



## Slaithwaite CE J & I School Risk assessment

Completed by Mrs E. Bradley and to be submitted for approval by Governors

Whilst all measures have been considered the Leadership Team at our school cannot guarantee 100% the safety and wellbeing of all our children and staff whilst attending and working on school premises

Update and circulated to staff 23<sup>rd</sup> July 2021

***It is imperative that all staff and pupils are vigilant and adhere to all aspects of this Risk assessment at all times.***

**Important note-** pupils, staff and families returning from countries identified as quarantine areas are required to notify school on their return and self-isolate for the required time (message sent to all school community 23<sup>rd</sup> July 2021)

**All staff should continue to self-test twice weekly and notify school if they receive a positive result, test kits will continue to be available in school.**

Websites for up to date advice for staff and parents:

Public Health advice- Coronavirus(Covid-19)-NHS([www.nhs.uk](http://www.nhs.uk))

<https://www.kirklees.gov.uk/beta/health-and-wellbeing/coronavirus.aspx>

Risk Type	Issue/Hazard	Measures to Minimise Risk
School staff returning to work/entering exiting the building	Using public transport Staff using staff car park Use of staffroom/office/toilets General hygiene	<ul style="list-style-type: none"> <li>• Encourage all staff to walk, use their own car but not car share.</li> <li>• Observe social distancing in the carpark and on entry into school</li> <li>• All staff to use the main entrance/antibac hands on entry and exit at all times</li> <li>• Staff to use shortest route possible to their place of work</li> </ul>



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		<ul style="list-style-type: none"><li>• All staff to put personal belongings in classrooms/office/staffroom then wash hands before entry into classrooms</li><li>• All Staff to wipe and clean toilet area after use- spray wipe with paper and record on toilet door.</li><li>• All Staff to sanitise and wipe staffroom areas</li><li>• Staffroom cleaned daily by cleaning staff</li><li>• All staff are responsible for ensuring hygiene standards are adhered to when using facilities (spray and wipe sink and toilet)</li><li>• Supply staff in school will be kept to a minimum and the same person used for a class/bubble where possible</li><li>• All staff to observe social distancing and remain outside school office/head teachers office/ kitchen</li><li>• Wash hands regularly for at least 20 seconds. Catch sneezes in a tissue, bin and wash your hands again.</li></ul>
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		<ul style="list-style-type: none"><li>• The government guidance states the following: <b>From 17.05.21 face coverings are not compulsory in school or on the school site, however, staff and parents may choose to continue to wear one</b></li><li>• Adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but all adults must do this. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li><li>• Where the above is not possible staff should remain 1-2m apart and for no longer than 15 mins before reverting back to the 2m rule.</li><li>• If it is necessary (safeguarding, injury to pupil) staff may get closer than 1m but only for a maximum of one minute unless a child's safety is put at risk.</li><li>• Staff will keep up to date with government guidance at <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> and also through staff briefings</li><li>• <b>If a child/adult is presenting with symptoms they will be removed to the isolation area</b></li></ul>
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		<p>(cabin). Staff supporting them must wear full PPE including goggles/mask(available in all classrooms) and the person/childs temperature will then be checked and they will then be sent home immediately, isolation will then take place. <b>Isolation area is the cabin, one member of staff (with full PPE) to remain with that child/adult, communicating to the office/HT by phone</b></p> <ul style="list-style-type: none"><li>• Child sent home and school will ask parents to contact 119 testing service and school will send a text with the following link to book a test <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li><li>• The Class can continue, all adults who are double vaccinated can continue to work, those who are not will be asked to self-isolate for 10 days</li><li>• If Negative - child comes back.</li><li>• If Positive-school to fill in the E-Form</li><li>• Home learning will begin immediately for all children affected, planned and delivered by the</li></ul>
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		<p><b>class teacher, this is also the case for any child self-isolating or waiting for a test result</b></p> <ul style="list-style-type: none"><li>• <b>If the classteacher is ill the key stage leaders of learning will organise home learning with the support of other staff</b></li><li>• <b>All pupils and staff removed from the area where the person/child was(sent home) and a thorough clean will take place</b></li><li>• <b>Masks/ gloves and aprons where required are available in classrooms for all staff (should they wish to use them) NB must be worn when a child/ adult is showing symptoms of covid19 and child/person placed in isolation room(outdoor cabin)</b></li><li>• <b>Leadership team will notify LA Emergency planning team regarding any concerns and the schools outbreak management plan may commence</b></li><li>• <b>Online learning (as specified in the Remote learning plan will begin immediately)</b></li></ul>
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<p>Managing wellbeing and mental health</p>	<p>Reduced well-being of staff/pupils</p> <p><b>CARE FIRST TELE :</b> <b>0800174319</b></p> <p><b>ALSO THE WEBSITE</b> <b>MENTALHEALTHATWORK.ORG.UK/OURFRONTLINE</b></p>	<ul style="list-style-type: none"><li>• Leadership team to inform all staff of current situation on a regular basis</li><li>• Peer support for staff, employee healthcare and head teacher wellbeing service to be offered to all staff</li><li>• School leaders to draw up rotas with consultation and sensitivity</li><li>• The leadership team will at all times respect and discuss with staff their work life balance and ensure that this is at an acceptable level</li><li>• Staff offered opportunity to speak to a member of leadership team on an individual basis</li><li>• Staff to immediately inform HT/LT if unwell, any symptoms are shown, procedures regarding isolation, testing and contacting of all of those who have been in contact will then be followed</li><li>• Staff who are shielding/self-isolating will be updated as required by a member of leadership team, if well, their workload will be managed by the HT and determined by their position and role in school. If unwell the usual reporting of sickness procedures and expectations will be in place</li></ul>
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		<ul style="list-style-type: none"> <li>• Where staff have agreed to take on additional duties and responsibilities, the leadership team will support them in their new roles.</li> <li>• Staff who live with someone who is isolating must report this to the HT and procedures will be followed as appropriate for the individual situation</li> <li>• The schools PSHE coordinator will offer guidance and support where necessary to staff and pupils.</li> <li>• Guidance from external agencies will be sought as required and in discussion with the leadership team and PSHE coordinator</li> <li>• All incidents of staff illness, self-isolating will be reported on LA systems and all staff informed by HT</li> <li>• Staff will be directed to take a test (if displaying symptoms) and asked to inform the HT/DHT/member of LT of the result asap so procedures can then take place</li> </ul>
Spreading the virus within buildings	Virus passed to others on hands	<ul style="list-style-type: none"> <li>• All parents will be asked regularly (via Twitter, regular texts, school letters, school website) to inform the school if they are unwell, vulnerable themselves) and to raise any</li> </ul>



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	<p>Virus passed to other with a sneeze or cough</p>	<p>concerns/worries/comments/suggestions they have via a phone call or Twitter to the school office.</p> <ul style="list-style-type: none"><li>• Hand sanitisers and soaps throughout school are covid compliant.</li><li>• On entering the school everyone to wash hands with soap and water or use hand sanitiser for at least 20 seconds</li><li>• All staff and children to wash hands on a regular basis-at least every 30 minutes and on entry/exit</li><li>• Where possible, staff to avoid sharing stationery and other equipment</li><li>• Staff will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.</li><li>• Staff will build in regular (every 30 mins) healthy practice of hand washing with children in school</li><li>• Classrooms/areas should be limited to designated areas for usage when not fully accessed, so that all those working in them keep a 1m distance</li></ul>
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		<p>when at all possible, supporting this thorough cleaning regime required</p> <ul style="list-style-type: none"><li>• Catch any coughs or sneezes in a tissue, bin it and wash your hands (or in your elbow if you have no tissue and then wash hands, etc.)</li><li>• All children reminded not to touch your face and eyes on regular basis</li></ul>
Spreading the virus within classroom/hall	Virus passed onto others	<ul style="list-style-type: none"><li>• All classrooms to have cleaning stations fully equipped and checked daily (by caretaker) all classrooms to have 2 bins one for tissues (with removable liner and a pedal) one for school stuff/ bins emptied as required and daily by caretaker/cleaner</li><li>• Classrooms set up with social distancing in place e.g. tables 1m apart</li><li>• All areas/resources in classrooms/offices regularly cleaned (by staff) throughout the day as far as possible then thoroughly at the end of the day (by cleaning staff)</li><li>• All pupils to have their own stationary resources kept in a specific place and labelled, cleaned regularly and at the end of the day</li></ul>



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- |  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"><li>• Resources in classrooms kept to a minimum and cleaned regularly</li><li>• Ensure cleaning of all door handles</li><li>• Trim trail / climbing frame to be allocated to a class for the week</li><li>• Playground apparatus kept to own class and cleaned after use</li><li>• Children to be spaced out around classroom as far as possible (1m as far as possible)</li><li>• All children to have own named water bottle brought daily from home along with a packed lunch</li><li>• Unused items removed from classrooms where possible</li><li>• Posters to be placed around school to remind of social distancing/hand washing etc.</li><li>• Children and staff will be working as far as possible within their class bubble of children to minimise contact and mixing with others.</li><li>• Staff will be directed to work with one/two classes or area of the building daily (some flexibility may be required but kept to a minimum)</li><li>• Playtime rota-set in key stages</li></ul> |
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		<ul style="list-style-type: none"> <li>• All areas to be kept well ventilated e.g. windows/doors open (bear in mind fire safety and safeguarding)</li> <li>• Children supported by staff when moving around the building and as far as possible in their class (socially distanced)</li> <li>• Children will come to school in their PE kit on their PE day-Weds KS2, Thursday KS1</li> </ul>
Children's toilet areas/assisting with toileting if required	Virus passed on	<ul style="list-style-type: none"> <li>• Areas to be cleaned thoroughly by school staff throughout the day(spray wiped), including photocopier etc</li> <li>• Children to use named toilets nearest their class area supervised by staff to ensure 2 m distancing is adhered to where possible.</li> <li>• Children under no circumstances are to leave classroom (except for toilets/playtime)</li> <li>• Posters placed for hand washing</li> <li>• On entry back to class children/staff antibac hands again</li> <li>• Staff must wear gloves, mask and apron when/if assisting child with toileting</li> </ul>



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		<ul style="list-style-type: none"> <li>• Changing beds wiped as required and always after and before use</li> <li>•</li> </ul>
First Aid	Virus passed on	<ul style="list-style-type: none"> <li>• Full disposable PPE available for staff, including aprons, masks, goggles, gloves</li> <li>• First aid administered in class bubble as far as possible</li> <li>• Resuscitator masks to be available</li> <li>• The cabin is the designated Isolation area if required(full PPE to be used in here)</li> <li>• First aider on school site at all times and available across all classes if necessary</li> <li>• KS1/KS2/EYFS First aider-to be named and as far as possible will deal with First aid in these classes</li> </ul>
Playtimes and Lunch times	Virus passed on	<ul style="list-style-type: none"> <li>• Children to freeze on bell and enter school when told to by staff, hands then washed</li> <li>• Lunches eaten in own classroom (Hazel, Willow, Sycamore) -Oak class in hall 11.45-12.00, then cleaned for Cherry/Beech class 12.15-Hall</li> <li>•</li> </ul>



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Introducing virus into school environments from outside by visitors /parents- during school hours	Visitors to reception areas	<ul style="list-style-type: none"> <li>• Request that individuals communicate with school via telephone or email or intercom if on site</li> <li>• Essential and unavoidable visitors to report to office and member of leadership team will escort/monitor them in school</li> <li>• Maintain a distance of 2m where possible.</li> <li>• Ensure good ventilation of office type environments</li> <li>• Clear signage and instructions on entry, at gates and/or website/twitter/newsletters</li> <li>• Parents will be encouraged to communicate by phone, e-mail.</li> <li>• One parent will be encouraged to drop off and collect daily</li> <li>• KS2 staff to meet parents at drop off and collection points, KS1 parents to drop and collect in playground</li> <li>• Staff to escort/direct children into school</li> </ul>
	Visitors for meetings	<ul style="list-style-type: none"> <li>• Technology to be used as far as possible for meetings e.g. video / teleconference facilities.</li> <li>• Where you need to meet maintain a distance of 1m where possible</li> </ul>
	Deliveries	<ul style="list-style-type: none"> <li>• All deliveries to be dropped outside the office external door, where possible</li> </ul>



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	Volunteers	<ul style="list-style-type: none"> <li>No volunteers on the premises until further notice</li> </ul>
	Cleaning	<ul style="list-style-type: none"> <li>Ensure compliance with infection control guidance around cleaning regimes-HT/Caretaker/Cleaning supervisor responsible</li> <li>Cleaning days in place in addition to usual cleaning- (over time agreed with cleaning staff if necessary)</li> </ul>
Spreading the virus from the school into the Community	Spread of germs/ Drop off and collection from school	<p><b>Teaching staff must meet children at the school gates/playground each morning and take children out at the end of the school day until further notice.</b></p> <p><u>Drop off and collection from Tuesday 7<sup>th</sup> September 2021</u></p> <p><u>Parents may wear a face covering on school premises and only come onto the site at the classes designated time</u></p> <p><u>Oak, Cherry and Beech adults may come onto the school site at 8.50am and enter school at the bottom gate, leaving at the farm gate. Children to be left with school staff in class designated areas.</u></p> <p><u>Pick up for all KS1 children 3. 20p.m from designated areas</u></p>



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		<p><u>Hazel, Willow and Sycamore- the children only to enter through the Top gate at 8.50 and collected at 3.20p.m</u> <u>Siblings will be able to join their younger child at the end of the day.</u></p> <p>Lunches Oak-11.45 Hall Cherry- 12.15 Hall Beech-12.15 Hall Hazel- 12.15 Classroom Willow- 12.15 Classroom Sycamore-12.15 Classroom</p> <p>Staff to remain with their class, this includes teacher, ETA and LTSA throughout school day. Assemblies will take place remotely in classrooms daily. Staff may enter other classes but must observe social distancing as far as possible.</p>
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Illness/ symptoms identified	Staff member / pupil or household member becoming ill	<ul style="list-style-type: none"> <li>• In the event of a child, staff member or member of their household becoming ill a member of leadership team must be contacted and informed</li> <li>• A 10-day isolation period for individuals who have tested positive must be in place</li> <li>• Leadership team to inform and consult with the LA where a child/staff member has symptoms/tested positive for Covid 19</li> <li>• All staff will be supported by the leadership to access tracing/ testing as outlined by the government on the government website</li> <li>• All staff to keep up to date with the latest government guidelines on Covid 19 and access testing if required(showing symptoms as outlined on the government website_</li> <li>• All staffing absences including self-isolating staff should be shared with the LA by submitting an e-form</li> <li>• Where possible and where appropriate the leadership team will keep in touch with staff members who are in self-isolation and include them in communications</li> </ul>





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Cleaning of the school on daily basis	Caretaking/cleaning staff	<ul style="list-style-type: none"><li>• Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li><li>• PPE is provided for cleaning staff, apron and gloves(optional) worn when cleaning</li><li>• Always wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li><li>• Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li><li>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), always use full PPE. The area will then be deep cleaned and advice and support sought from the LA and cleaning services</li></ul>
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Staff member/pupil re-entering the work place/school after period of self-isolation	Staff member (council worker) / pupils	<ul style="list-style-type: none"> <li>• A 10-day isolation period for individuals who have been symptomatic.</li> <li>• Keep up date with the latest government guidelines: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>
Fire/Emergency exit Procedures from 7 <sup>th</sup> September 2020		<ul style="list-style-type: none"> <li>• The usual Fire and Evacuation procedures must be followed</li> <li>• Oak -assemble playground</li> <li>• Cherry -assemble playground</li> <li>• Beech- playground</li> <li>• Hazel- football court</li> <li>• Willow- MUGA</li> <li>• Sycamore- bottom of field</li> <li>• <b>Evacuation-all assembly community centre-outdoors</b></li> <li>• All pupil and staff socially distanced at all times</li> </ul>
Staffing arrangements		<ul style="list-style-type: none"> <li>• These will be reviewed on a daily basis by leadership team who will inform staff as required/if changes needed etc.</li> </ul>



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***It is imperative that all staff and pupils are vigilant and adhere to all aspects of this Risk assessment at all times.***

**Important note- pupils, staff and families returning from countries identified as quarantine areas are required to notify school on their return and self-isolate for the required time (message sent to all school community 23<sup>rd</sup> July 2021)**

		<ul style="list-style-type: none"><li>• As far as possible there will be a DSL, Paediatric First aider and Head/Deputy on site at all times</li><li>• If staffing levels fall to where the safety of children and staff cannot be assured the Head (in discussion with the Governing Body) will close the school</li><li>• Where necessary the leadership team will seek further advice and support from external agencies for pupils with SEND and put in place individual RA's where required</li><li>• Staff need to take responsibility for their own safety at all times in school and follow this risk assessment and guidance from the government website</li><li>• Parents will be informed of arrangement/changes by letter from the Head</li><li>• Staff will continue to plan for distance learning for those pupils not in school or are unable to attend school for health reasons. This will be reviewed daily by the leadership team and according to pupil numbers attending school</li></ul>
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## Slaithwaite CE J & I School Risk assessment

Completed by Mrs E. Bradley and to be submitted for approval by Governors

Whilst all measures have been considered the Leadership Team at our school cannot guarantee 100% the safety and wellbeing of all our children and staff whilst attending and working on school premises

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