

## Summer Term Risk Assessment

### Year Group – Year 2



Location / Site	Highfields Primary School
Activity / Procedure	Year 2 Risk Assessment
Assessment date	12 <sup>th</sup> April 2021

Identify people at risk	Yes/No/Explanation		
Children/Families	Yes	Visitors	Only allowed on site to attend pre-arranged visits
Staff	Yes	Contractors	Only allowed on site in the absence of children

The original risk assessment document was written by Mrs Garratt and the Governing Body at Highfields Primary School. It was intended to identify, assess and minimise (wherever possible) any risks involved with the reopening plan of the school for September 2020. This document has been updated by Mrs Garratt and covers from 19<sup>th</sup> April 2021 until the end of the Summer term 2020/21. It takes into account Government guidance, health and safety recommendations and updates from Sandwell Local Authority.

Identify hazard	Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Due to the classroom layout being open plan, no more than 60 children will be in the year group bubble</li> <li>2. Remove excess furniture to increase space</li> <li>3. Until the end of the summer term there will be no mixed maths sets, all lessons will be conducted in classrooms or outside where possible</li> <li>4. Children will be sat in rows facing forwards only to limit all face to face contact</li> <li>5. Children to use same allocated table and tray throughout their time in school</li> <li>6. Class teachers will have their own areas at the front of the classroom to encourage social distancing wherever possible</li> <li>7. Discuss with the children instructions for how to use new classroom layout, line up using the markings on the floor, physical contact with other children and adults, use of toilet and sink, moving around the classroom etc.</li> <li>8. Rules re-visited and modelled many times a day increased use of praise for adherence and reminders for children who are finding it hard</li> <li>9. Resources and activities planned to reduce shared contact and promote individual learning</li> <li>10. Share with the children instructions for how to use outdoor space including play and lunchtimes</li> <li>11. Teachers and support staff are assigned to these children and stay with these children throughout the day apart from PPA teachers who will move around the school</li> <li>12. Children do not mix with other year group bubbles</li> <li>13. Children will be able to bring lunch bags into school and book bags when necessary</li> <li>14. Universal Free School Meal children will be provided with grab bags or hot lunches from SIPS, these will be eaten in the school hall</li> <li>15. Coats and (clearly labelled) water bottles – children will be supported, one at a time, to place lunch bags, bottles and coats in the designated area in their classroom.</li> </ol>				
Remaining level of risk following the control measures				
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard	Lack of social distancing using toilets and poor hygiene resulting in direct/indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. Year 2 children will be allocated YN bathroom while they are in school to reduce the number of children in or waiting for a bathroom.</li> <li>2. Children expected to use the sink in classrooms to frequently wash and sanitise hands</li> <li>3. In each bathroom the middle sinks will be cordoned off so handwashing can be done at a distance</li> <li>4. Each middle toilet cubicle will be locked so children cannot be next to each other</li> <li>5. Hand gel/sanitiser used after toilet use as well as washing hands</li> <li>6. Extra signage in all bathrooms/toilet cubicles e.g. Twinkl hand washing posters that the children are used to seeing/following</li> <li>7. Wedges will be purchased and used for all external toilet doors (if not fire doors) to prevent children using door handles etc.</li> <li>8. Extra soap ordered to ensure we do not run out</li> <li>9. After morning break, lunch, afternoon play and where deemed necessary, staff to clean toilet flusher, taps, toilet roll holders/dispenser, soap dispensers and door handles in all bathrooms/toilets</li> </ol>				
Remaining level of risk following the control measures				
	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of social distancing waiting to enter/leave building in morning/end of school day resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>1. A one-way system will be in operation. Parents and children will enter the school site via the main gate on Beeches Road. Parents will follow the one-way system, dropping off children at the appropriate door as they navigate their way around the school site. Children in Year 2 (2P/2S) will be dropped off at the large blue KSI playground gate between 9.00-9.10am</li> <li>2. Parents will make their way up the KS2 playground and then round the Discovery Den, down the back drive and will leave the school site via the rear car park entrance on Highfields Crescent.</li> <li>3. No messages on gate/classroom door to reduce adult to adult contact, parent to text/email via SchoolComms. Parents wishing to speak to their child's teacher or member of SLT, need to call the school office who will take details and arrange a call back from the most appropriate member of staff</li> <li>4. Members of SLT and support staff to man the playground at the start and end of the sessions to avoid unnecessary contact between staff/parents and children</li> <li>5. Phone appointments will be needed to enter building</li> <li>6. School will not be allowing any 'visitors' into school during the school day unless attending a pre-agreed appointment</li> <li>7. At the end of the school day, 2.55-3.05pm, Year 2 parents will enter school site via the rear car park entrance on Highfield Crescent and will make their way round the school site one-way system (in reverse from the morning routine) collecting children from the designated zone on the KSI playground.</li> <li>8. Parents with siblings will drop off all their children at their earliest allocated time and can collect all of their children at the earliest allocated time.</li> </ol>				

Remaining level of risk following the control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>Children will have staggered playtimes and/or an allocated play area</li> <li>Playtime equipment – hard surfaces will be used as they can be easily cleaned</li> <li>Outdoor adventure playground will be timetabled for children to use and thoroughly cleaned after use</li> <li>Each group of children will be allocated their own lunchtime supervisor/support staff member for the time they are in school. They will lead games which encourage social distancing where ever possible</li> <li>Wet lunch – Lunchtime supervisors will monitor classes from the classroom doorways, remaining with the same classes consistently throughout the week</li> </ol>				

Remaining level of risk following the control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>Lunchtimes will be staggered. Year 2 will eat lunch in the hall from 12.30-1.00pm and will play outside from 12.00-12.30pm.</li> <li>Children will eat either their SIPS provided lunch or sandwiches from home at separate dining tables in the hall.</li> <li>After children have eaten, SIPS staff will clean the tables prior to the next group eating in the hall.</li> <li>Universal Free School Meal children will be provided with either a hot lunch or a grab bag supplied by SIPS catering service.</li> <li>Ordering food will be done by parents in advance through the school online ordering system.</li> <li>SIPS staff will serve meals wearing PPE as and when necessary.</li> </ol>				

Remaining level of risk following the control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of social distancing in after school clubs resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<ol style="list-style-type: none"> <li>After school sports clubs will be limited to 20 children from the same year group bubble</li> <li>The club will be held outside weather permitting. If not, the hall will be used for the session and will be cleaned afterwards</li> </ol>				

<p>3. Any resources or equipment used in the after school club will be cleaned thoroughly before another group has to use them</p> <p>4. Parents will be asked to socially distance themselves when collecting their child at the end of the club</p> <p>5. The same member of school staff (ES) will run each after school club (3 x per week)</p> <p>6. Children will have had PE during the school day and so will already be in their PE kits</p>			
Remaining level of risk following the control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<p>These control measures are to encourage space between children where possible.</p> <p>1. Children will be staying in their allocated classroom and only accessing their allocated outside area from classroom door and vice versa to enter school</p> <p>2. No whole school assemblies (Picture News will provide virtual assemblies (Mondays) and SG/ML will prerecord Golden Book assemblies (Fridays) for all children to watch in their classroom every week)</p> <p>3. The library area will be closed</p> <p>4. All children have been allocated a session in the IT suite or their IT provision will be delivered through portable devices</p> <p>5. Allocated staff members will be asked to take verbal messages to and from the classroom door to school office</p> <p>6. Staff allocated to Year 2 will use the upstairs staffroom to make drinks/have lunch/breaks but should also ensure social distancing to maximise the distance between each other</p> <p>7. If there becomes a need to move children (e.g. fire drill practice) staff will be positioned in the lines to ensure 2m social distance between children</p> <p>8. For staff in school, alcove areas will be cleared and used for passing areas again to minimise contact of staff</p> <p>9. Whilst using communal areas such as corridors and staffrooms staff will now be expected to wear face masks (unless exempt). Face masks will not be worn during taught lessons. Primary children do not need to wear masks. <i>(This will be reassessed on Monday 17<sup>th</sup> May following new Government guidance)</i></p>				
Remaining level of risk following the control measures				
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard	Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			

1. Resources will be cleaned and left to dry so Year 2 children can use them again the following time they are in school
2. Resources to be rotated around classrooms so different groups of children can use them each week
3. Tables and other surfaces cleaned throughout the day by classroom staff and by specifically allocated cleaners at the end of the school day
4. Children to wash hands/use hand gel/sanitiser before school day starts and before and after each break
5. Outdoor resources restricted each day and outdoor area separated between 2 classes (physical barrier so no mixing)
6. Soft toys and furnishings including reading area cushions, rugs and bean bags can be used in the room however children will be remaining at their desks to work throughout the day
7. Reading books will be made available but will be collected in on the same day and decontaminated in a box before being used again. Books will be shared between each different group of children and rotated each week giving time for decontamination
8. Children will only be allowed to take books home that have been through the quarantine process in school, we ask children not to bring their own books into school however at the present time
9. Children will not be allowed to bring toys from home into school
10. Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day
11. Lessons will be planned so there is limited need for resources and can be shared using whiteboard or visualiser on white board
12. Each child will use their own labelled/named individual tray for their folders/papers/books
13. Work will not be able to be marked by peers for the current time being
14. All children are entitled to have their work marked and every piece of work deserves a response. A different approach will be needed for the time being and so children's work will be marked using codes the children are already familiar with.

Remaining level of risk following the control measures

HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE
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Identify hazard	Emotional distress of the children			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<p><i>I will not be able to code the existing level of risk for this area at the current time, as I have not had any contact with the children at the time of writing this risk assessment. I also believe that for every child the level of risk of emotional distress will be different depending on a range of elements e.g. age and so after the first day I will reassess this section.</i></p> <ol style="list-style-type: none"> <li>1. Each classroom used for Year 2 will have a class teacher and at least one member of support staff (if possible under vulnerable staff guidance) in the first instance who will remain with them throughout the day.</li> <li>2. If needed, school will reduce the time children are asked to be in school to ensure transition is successful from home to school</li> <li>3. Social distancing provision will not be available for children who are distressed, however this will consist of talking and reassuring rather than the usual contact e.g. holding of hands unless it is deemed impossible</li> <li>4. Throughout the Summer term the curriculum (both in school and remote) will continue to reflect all of the usual curriculum subjects</li> <li>5. Staff will be offered the option to wear PPE. Face masks may be intimidating for smaller children but will be needed for administering first aid. Hand gel/sanitiser will be used after any direct contact</li> </ol>				

Remaining level of risk following the control measures

HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE
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Identify hazard	Emotional distress of the staff – including anxiety			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process through staff Health survey</li> <li>2. 12<sup>th</sup> April all staff sent the next terms plans so they are aware of changes</li> <li>3. Virtual staff meetings (delivered via Loom or Teams) will be used to discuss concerns and shared control measures</li> <li>4. Sharing of support helplines</li> <li>5. All members of SLT on site every day for staff to share concerns with</li> <li>6. Risk assessments reviewed by Mrs Garratt/Mrs Lewis, with staff input, after day one, week one and fortnightly after that – this will need to be a flexible arrangement</li> <li>7. Separate risk assessment for the office area and kitchen area/catering service (SIPS)</li> <li>8. Separate risk assessments completed by all prearranged and pre-agreed visitors entering site</li> <li>9. Designated “staffroom” areas for different groups of staff – may need to be a rota basis for same area if needed</li> <li>10. Planning and preparation time (PPA time) will be taken at set times throughout the Summer term and will be limited to 2 members of staff (from the same year group) using their allocated staffroom</li> <li>11. PPE masks/face coverings offered to any member of staff working with any child in the school</li> <li>12. SLT members to undertake first aid duties if/when currently trained staff are not available</li> <li>13. Whilst using communal areas such as corridors and staffrooms staff will now be expected to wear face masks (unless exempt). Face masks will not be work during taught lessons. Primary children do not need to wear masks. <i>(This will be reassessed on Monday 17<sup>th</sup> May following new Government guidance</i></li> </ol>				
Remaining level of risk following the control measures				
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard	Risk of spreading virus due to close contact with children – 1:1 and manual handling resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			
<ol style="list-style-type: none"> <li>1. Seek expert guidance from Local Authority Inclusion Support team re support for children with behaviour difficulties</li> <li>2. SENDCo to write, and update when necessary, individual risk assessments for children with specific behavioural needs that are hard to monitor and manage in the current situation.</li> <li>3. Extra PPE (disposable aprons/gloves) ordered</li> <li>4. Reduced timetable/exclusion/inclusion considered if necessary if children are acting in a way that puts themselves, other children or staff at risk</li> <li>5. PPE offered to staff for those working closely with children</li> </ol>				
Remaining level of risk following the control measures				
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			

<ol style="list-style-type: none"> <li>1. Hand gel available in all classroom/learning areas</li> <li>2. Hand sanitiser dispensers available outside each bathroom</li> <li>3. Hand gel order in large quantities</li> <li>4. Handwashing PHSE lessons, songs and rhymes</li> <li>5. Extra soap and soap dispensers (and re-fills) available</li> <li>6. Classroom sinks to be used for additional hand washing areas</li> <li>7. Children taken to wash/sanitise hands on entry to school, before break, after break, before lunch, after lunch, when leaving school, using the toilet and any time they cough or sneeze</li> <li>8. Children asked to use classroom sinks to wash and sanitise hands</li> <li>9. Washing hands posters displayed in all washing areas/bathrooms/toilet doors/staffrooms</li> <li>10. Reminders how to wash hands properly – videos and posters</li> <li>11. Procedure agreed for children to wash hands to ensure thorough hand washing</li> </ol>
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Remaining level of risk following the control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			

<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day</li> <li>2. PPE will be worn by all cleaning staff</li> <li>3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>4. Soft furnishings, floor covering, rugs and soft/cloth toys will be used in classrooms however they will be washed regularly/daily wherever possible. If they cannot be cleaned regularly enough they will be removed</li> <li>5. Deep cleaning of all classrooms being used by any children before re-opening</li> <li>6. All PE equipment cleaned thoroughly every day and throughout the day to prevent transmission of the virus</li> </ol>
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Remaining level of risk following the control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	The following actions are required to help reduce risk			

1. Those staff who have been advised by their GP to isolate will be redeployed to work from home
2. Those who are clinically extremely vulnerable or living with someone who is clinically extremely vulnerable, aged 60 or over, BAME or pregnant staff can attend school and work with children and have had an individual risk assessment completed by Mrs Garratt/Mrs Lewis
3. In primary schools in communal areas where social distancing is not possible, such as corridors and staffrooms, staff will now be expected to wear face masks (unless exempt). Face masks will not be worn during taught lessons. Primary children do not need to wear masks
4. Reassure staff that although the Government guidance states PPE is not needed, that ALL staff are allowed to wear PPE when in school if they wish
5. All staff have been contacted via email in regards to updating their risk assessments, meetings arranged where possible to allow staff to comment and contribute
6. Pregnant staff will be asked to work from home at 28 weeks pregnant and this will also be written into their pregnancy risk assessments

Remaining level of risk following the control measures

HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE
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Identify hazard	Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus			
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Existing level of risk	<b>HIGH</b>	MEDIUM	LOW	NEGLIGIBLE
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Control measures	The following actions are required to help reduce risk			
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1. Discuss needs with individual families of children who are clinically extremely vulnerable – parents to notify school if they feel their child fits these criteria
2. Discuss needs with individual families if children living with someone who is clinically extremely vulnerable – parents to notify school if they feel their child fits these criteria
3. The parents of clinically vulnerable children should seek medical advice concerning the children returning to school
4. Children living with someone who is clinically vulnerable can attend school – parents contact school to discuss needs and support we can offer the family
5. Learning Mentor or SLT member will contact all families (points 1-4 above) to maintain contact between school and vulnerable families
6. Staff to be made aware of and look out for the symptoms of Kawasaki Disease
7. SE to write risk assessments for any child who has medical needs or has been previously identified as needing to self-isolate, this will be undertaken by telephone conversation

Remaining level of risk following the control measures

HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE
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Written by	Mrs Garratt (Headteacher) <i>SGarratt</i>
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Date	12 <sup>th</sup> April 2021
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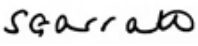
Governing Body comments

This risk assessment was shared with, and contributed to, by the following members of the Governing Body via email on 12<sup>th</sup> April 2021  
Mrs J. Turner (Chair)



Mr C. Rees Mrs S. Wallace Mrs J. Hunter Mr A. Parkes Mr D. Cox (Vice Chair) Mrs S. Evans Mrs S. Garratt Mrs R. Andrews (Clerk) Mrs J. Foster  In attendance: Mrs M. Lewis	
Chair of Governors Signature:	
Date:	12 <sup>th</sup> April 2021

Set future review dates & sign/comment upon completion

Risk assessment reviews		
Date	Signature	Comments
April 6 <sup>th</sup> 2021		Guidance states – <i>In primary schools and early years’ settings, we recommend that face coverings should be worn by staff and adults (including visitors) in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school and early years’ settings should not wear face coverings.</i> This will be reassessed on Monday 17 <sup>th</sup> May 2021