate furloughing and implications for staffing levels</p> <p>Staff in school to cover for vulnerable staff.</p> <p>Individual staff to discuss any particular issues with SLT</p>		
There is a DSL, Paediatric First Aider and Health and Safety Lead on site at all times and staff know who these staff members are	<ul style="list-style-type: none"> • All SLT trained as DSLs • All EYFS staff trained as PFA • Key office staff trained as first aiders • Majority of TAs trained as first aiders. 	L	L
Rota for staff to minimise those on site where possible	<p>Teachers in Year 2 to Year 5 will continue to work both in school/at home (2:3 week split) on increasing virtual teaching through J2e platform together with resources already provided as we move into T6/home learning unless assigned to key year groups attending 2 days teaching/3 days planning or supporting KW children where a number of staff will be required FT or on rota. Admin staff will be in if both sites are open/working on a rota if school only open on one site to limited nos.</p> <p>Staff apart from those caring for key worker children and premises/or working their third day will work at home on Wednesdays.</p> <p>Members of SLT working on site so that at least two members of team on site to support reintegration of children in assigned groups</p>	L	L
Staff with set groups of children to minimise contact with others	<p>Each group will be with an assigned teacher and another staff member. These staff will be assigned to this group and no other for the whole day including breaks.</p>	L	L

JULIAN'S PRIMARY SCHOOL POST COVID 19 RISK ASSESSMENT

May 31, 2020

Individual risk assessments need to be completed for any pupils returning with specific needs/care to establish whether the placement can be facilitated safely	Risk assessment for individual pupils drafted by IMs, liaison with parents/carers about best place for pupils during this period. (pupils with medical needs, who are shielding adults in their home)	M	L
Training for staff on Health and Safety to be completed prior to re-opening of school (30 mins)	https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training		
Vulnerable staff			
Staff who are extremely clinically vulnerable and shielding should be working from home if possible	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 Request letter confirming status until 30/6/20 released by NHS	L	L
Staff who are clinically vulnerable or have a member of their household who are clinically vulnerable or feel that they fall into a particularly vulnerable group	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people SBM to complete individual risk assessments for all vulnerable staff and those who feel that they fall into a particularly vulnerable group and are more at risk Staff testing to be made available Full PPE available	L	L
Staff who are pregnant	Risk assessments to be completed Individual staff in communication with EHT	x	X
Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation. All symptomatic staff to be tested as soon as possible through drive in centres/pop up test	SLT to stay in touch with staff and ensure they are fully ready to return to work.	L	L

centres. Results to be communicated to EHT as soon as received.			
All GOV.UK guidance to be followed regarding isolation, distancing and hygiene	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	L	L
School SLT to liaise with any staff members who are anxious/struggling to readjust.	Staff well-being survey released to staff 20/5/20 to ascertain staff concerns/need for PPE etc. Individual risk assessments to be carried out for staff finding it difficult to adjust or anxious Staff wearing of masks/gloves - own personal choice to wear or not	L	L
Vulnerable children			
Children with underlying health concerns	Ensure that children are supported by familiar adults where possible All staff have access to health care plans if in place Ensure that staff are trained for medical procedures/first aid where appropriate All epipens/asthma pumps to be stored in offices. Staff to be aware of individual children's needs. Staff to complete online training as necessary. All information regarding medical needs to be kept in file in each of the bases/inside of cupboard doors	H	L
Full EHCP provision being delivered	"Reasonable endeavours" where possible IMs to log contact/provision during lockdown SALT provision to be delivered in school with appropriate social distancing in place where possible Zoom/tele health conferencing to be used EP provision to be delivered remotely and in school where appropriate Interventions to be paused whilst new ways of working are established Differentiated work to cater for additional needs	H	M

JULIAN'S PRIMARY SCHOOL POST COVID 19 RISK ASSESSMENT

May 31, 2020

	Play therapy/counselling to be put in place to support social and emotional needs		
Ensure that family risks e.g. parents/carers who are shielding are suitably assessed	IMs to establish whether children living with high risk adults should attend or not Where children attend adults supporting individual children to ensure high levels of hygiene e.g. regular hand washing etc.	H	L/M
Children identified whose behaviour is at odds with safe hygiene and more general safety	Where risk cannot be mitigated for e.g. Children who routinely spit/lick and touch/bite/hit out/storm out - children should remain at home if boundaries cannot be appropriately adhered to	H	H/M
Children with attachment needs and/or additional complex social/emotional needs	Ensure that children are supported by familiar adults Access to pastoral care if needed Visual aids to support children who are particularly anxious Assess risk to others and if necessary ensure that children remain at home All staff to have a change of clothes and access to showers in case of contact with bodily fluids All staff to have access to PPE as appropriate particularly where intimate care is necessary. Staff to exercise choice in use of PPE more generally.	H	M
Specialist equipment to cater for individual needs	Equipment allocated to individuals Wiping down using disinfectant cloths after use Safe storage to minimise cross contamination	H	L
Risk of increased transmission of virus due to journeys to and from school			
Staff travelling on public transport - Staff and pupils to travel on foot, bicycle, motorcycle or own car where possible.	No use of public transport unless social distancing is possible. If staff using the public transport network, they should wear face coverings over their nose and mouth for the entirety of any journeys made as per new mandatory requirements which will come into	M	L

	<p>force on 15th June. Exemptions only for very young children, disabled people and those with breathing difficulties</p> <p>Arrange different times if possible to come into work outside of rush hour for those staff if they are not directly teaching. Any staff arriving by public transport should wash hands thoroughly as soon as they enter the building and remove mask if they have travelled by public transport.</p> <p>Write to parents/carers encouraging them to travel on foot etc., rather than use public transport.</p>		
Staff car sharing - No car sharing apart from with members of own household	Staff advised and proceed at own risk	L	L
Staff using taxis - No use of taxis unless precautions are in place and at own risk	Staff advised and proceed at own risk	L	L
Parents/carers to be encouraged not to linger at the school gate and for only one parent/carers to drop off/collect. Parents/carers to line up outside school gates and not enter school premises (WN) or line set up into school with appropriate social distancing measures with p/c's entering through one gate and leaving by another (STR). No entry/access to school building on either site.	Staff outside reminding parents/carers to leave and go home/no chatting outside school gates/strict adherence to 2m social distancing etc. Information shared with parents/carers.	M	M
Risk of transmission through staff and pupils and others entering school building from outside and leaving at the end of the day			
All entrances to school to be used to minimise contact between small class groups aka "bubbles" Set entrances for set groups established	<p>PM to organise routes and share maps for staff</p> <p>WN – Entry through main entrance gate for Y1. No admission to school grounds for p/c. Exit through front side gate</p> <p>Entry through rear side double gate for Y6. No admission to school grounds for p/c. Exit through front side gate.</p> <p><i>If KW numbers increase, both sites will open up to offer provision to KW children - Rear single pedestrian</i></p>	M	L

JULIAN'S PRIMARY SCHOOL POST COVID 19 RISK ASSESSMENT

May 31, 2020

	<p>gate for KW children. No admission to school grounds for p/c. Exit through vehicle gate STR – Entry through main pedestrian gate. Drop off at end of drive. Exit through vehicle gate.</p> <p>Staggered entry @ 15 min intervals for all groups to facilitate social distancing No admission to school building for p/c's</p> <p>One-way system in place internally at WN. System to be marked with floor signage. Installed wk. beg 1/6/20 Two-way system at STR internally to ensure social distancing. Signage to be installed wk. beg 1/6/20</p>		
Office areas	<p>Perspex screening to be installed in offices on both sites Screening to be installed to divide working desks in IM/DHOS offices No hot desking – DHOS/PLs/IMs/admin teams to establish safe ways of working</p>		
Staggering of arrival/exit times	Entry and exit times 15 minutes apart	M	L
All pupils and staff to sanitise/wash hands on arrival	Supervised washing of hands. Use of hand soap	M	L
Minimise items brought onto school site. No book bags - reduce items taken to and from school.	<p>All resources in KS1/2 in zip lock bags/trays with stationary and rulers. Coats on back of chairs no entering corridor with coats in morning. No packed lunch trolleys Packed lunch boxes to be stored in bag under individual child's table</p>	M	L
No parents/carers on school grounds and/or significantly limited access through designated routes in and out only	<p>Staff at gates. Communicate via email, letter or phone calls</p>	M	L

Emergency measures	In case of emergency where a child needs to be kept safe but does not have COVID symptoms, one p/c will be allowed to collect from a designated area STR – meeting room WN – aquarium re designated as medical room		
No visitors to enter school grounds other than essential contractors to deal with urgent works	All clubs cancelled	M	L
All external lettings have ceased	Tae Kwando/Capoeira/SFC cancelled for the foreseeable future	H	L
Mark out/signpost 2m/one-way systems for social distancing on paths into school, corridors etc.	Entrance paths marked. 2 metre distancing spots for children outside classes if possible	H	L
School reception shutters to remain closed where possible Screens installed in office areas	Parents/carers contact through phone or email. Ensure parent pay systems working	M	L
Risk of transmission through activities on site			
Communal gatherings - to be suspended until after pandemic (i.e. assemblies, sports events, concerts, etc.)	All cancelled until further notice	H	L
Everyone in the building to socially distance at all times; areas where this is not possible should be closed off (e.g. library area or used by limited staff (e.g. small shared offices/narrow corridors etc.) No hot desking.	All breaks for staff taken in classroom or outside, not together. Staffroom only enter to make drinks or collect food.	H	L
Children to be taught safe distancing and any new evacuation procedures	Procedures to be taught to children. Evacuation practised	H	L
Cleaners to clean all areas used at least daily Premises staff to clean throughout the day and on Wednesday when the school is closed to all but KW children and cleaning company to complete at end of day on Friday	Daily cleaning including all handles. Jet wash using disinfectant/Milton tabs – fixed play equipment after each group. Barrier in place for some play equipment particularly wooden fixed structures. Deep clean of classrooms on Wednesday by Premises and cleaning team on Wednesday evening/by cleaning company on a Friday	H	M

JULIAN'S PRIMARY SCHOOL POST COVID 19 RISK ASSESSMENT

May 31, 2020

	SBM and PM to organise checklists and routine for thorough cleaning. Training to be put in place by ENGIE to establish protocols and expectations		
Staff to be allocated to a class bubble and remain with that "bubble"	Staff allocated. SLT to maintain social distancing at all times	M	L
Clear expectations for regular wiping and cleaning throughout the day Premises staff – toilets, bannisters, door handles, taps etc. School staff -classroom equipment	Clean laptops and equipment after use. Equipment cleaned in Milton at end of each day. During day - toilets, handles, bannisters, door handles, taps cleaned by Premises team All classrooms to be allocated spray/clothes/wipes	M	L
Removal of superfluous furniture/items to clear circulation spaces	All guidance regarding removal of soft furnishings to be followed and boxed/stored in week commencing 1/6/20 (Str Y2 corridor/WN PE cupboard in hall/small teaching spaces) Clear corridors to ensure safe circulation Routes both inside and outside of school building defined through markings and signs		
Consider use of signing sheets to confirm equipment has been cleaned as expected.	Signing sheet noting cleaning times on classroom/toilet doors to be organised and overseen by Premises Manager and assigned to staff from team on each site	L	L
Communicate importance of regular washing of clothes – daily if possible. No other items to be brought onto the site. No school uniform.	Letter to parents/carers re personal hygiene and request clean clothes each day suitable for all activities	M	L
Admin offices should only be used by admin staff with 2m distancing Printers	Office closed to parents/carers. Printing minimised. All printing sent to retention. Photocopiers to be wiped down after use. Only one member of staff should be in the photocopying areas	M	L

	of the school at any one time. No use of photocopiers in office areas apart from SLT.		
Stagger use of the staffroom to ensure social distancing and ensure cleaning expectations are set	Staff visit staff room on breaks – set times only to make drink or collect food. Eat in outside spaces or classroom	M	L
Classrooms			
Every class to be set up according to observing social distancing measures. Children need to be 2m apart where possible and have own work area with own work equipment in zipped bag/trays	No more than 15 children per classroom.	M	L
Handwashing/sanitising station outside each classroom and regular handwashing to be observed throughout the day and before and after lunch and after coughing or sneezing	Soap/hand sanitisers purchased All children supervised whilst hand washing, on entry/ before and after lunch/ before going home and regularly throughout the day.	L	L
Tissue station in each classroom with plastic bag lined bin for disposal of tissues. Plastic bag to be replaced at least daily	Tissues and bins available – make sure bins have lids if possible	M	L
Good hygiene expectations are clearly displayed and taught regularly	Part of planning and reintegration into school. Children have good understanding of how to wash hands without causing anxiety	M	L
Cleaning wipes/materials available for class equipment	Disinfectant wipes purchased for each class, along with gloves and disinfectant spray. PM to organise.	M	L
Class bubble spaces to be only be used by allocated staff and children	External lettings ceased	M	L
No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. All soft toys/furnishings to be removed	In all year groups soft furnishings and toys removed from class. Cups are washed in dishwasher at 60 degrees. Work in books, teachers do not mark work(virus lives on paper 4/6 days)	M	L
Windows to be open as far as possible to ensure sufficient ventilation	Premises staff open all windows in the morning	M	L

JULIAN'S PRIMARY SCHOOL POST COVID 19 RISK ASSESSMENT


May 31, 2020

Doors to be left open as far as possible - consider fire risk- to minimise use of handles	Leave doors open to avoid touching of handles	M	L
Outside Learning			
Clear timetabling of outside space to ensure class bubbles remain as one	The class bubble has timetable for outside area and play areas so no interaction with other groups	M	L
Outside space to be zoned to ensure best use	Zones clearly identified- ball court/upper and lower play areas/front area + EYFS area on WN site Ball court/upper and lower play areas/EYFS play area on STR site	M	L
Outside learning to take place as often as possible	All "bubbles" given timetabled slot for outdoor learning, weather permitting	L	L
Limited use of fixed outdoor play equipment	Fixed outdoor play equipment used washed down with disinfectant jet wash once group has used by Premises staff. Some outdoor play equipment will be cordoned off and not used	M	L
No sharing of small outdoor equipment – only plastic and wipe/washable equipment to be used. Needs to be cleaned after each use	Not used/cleaned by Premises staff throughout the day	H	L
Any outside tables need to be cleaned after any use	Use disinfectant spray	M	L
All to wash/sanitise hands when entering building after outside learning	Wash hands when entering school – supervised	H	L
Movement around the school/ Break times			
Social distancing - 2m distance to be applied when entering and exiting the classroom. Strict one way system enforced throughout school	In KS2 social distancing applied as much as possible	M	L
Movement to and from classrooms to be kept to a minimum	Leave and enter classroom from outside door	M	L
Break times and entry and exits to be staggered to avoid class "bubbles" meeting	All breaks staggered so no "bubble" interacts with another	H	L

Use of toilets to be staggered and monitored to ensure they do not become overcrowded. Toilets to be allocated to “bubbles” of children	Teach pupils maximum number allowed in toilets and waiting routine so not to block corridors etc.	H	L
Lunchtime			
Lunches to be delivered to classrooms by ISS	Time table for “bubbles” to eat in classroom/outside spaces	H	L
Tables to be wiped in each class if necessary	Disinfectant spray as necessary	M	L
Staffing - Consider allocation of staff to a class “bubble”	TA and Teacher only staff allocated to the bubble stays with groups during lunchtime SLT available at lunchtime to offer additional supervision	H	L
Separate risk assessment by kitchen staff satisfies stringent safety measures and is monitored regularly	Waiting risk assessment		
Ensure serving of meals incorporates social distancing	Carefully monitored and marks on floor to remind staff where to stand	M	L
Packed lunch boxes are only handled by child to whom they belong. No lunch trolleys	Children encouraged to have school meals – if bringing food from home must be in own lunch box and stored under personal workspace in classroom	M	L
Children use own water bottle that only they handle. Sanitise at end of day and leave at school Fountains	Water bottle with their name clearly displayed Ensure water fountains are turned off on both sites	M	L
Use of PPE			
PPE to be used for all first aid where there is possible contact with bodily fluids and if a child becomes unwell	PPE ordered by SBM/Premises Manager and to include face masks/aprons/face shields/gloves PPE to be kept in specified locations and used by first aiders Currently on each site: <ul style="list-style-type: none"> • 10 face shields • 50 face masks • 53 x 5l hand sanitiser (for both sites) 	H	M

JULIAN'S PRIMARY SCHOOL POST COVID 19 RISK ASSESSMENT

May 31, 2020

	+ 2 x emergency packs being provided through the London Resilience Unit/LA – not intended for everyday use and to be kept in EHT office on each site. Collection 29/5/20 from Lambeth Town Hall by premises – incl. 6 gloves, 2 masks, 1 face shield, 3 aprons, 1 hand sanitiser (100ml each) x 3 packs		
Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag	Disposed of carefully in bins and taken outside	H	M
Staff delivering first aid to be aware of safe use of and disposal of PPE	Training of staff in use of PPE before returning to school Share video demonstration  IMG_0895.mov	H	M
First Aid/ill child/adult			
Only qualified first aiders to deliver first aid	Identified first aiders	M	L
SYMPTOMATIC CHILDREN or STAFF- Identify a room where sick pupils/staff can be kept in until parents/carers come to collect them or in case of adults can safely return home, ideally with: <ul style="list-style-type: none"> • A door you can close • A window you can open for ventilation • A separate bathroom they can use (either attached to the room or nearby) Streattham site – meeting room and toilet opposite WN site – Aquarium and adjoining toilet	Ensure that the first aid room/designated space/toilet is thoroughly cleaned when a child who is unwell leaves. No staff to enter the room apart from first aider using full PPE.	H	M
Who to inform/get advice from if get case/suspected case in school	SLT to contact LCRC = 0300 303 0450 or lcrc@phe.gov.uk immediately for advice School to seek advice on letters/comms for parents/carers from LCRC		

If suspected case in school	<p>SLT to contact LCRC for advice if necessary Child/adult to be taken immediately to designated area in school with adult – full PPE recommended Parent/carer to be contacted and asked to take child home. In case of adult – adult to be sent home Paperwork with details of symptoms and action taken to be completed In case of a child - SLT to contact parent/carer and inform them whether they are eligible for a test and if so, to recommend that child is taken immediately for testing. Parent/carer to inform school of test result at earliest opportunity so that appropriate action can be taken In case of an adult - SLT to recommend that adult goes to testing centre to confirm whether they are positive/negative for Covid-19. Adult to inform school of test result at earliest opportunity do that appropriate action can be taken Parent/ca</p>		
Staff need to wash their hands thoroughly after contact with an ill child/member of staff	Regular hand washing and training	H	L
A face shield should be used if there is any risk of a splash to the face from coughing/spitting or vomiting	Shield has to be used for children when displaying symptoms	H	L
There is a clear plan in place following any diagnosis of Covid -19 within school – as per Government guidance	<p>Displayed in Office – any symptoms from staff or pupils - in the “bubble” all are sent home when test result has been established. If positive, then “bubble” to self-isolate for 14-day period. Unwell pupil/member of staff to self-isolate for 7-day period as per guidance PHE will contact school if confirmed case in school All Parents/carers in bubble to be informed</p>	H	M
NAME OF THE ASSESSOR Alison Moller			

JULIAN'S PRIMARY SCHOOL POST COVID 19 RISK ASSESSMENT

May 31, 2020

<p>POSITION OF RESPONSIBLE PERSON: Executive Headteacher Confirmed by GB – Date/Name 28/5/20 Chris Davies – Chair of Governors</p>		
<p>Date of planned review: Risk assessment to be reviewed weekly by SLT each Friday</p>		

Version control

Version and date	Shared with	Responsible
22/5/20 V1	SLT/Chair	Alison Moller (EHT)
28/5/20 V2	HOS	As above
29/5/20 V3	YGLs/SLT	As above
31/5/20 V4 amended following meeting with YGLs 29/5/20.	Chair of governors SLT/PLs/IMs/YGLs/parents&carers though website	As above
5/6/20 V5 updated to reflect changes in use of face masks on public transport system and contact with LCRC	Chair of Governors/SLT/PLs/IMs/YGLs/all staff/parents&carers through website	As above
9/6/20 V6 updated to reflect changes in use of photocopiers	Chair of Governors/SLT/PLs/IMs/YGLs/all staff/parents&carers through website	As above
11/6/20 V7 updated to reflect advice from LCRC	Chair of Governors/SLT/PLs/IMs/YGLs/all staff/parents&carers through website	As above