

**September 2020**

## **MELBOURNE INFANT SCHOOL**

### **DCC General Health & Safety Risk Assessment for Coronavirus (COVID-19) SUMMARY SHEET**

#### ***Cleaning & Hygiene***

Additional cleaning schedule is agreed and implemented with site staff/cleaners/cleaning contractors, which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school.

Site staff/cleaners follow (existing) cleaning procedures and risk assessments with special attention given to frequently touched surfaces (contact points) eg, light switches, handrails, door handles, toilets etc.

Classrooms, desks and chairs are cleaned at the end of the day and between different groups using the same furniture.

Hand sanitisers are located at key points where handwashing is not viable ie, entrance/reception/delivery drop off areas for staff and visitors to use.

Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.

#### ***Planning Shortcomings***

Governors are satisfied that health and safety arrangements for COVID-19 and virtual governing body meetings are undertaken.

Head Teacher/Manager ensures daily checks are made with Derbyshire County Council Health and Safety S4S Resources page and Government updates.

A record (including contact details) is kept of all visitors for 21 days.

The school/setting communicates appropriately with their most vulnerable pupils.

All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions.

Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help.

The approach and expectations around school uniform has been determined and communicated with parents.

Changes to the school day/timetables have been shared with parents.

The approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. (This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/during school closure).

Available large spaces and appropriate timetabling is identified eg, dining areas, halls, particularly in outdoor areas.

Online/website support for families and young people around transition is available.

### ***Planning Shortcomings***

On-going communications (posters, emails, inductions, briefings are available/provided to all staff and pupils, which includes:

- Risks and symptoms of COVID-19
- Advice regarding self-isolation of those showing signs or symptoms
- Social distancing measures
- Changes to timetable
- Emergency procedures (ie, first aid, fire)
- Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin, kill it)
- Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible
- Education resources such as e-bug and PHE
- Expectations when in school and at home

The impact of COVID-19 on families and whether any additional support may be required is considered concerning:

- Financial
- Increased free school meals eligibility
- Referrals to social care and other support
- Pupil premium grant/vulnerable groups

The school has updated the behaviour policy to reflect the new rules and routines and these changes have been communicated to staff, pupils and parents.

Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.

As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.

Parents are required to follow any relevant school risk assessments, rules, current Coronavirus (COVID-19) Government guidance and meet hygiene expectations, which should also be communicated in the home environment.

The school understands the NHS Test and Trace process and how to contact our local Public Health England health protection team. The schools have informed staff members and parents/carers the importance to engage with the NHS Test and Trace process to:

- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

PPE requirements are understood and appropriate supplies are in place including long term approach to obtaining adequate PPE supplies.

### ***School Safeguarding Policy and Procedures***

Consideration has been given to any children and young people who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.

Safeguarding remains highest priority and policy is updated to reflect changes.

All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school.

Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable children and young people to return to school.

Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.

All Designated Safeguarding Leads have access to advice from the Local Authority and multi-agency teams.

### ***Staffing***

Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff, first aiders, fire wardens.

Designated Safeguarding Leads capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils.

Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.

Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance.

The approach for inducting new starters has been reviewed and updated in line with current situation.

Staff receive regular briefings on day to day school matters.

Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.

Staff workload expectations are clearly communicated.

Arrangements are in place for any externally employed adults delivering learning in school eg, sports coaches with protocols and expectations shared.

All children are included in distinct groups/'bubbles' that do not mix and the number of children in each bubble is as small as possible.

### ***Classroom Arrangements***

Classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues have been considered and good ventilation implemented where possible.

Classrooms have been re/arranged to allow as much space between individuals as practical.

Appropriate resources are available within all classrooms eg, IT, age specific resources, sharing of equipment is limited to the bubble.

All furniture not in use has been removed from classrooms and teaching spaces with safe storage arranged for unused furniture.

Shared materials and surfaces are cleaned and disinfected more frequently.

Where shared materials are not cleaned between groups/bubbles they are left unused and out of reach for a period of 48 hours (72 hours for plastics).

Non-essential equipment or resources, which are not easily washable or wipeable have been removed. This may include items such as soft furnishings, soft toys, cushions and beanbags in classrooms dependent on how effective they can be cleaned.

Furniture has been arranged to minimise contact as much as possible eg, desks side by side, facing front, where age appropriate.

Classroom/area arrangements are reviewed regularly.

Arrangements in place to support pupils when not at school with remote learning at home.

### ***Precautionary Transmission***

Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).

All persons should remain on site once they have entered the school premises unless they have a valid reason to leave which has been authorised by a member of the senior management team whilst considering the risk of cross infection to others.

Staff will follow the DCC 'PPE requirements for staff' guidance where required.

Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple use touch screen sign in, touch screen payment and fingerprint ID contact points.

Staff and pupils do not wear face masks or face coverings in schools unless it is authorised by the Headteacher and identified as a requirement of a risk assessment.

Electronic/touch screen 'signing in' systems are cleaned/wiped down regularly.

Visitors are informed/asked to use their own pen to sign in at reception (no school pens are kept with the sign in book/register).

All staff, pupils and visitors will wash/sanitise (alcohol hand gel 60% minimum) their hands more often than usual, including before and after eating and before and after using shared equipment.

The school endeavours to keep equipment shared to a minimum.

Hand sanitiser/sanitising wipes station is next to the office's shared work equipment eg, printers, fax machine, copier etc so staff can clean their hands after each use.

Handwashing techniques are explained to all pupils and the supervision of pupils washing hands correctly is periodically undertaken by staff.

All pupils are asked and reminded to wash their hands;

- Before leaving home and on arrival at school
- After using the toilet and after breaks and sporting activities
- When they change rooms
- Before food preparation and eating any food, including snacks
- Before leaving school

Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;

- Cover your cough or sneeze with a tissue
- If you don't have any tissue available, then cough and sneeze into the crook of your elbow
- Throw the tissue in a bin
- Avoid touching your eyes, nose and mouth with unwashed hands

Hand washing facilities identified for each learning zone.

External doors and windows are opened to allow additional ventilation.

The amount of shared resources that are taken home and the exchange of take-home resources between children, young people and staff are limited.

Equipment and resources per child are provided for to prevent the sharing of stationery and other equipment where possible.

Any shared classroom materials and surfaces are cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups).

Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching.

Enhanced cleaning and disinfecting guidance are available to staff for use if required.

Adequate cleaning supplies are in place including longer-term arrangement for continual supply.

PPE in Schools Quick Guide for Coronavirus (COVID-19) has been shared with all relevant staff.

PPE requirements are understood and appropriate supplies are in place.

### ***Social Distancing***

The schools will do everything possible to minimise contacts and mixing while delivering a broad and balance curriculum. Applying an overarching principle to reduce the number of contacts between children and staff. This will always be dependent on:

- The children's ability to social distance
- The layout and facilities of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)

After the school has assessed the manageable group 'bubble' sizes that suit the schools particular circumstances, they are kept apart from other groups where possible and older children are encouraged to keep their distances within groups.

Smaller groups the size of a full class is implemented where it can be achieved, as this helps to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus COVID-19.

Steps to limit interaction, sharing of rooms and social spaces between groups is undertaken as much as possible to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate in the event of a confirmed COVID-19 case.

The school is organised into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.

All teachers and other staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable will ideally try and keep a 2 metre distance from pupils and other staff as much as they can.

All essential face to face staff (adult) meetings are organised to maintain social distancing of 2 m, or 1 m with risk mitigation where 2 m is not viable in well ventilated areas.

Teaching assistants are deployed to lead groups or cover lessons, under the direction and supervision of a qualified teacher (any redeployments is not at the expense of supporting pupils with SEND).

Supply teachers, peripatetic teachers, SEND specialists and/or, other temporary staff who move between schools should minimise contacts where possible and maintain as much distance as possible from others.

Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.

The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups.

Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DFE advice that unlike older children and adults, early years and primary age children cannot be expected to remain socially distanced apart from each other and staff always.

Resources are arranged to be used by small groups to limit the risk of cross contamination with unnecessary sharing avoided.

If EYFS staff are required to change young children's nappies, the correct PPE is worn when carrying out such intimate care (see PPE guidance).

As much as possible, pupils and staff social distance and are spaced apart and the following strategies are considered:

- The use of staff rooms and offices are staggered to limit occupancy
- Staff model social distancing consistently
- Staggered school drop off/pick up times and locations (if possible) without reducing teaching time
- Staggered or limited amounts of moving around the school/corridors
- Classroom design to support social distancing/hygiene measures

Any pinch points/bottle necks are identified and managed accordingly with more intensive and regular cleaning of regular touch points.

Movement of pupils around the school is minimised and staggered to reduce large groups of pupils/staff gathering as much as possible (brief, transitory contact, such as passing in a corridor, is low risk).

Staff implement social distancing and other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for.

Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes.

School entrance reception desk/point has a screen or a physical barrier that creates a 2 metre gap between the visitor and member of staff.

Visitors are reminded to keep a 2 metre gap between other visitors (use of social distancing floor markers are ideal in these areas).

To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries.

### ***Pupil's Behaviour***

The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.

All staff understand the new rules and routines, including the use of sanctions and rewards.

Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches:

- Handwashing
- Social distancing
- Good hygiene to limit cross infection
- Code of conduct to be signed by students and parents for repeat offenders
- Risk assessments around students who might struggle to follow expectations

Staff, pupils and parents are regularly reminded of their responsibilities and behaviours on the school site.

### ***Start and End of Day***

Start and departure times are staggered.

The number of entrances and exits to be used is maximised, where possible each year group to enter through its own access point.

Different entrances/exits are identified and used for different groups.

Staff and pupils are briefed and signage provided to identify which entrances, exists and circulation routes to use.

Floor markings are visible where it is necessary to manage any queueing.

A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session – particularly around issues of responding to young children who are showing signs of distress.

Parents should not enter the school buildings to drop off or collect children.

## ***Toilets***

Toilets are allocated to specific groups 'bubbles' where possible to assist with reducing the mixing of groups.

Queuing zones for toilets and hand washing have been established and are monitored.

Floor markings are in place to promote social distancing.

The number of children using the toilet at any one time is limited where possible and different groups using the same facilities at the same time are avoided where possible.

## ***Contingency Planning***

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.

When teaching remotely, the school will:

- Set assignments for meaningful and ambitious work each day in a number of different subjects
- Teach a planned and well-sequenced curriculum
- Provide frequent, clear explanations of new content, delivered by a teacher in school or through high quality resource or videos
- Set a clear expectation on how regularly teachers will check work
- Enable teacher to adjust pace or difficulty of what is being taught in response to questions or assessments
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

## ***Developing Symptoms***

If a child, pupil, visitor or staff member develops symptoms of coronavirus (COVID-19) they will be sent home to self-isolate for at least 10 days from when the symptoms started and informed to book a test.

Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs.

To limit disruption a separate toilet is used by the pupil if required (as this would require enhanced cleaning before being used by anyone else).

PPE is worn by staff caring for the child whilst they await collection if social distancing cannot be maintained (see DCC PPE requirements for staff guidance). As a precaution staff should wash clothing when they get home in accordance with the manufacturers instructions using the warmest water setting and dry items completely. Most viruses won't survive in temperatures over 60 degrees.

Staff are aware of the locations for PPE.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).

Parents informed of their child developments are asked to collect immediately (staff are also informed).

In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.

The school will inform the relevant staff/parents to follow the stay at home guidance.

Staff (or visitor) will self-isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school).

Staff and Headteacher/Manager, Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.

Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).

If someone tests negative, if they feel well or no longer have symptoms similar to coronavirus (COVID-19) they can stop self-isolating.

### ***Confirmed Case***

If someone tests positive, they will follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. (This is because a cough or anosmia can last for several weeks once the infection has gone).

The 10-day period starts from the day when they first become ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Classrooms, offices and other rooms used by the member of staff or pupil with a confirmed case of COVID-19 are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom/office then and where practical to do so, the process will be delayed for 72 hours during which time these areas will be secured with appropriate signage on the door 'closed for cleaning'.

Areas where the individual has passed through and spent minimal time such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.

Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (COVID-19).

Sufficient and suitable equipment is available for the required clean.

When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19) contact is made with the local health protection team (this team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace).

The health protection team will work with schools in the above situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infected. Close contact means:

- Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contacts (skin to skin).
- Proximity contacts, extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle like a car, with an infected person.
- To support the Test and Trace process a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups is recorded.
- If there are two or more confirmed cases within 15 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will continue to work with their local health protection team who will be able to advise if additional action is required in the event of an outbreak.

## ***Outdoor Play Equipment***

Cleaning is focused on high traffic touch points between different groups 'bubble's eg:

- Entry and exit points such as gates
- Enclosed crawl through 'tunnels' or tube slides
- Climbing frames
- Slides
- Play towers
- Play huts
- Crawl tunnels
- Exercise bars
- Gym equipment
- Benches
- Picnic tables

Equipment is limited to a defined group/bubble when in use and it is cleaned before being used by the next group/bubble.

Social distancing is maintained where possible and pupils wash their hands after using the equipment at the end of the activity/session/playtime.

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