

Spring Term Risk Assessment 2021/22

Location / Site	Highfields Primary School
Activity / Procedure	Whole School Risk Assessment
Assessment date	4 th January 2022

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

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 January 2022. Although the Government has not set a full national lockdown, at this time, we as a school want to be prepared. This document has been updated by Mrs Garratt and covers from January 2022 until the start of the Summer term 2021/22. It takes into account the Government guidance document, Schools COVID-19 operational guidance (updated December 2021), 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			

These control measures are to encourage space between children where possible.

1. Reduce the number of children in the classroom to enable social distancing (no more than 60 in an open plan room in EY/KS1 and no more than 30 in KS2).
2. Remove excess/unnecessary furniture to increase space
3. Until Summer term there will be no mixed maths sets, all lessons will be conducted in classrooms, IT suite, Discover Den or outside (for PE)
4. Lessons in the ICT suite and Discovery Den will be strictly timetabled for the spring term and limited to a small number of year groups every day
5. Children in KS1 and KS2, will either be sat in forward facing rows to limit face to face contact or in consistent tables throughout the day so they remain near the same children during their time in school
6. Younger children will be given their own consistent carpet spots so they remain near the same children during their time in school
7. Children to use their own allocated tray throughout their time in school
8. Staff will remind the children about the new rules that come into action from January e.g. any new classroom expectations, limiting physical contact with other children and adults, use of toilet and sink, moving around the classroom etc.
9. For younger children, or children with specific needs, the rules will be re-visited and modelled many times a day with increased use praise for adherence and reminders for children who are finding it hard
10. Resources and activities, as far as practically possible, will be planned to reduce shared contact and to promote individual learning
11. Teachers and support staff are assigned to classes/children and will stay with these children throughout the day, the only exceptions will be the staff who cover PPA, run breakfast club, run nurture/mentoring, school teams, choir and first aid trained staff who will move around the school. We will however, try out best to limit the number of year groups they will come into contact with in one day.
12. Children will be able to bring lunch bags and book bags into school
13. Universal Free School Meal children will be provided with grab bags or hot lunches from SIPS, these will be eaten in the school hall in KS1 and classrooms in KS2 to limit contact in the lunch hall

14. Children will be asked to place lunch bags, clearly named water bottles and coats in the designated area in their classroom.			
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"> All children will be allocated their own bathrooms while they are in school to reduce the number of children in or waiting for a bathroom. (YN/Y2 use the YN toilet, YR/Y1 will use the YR toilets, KS2 children will use the KS2 toilets and children in before or after school club will use the bathroom they have been allocated during the day) In each bathroom the middle sinks will be cordoned off so handwashing can be done at a distance Each middle toilet cubicle will be locked so children cannot be next to each other Hand gel/sanitiser used after toilet use as well as washing hands Extra signage will be placed in all bathrooms/toilet cubicles e.g. Twinkl hand washing posters that the children are used to seeing/following Children expected to use the sinks in their classrooms to frequently wash and sanitise hands Wedges will be purchased and used for all external toilet doors (if not fire doors) to prevent children using door handles etc. Use the 'catch it, bin it, kill it' approach throughout school and access the e-Bug COVID-19 website to download and share free resources/materials to encourage good hand and respiratory hygiene. Extra soap, hand towels and sanitiser will be ordered/available to everyone throughout the day After lunch, and when deemed necessary, staff will be employed to clean the toilet flusher, taps, toilet roll holders/dispenser, soap dispensers and door handles in all bathrooms/toilets 				
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"> Parents and children will enter the school site via the main gate on Beeches Road. Parents are asked to promptly drop their children off and leave the school site via the large blue front playground gates between 8.40-8.50am. The gates will be closed promptly at 8.50am. Members of SLT, some teachers and support staff will man the playground at the start and end of the sessions to collect/hand back children at the end of start of the school day To reduce adult to adult contacts, any messages will need to be sent by 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 Phone appointments will be needed to enter building for any appointments to limit adult to adult contacts 				

5. School will not be allowing any 'visitors' into school during the school day unless attending a pre-agreed appointment and they have undertaken a lateral flow test and received a negative LFT result 6. At the end of the school day, parents are asked to collect their children promptly and to leave site immediately, again to limit contact. School supports parents who wish to wear face masks during collection and drop off times			
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			
These control measures are to encourage limited contacts between children where possible. 1. Children's contact with other year groups will be limited through the reintroduction of allocated play areas. There will be separate coned areas for all classes on the relevant playgrounds e.g. Y1 will have their own separately coned area) 2. Children will be allocated different areas for lunchtime breaks too. Children in R-Y2 will rotate around the hall and outside areas between 11.30-12.30pm and 12.00-1.00pm. Children in KS2 will have separate areas as well, Y3/4 will eat in their own classrooms from 12-12.30pm and then use their separate outdoor areas until 1.00pm, while Y5/6 will use their separated outdoor areas first before eating in their own classrooms from 12.30-1.00pm) 3. Outdoor games and activities, the EY/KS1 adventure playground and the KS2 multi gym will be timetabled for all children to have access at some point throughout the week 4. If two different year groups have to share the multi gym equipment during a lunch hour, the lunchtime supervisors will clean the equipment between usage 5. Each group of children will be allocated their own lunchtime supervisor/support staff member for the time they are in school 6. Wet lunch – Lunchtime supervisors will monitor classes from the classroom doorways, remaining with the same classes consistently throughout the week 7. During the first day back in January, staff will share with the children instructions/rules for how to use outdoor space including play and lunchtimes and show children their designated areas				
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			
These control measures are to encourage space between children where possible. 1. Lunchtimes will be staggered. Reception will have lunch from 11.30-12.30pm and KS1 and KS2 12.00-1.00pm. KS1 will be timetabled so they are in the hall at the same time as their opposite year group class. KS2 children will eat in their classrooms, children having school meals will have them delivered to their classrooms. For half of the lunch the children will eat and for the other half they will be outside 2. Children will eat either their SIPS provided lunch or sandwiches from home at separate dining tables in the hall to ensure they eat with the same children they have been in class with 3. After the children have eaten, SIPS staff will clean the tables prior to the next group eating in the hall 4. Universal Free School Meal children will be provided with either a hot lunch or a grab bag supplied by SIPS catering service				

5. School lunches provided by SIPS will need to be ordered by parents in advance through the school online ordering system			
6. SIPS staff will serve all meals (in the hall and classrooms) wearing PPE as and when necessary			
7. SIPS staff will serve the KS2 snack trolley (in the playground or learning zone) wearing PPE as and when necessary			
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> <ol style="list-style-type: none"> Children will be staying in their allocated classroom for the majority of the time in school and only accessing their allocated outside area from classroom door and vice versa to enter school For the spring term there will not be whole school assemblies in the hall, instead SG/ML will provide virtual assemblies every Monday and pre-recorded Golden Book assemblies every Friday for all children to watch in their classrooms. Class teachers will lead their own class assemblies for the remainder of the week The Discovery Den, computer suite and library will be timetabled for the spring term. If more than one class wants to access IT provision it will be delivered through portable devices. School office staff will be asked to take verbal messages to and from the classroom doors to limit adult contact Staff will be allocated separate staffrooms in which to make drinks and for lunch and break times but should also ensure social distancing to maximise the distance between each other. In Early Years and KS1 will be allocated the upstairs staffroom and KS2 staff will be allocated the Discovery Den. If there becomes a need to move children (e.g. fire drill practice) staff will be positioned within the classes to remind children to limit contact between classes/children For staff in school, alcove areas will be cleared and used for passing areas again to minimise contact of staff 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 				
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			
<ol style="list-style-type: none"> Tables, door handles and other surfaces cleaned throughout the day by classroom staff and by specifically allocated cleaners at the end of the school day Children to wash hands/use hand gel/sanitiser before school day starts and before and after each break Children will not be allowed to bring toys from home into school Outdoor playground equipment will be allocated to certain classes each day and cleaned after each use Lessons will be planned so there is limited need for resources and can be shared using whiteboard or visualiser on white board 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 children are already familiar with 				

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

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 will not be able to code the existing level of risk for this area, as I 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 previous lockdown experiences/needs</p> <ol style="list-style-type: none"> Each classroom will have a class teacher and at least one member of support staff in the first instance who will remain with them throughout the day. If needed, school will reduce the time children are asked to be in school to ensure transition is successful from home (this will need to be discussed by Mrs Garratt and Mrs Adams alongside the parent/carers) Throughout the Spring term the curriculum (both in school and remotely if necessary) will continue to reflect all of the usual curriculum subjects Staff will be offered the option to wear PPE. Face masks may be intimidating for smaller children but may be needed for administering first aid. Hand gel/sanitiser will be used after any direct contact Nurture and mentoring may be able to take place but only in class groups or on a 1:1 basis for the spring term (for spring term there will be no food groups or gardening club as they involve children from numerous year groups) The children's mental health is extremely important and so after school clubs will be able to run however they will need to be in year groups. Choir will be able to rehearse together outside with allocated areas for each class (unless the guidance for singing changes) 				

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

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"> Inclusion in risk assessment process through staff Health survey conducted prior to the last lockdown 2nd January 2022, staff sent the next terms plans so they are aware of changes Virtual staff meetings (delivered via Loom or Teams) will be used throughout the spring term Support helpline contact details will be shared with all staff regularly and displayed in staff rooms All members of SLT will be on site every day for staff to share concerns with 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 Separate risk assessments will be written for the office area and kitchen area/catering service (SIPS) as and when required Separate risk assessments will need to be completed and provided to Highfields by all prearranged and pre-agreed visitors prior to entering the school building There will be designated "staffroom" areas for different groups of staff Planning and preparation time (PPA time) will be taken at set times throughout the spring term and will be limited to 2 members of staff (from the same year group) in an allocated room e.g. the library which is not being used by classes 				

11. PPE masks/face coverings provided for all staff but especially those working with vulnerable children and those needing first aid 12. SLT members to undertake first aid duties if/when currently trained staff are not available 13. Share and follow all updated guidance with staff 14. SLT/Governing body members to regularly update the Highfields Contingency Plans should a lockdown be necessary using the following guidance Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)			
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			
1. Seek expert guidance from Local Authority Inclusion Support team re support for children with behaviour difficulties 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. 3. Extra PPE (disposable aprons/gloves) ordered for staff working closely with children with specific behavioural needs/issues e.g. spitting 4. Reduced timetable/exclusion/inclusion considered if necessary if children are acting in a way that puts themselves, other children or staff at risk				
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			
1. Hand sanitiser dispensers and hand gel available in each classroom/area/office 2. Hand gel order in large quantities and restocked on a daily basis 3. Handwashing PHSE lessons, songs and rhymes delivered to younger children who will find the rules harder to follow 4. Extra soap, soap dispensers (and re-fills) and hand towels available in all bathrooms/relevant areas 5. Classroom sinks to be used for additional hand washing areas 6. Children encouraged and given opportunity 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 7. Washing hands posters displayed in all washing areas/bathrooms/toilet doors/staffrooms/classrooms 8. Reminders how to wash hands properly – videos and posters 9. SLT have identified any poorly ventilated spaces in school as part of our risk assessment and taken steps to improve fresh air flow in these areas. 10. All staff are asked to keep all doors wedged open (fire door permitting) and for windows to remain open in all classrooms, offices and learning spaces throughout the school day 11. CO2 monitors are being used in all classrooms at Highfields so staff can quickly identify where ventilation needs to be improved.				

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"> All surfaces, handles, toilets and shared equipment will be cleaned each day and during the day when necessary PPE will be worn by all cleaning staff Soft furnishings, floor covering, rugs and soft/cloth toys will be used in classrooms however they will be washed regularly. If they cannot be cleaned regularly enough they will be completely or put out on a rota basis Deep cleaning of all classrooms being used by any children before re-opening in January All PE equipment will be cleaned frequently to prevent transmission of the virus. Portable cleaning solution is available alongside all PE equipment 				
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			
<ol style="list-style-type: none"> School will support staff who have been advised to do so by their GP, to be redeployed in order to work from home Those who are clinically extremely vulnerable, living with someone who is clinically extremely vulnerable or pregnant staff can attend school and work with children and have had an individual risk assessment completed by Mrs Lewis Following guidance updated on 14th December 2021, Highfields staff will be asked to wear masks in communal areas <i>(In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.)</i> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040827/Schools_COVID-19_operational_guidance.pdf The UK Health Security Agency does not recommend face coverings for children under the age of 3 for health and safety reasons and Children under the age of 11 do not need to wear face masks Reassure staff that although the Government guidance may state that currently, PPE is not needed, that ALL staff are allowed to wear PPE when in school if they wish January 2022 - Issuing of all relevant risk assessments to staff concerning work - and allow them to comment and contribute As and when necessary, pregnant staff will have their pregnancy risk assessments updated following any new guidance School to support parents (especially EAL parents) in booking/ordering lateral flow tests if necessary. (Until now there has been no need for primary age pupils (those in year 6 and below) to regularly test, however, if they are identified as a contact for someone who has tested positive for Covid-19 they will now be advised to take lateral flow tests every day for 7 days) In order to prevent further spread of infection, school will advise all children/staff who have a positive PCR result to self-isolate for the full 10 days even if they have a negative lateral flow result on day 6/7 as the new guidance states 				

https://www.gov.uk/government/news/self-isolation-for-covid-19-cases-reduced-from-10-to-7-days-following-negative-ldf-tests			
Remaining level of risk following the control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Risk of illness of vulnerable children 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			
<ol style="list-style-type: none"> 1. People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again however, parents are asked to contact school if they feel they would like to share any concerns 2. Children and young people who were previously identified as being in one of these groups (vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk), are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread however, again parents are asked to contact school if they feel their child fits into one of the categories and they would like to share any concerns 3. The parents of children in any of the above groups may have received personal advice from their child's specialist or clinician on additional precautions to take and they should continue to follow that advice and contact school to share it with school staff 4. Learning Mentor or SLT member will contact all families (points 1-4 above) to maintain contact between school and vulnerable families 5. Staff to be aware of and look out for the symptoms of Coronavirus and the symptoms of Kawasaki Disease 6. Families who are supported by a social worker or Family Support Worker alongside Highfields will continue to be supported remotely rather than face to face meeting in school 7. In order to prevent further spread of infection, school will advise all children who have a positive PCR result, to self-isolate for the full 10 days even if they have a negative lateral flow result on day 6/7 as the new guidance states (https://www.gov.uk/government/news/self-isolation-for-covid-19-cases-reduced-from-10-to-7-days-following-negative-ldf-tests) 				
Remaining level of risk following the control measures				
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Written by	Mrs Garratt (Headteacher) <i>SGarratt</i>
Date	2 nd January 2022

Governing Body Comments
<p>This risk assessment was agreed by the following members of the Governing Body during via email on 2nd January 2022</p> <p>Mrs J. Turner (Chair) Mrs S. Wallace Mrs J. Hunter Mr A. Parkes Mr D. Cox (Vice Chair) Mrs S. Evans</p>

Mrs S. Garratt Mr C. Wallace Mrs R. Andrews (Clerk) Mrs J. Foster Mrs M. Lewis (Attending non Governor)	
Chair of Governors Signature:	
Date:	2 nd January 2022

Documentation/Guidance	
Date	Comments
December 2021	Updated Schools COVID-19 Operational Guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1040827/Schools_COVID-19_operational_guidance.pdf
December 2021	What parents and carers need to know about early years providers, schools and colleges during COVID-19 guidance https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak
6 th January 2022	From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19. Lateral flow tests are taken by people who do not have COVID-19 symptoms. Anyone who develops 1 of the 3 main COVID-19 symptoms should stay at home and self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative lateral flow test – these rules have not changed. https://www.gov.uk/government/news/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results

Set future review dates & sign/comment upon completion

Risk Assessment Review Dates		
Date	Signature	Comments