

The table below should be used as a guide to help control risks associated with COVID-19, it does not replace specific risk assessments that should be undertaken. Any risk assessment should be regularly reviewed in line with government advice and changes to working practices.

**Government guidance is for schools to plan to be fully opened in September.**

Please also see the DfES guidance page “**Education and childcare**” (<https://www.gov.uk/coronavirus/education-and-childcare>), which includes the latest “**Guidance for full opening: schools**” (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)

**Establishment Name: Federation of Savile Town (CE) & Thornhill Lees CE (VC) Infant & Nursery School**

**Date: 12.01.2021**

**Name of Person Completing this Form: Debbie Douglas**

Considerations to Mitigate Risks	School Actions to Mitigate Risks
<p><b>1. <u>Mental Health and Well-being</u></b></p> <p>(a) What is in place to ensure that staff have opportunities for self-referral to mental health support?</p> <p>(b) What is in place to provide opportunities for confidential conversations/counselling sessions?</p>	<ul style="list-style-type: none"> <li>• Regular discussions with ALL staff regarding their wellbeing, (cover personal health conditions i.e. asthma, diabetes etc., and mental health,).</li> <li>• Individual conversations regarding any concerns with staff members.</li> <li>• Staff have contact details for the headteacher and can contact at any time.</li> <li>• Maintaining staff wellbeing and providing support where required, offer Employee Healthcare etc.</li> <li>• Attending training led by the Educational Psychologist team (virtual)</li> <li>• Email updates from HT/ SLT</li> </ul>
<p><b>2. <u>Protective Measures</u></b></p> <p>(a) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p>	<ul style="list-style-type: none"> <li>• Individual risk assessment completed for those requiring it, prior to re-entering the school environment. Reviewed as required/ half termly.</li> <li>• Communicate on families/home life e.g. whether they or family members have symptoms or are self-isolating.</li> <li>• Close a bubble if someone in it has a positive test result. Advise individuals to isolate for 10 days and return to school/ work on day 11 if all clear of symptoms.</li> </ul>

<p>(b) Where recommended, use of face coverings in schools (ensure safe storage and disposal of face covering is considered).</p> <p>(c) Clean hands thoroughly more often than usual.</p> <p>(d) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>(e) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>(f) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>(g) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>(h) Assess availability of staffing to ensure that the class bubble/ school is able to open and operate safely.</p>	<ul style="list-style-type: none"> <li>• Deep cleaning of the environment to have taken place before readmittance, and at regular intervals throughout the half term.</li> <li>• Record information on a weekly table.</li> <li>• Review staffing to ensure sufficient numbers available whether Teaching, TA’s or Support to manage the pupils attending</li> <li>• Maintaining staff wellbeing and providing support where required, offer Employee Healthcare etc.</li> <li>• Refer to school specific staff rota</li> <li>• Normal sign in procedures will be in place- using barcodes. Please use sanitizer/ wipes after touching the screen</li> <li>• Staff encouraged to wear a mask or visor. This will be supported by the SLT.</li> <li>• Staff advised to wear a visor/ mask when admitting children/ leaving children at the end of the session.</li> <li>• Parents requested to wear a mask/ face covering when coming to the school office, and on the school grounds.</li> <li>• Clean hands promoted throughout the school day</li> <li>• Socially distancing expected from all adults.</li> <li>• Young children do not need to wear a mask (Public Health guidance)</li> <li>• PE slots for the hall – only 1 class per day with ventilation a necessity.</li> <li>• Additional signs throughout school.</li> <li>• On a daily basis assess the staffing levels to ensure that safety of the bubble and school can be maintained at all times.</li> <li>• Should staffing levels fall below the statutory supervision levels (ie. staff/ pupil ratios in Early Years) or required teaching levels in other classes, then decisions need to be made by the SLT as to whether a partial/ full closure needs to take place.</li> </ul>
<p><b>3. <u>Response to any infection</u></b></p> <p>(a) Engage with the NHS Test and Trace process</p> <p>(b) Manage confirmed cases of Covid-19 amongst the school community</p>	<ul style="list-style-type: none"> <li>• Engage with track and trace</li> <li>• Work with the LA and Public Health</li> <li>• Follow procedures for communicating with staff members and the school community</li> </ul>

<p>(c) Seek advice from the Council’s Infection Prevention &amp; Control Team, Emergency Planning Team or Corporate Health &amp; Safety Team.</p> <p>(d) Follow the latest advice which can be found on Kirklees Business Solutions (<a href="#">Emergency Planning resources page</a>)</p>	
<p><b>4. <u>Preparing to welcome children into school</u></b></p> <p>(a) Welcoming all children back</p> <ul style="list-style-type: none"> <li>- Are you able to ensure the same teachers and other staff are assigned to each group as far as possible?</li> <li>- Are you able to arrange for staff to avoid working face to face (side to side or facing away are safer options)?</li> </ul> <p>(b) How are you preparing the site?</p> <ul style="list-style-type: none"> <li>- What is your plan for parent drop off and collection in order to minimise adult to adult contact?</li> <li>- Have you placed posters promoting good hand hygiene in appropriate places around the school?</li> </ul>	<ul style="list-style-type: none"> <li>• Information shared via School Jotter, Parent Mail and also the Class Dojo system.</li> <li>• Email and telephone contact details have regularly been shared with parents and carers regularly and during holiday times.</li> <li>• Telephone and email discussions have taken place with a number of parents.</li> <li>• Parents evenings to take the format of a telephone call.</li> <li>• Classrooms set up following the Government guidance</li> <li>• Staffing planned to be as static as possible. PPA cover planned for minimal movement of staff.</li> <li>• Staff advised to avoid working face to face, adopting a side by side position.</li> <li>• No volunteers working in school.</li> <li>• Rooms to be well ventilated</li> <li>• Daily classroom checklists are in place.</li> <li>• Everyone in school must wash their hands on entering and after being outdoors for playtimes.</li> <li>• Classes assigned to certain toilets.</li> <li>• Staggered drop off and pick up times</li> <li>• One way system for drop off and pick ups.</li> <li>• Lunches to be provided in classrooms with assigned lunchtime supervisors for each class. Two members of staff present at all times.</li> <li>• Reception lunchtime in the school hall</li> </ul>
<p><b>5. <u>Reception Areas/Visitors/Deliveries</u></b></p>	<ul style="list-style-type: none"> <li>• Meetings to be held virtually, as much as possible</li> <li>• Communications with school to be via telephone or email where possible</li> </ul>

<p>There will be a need to consider your reception area and how to manage visitors and deliveries:</p> <ul style="list-style-type: none"> <li>- Have you rearranged any non-essential appointments/meetings?</li> <li>- Can you request that individuals communicate with the School via telephone or email where possible?</li> <li>- Can you maintain a 2m distance where possible?</li> <li>- Can you ensure good natural ventilation of enclosed type environments? Try to avoid using air-conditioning systems or fans.</li> <li>- Is there clear signage and instructions on entry and/or website (the way supermarkets and other organisations have done)?</li> <li>- Is your reception area screened off? If not how can processes be changed to allow social distancing, etc.?</li> <li>- Are you using technology for meetings e.g. video / teleconference facilities?</li> <li>- Are you limiting the number of visitors at any one time?</li> <li>- Where you need to meet can you maintain a 2m distance?</li> <li>- Are you avoiding sharing resources, such as pens and other objects?</li> <li>- Have you used floor markings in rooms to help people social distance?</li> <li>- Have you provided hand sanitiser in reception areas and other appropriate locations?</li> <li>- Have you stopped all but essential orders?</li> <li>- What are your procedures for accepting deliveries ?</li> </ul>	<ul style="list-style-type: none"> <li>• Should face to face meetings need to take place, ensure a 2 m distance and in a well ventilated room, and everyone will requested to wear a mask.</li> <li>• Reception areas and offices to be well ventilated.</li> <li>• Staffing in offices to be socially distanced. Some staff may be asked to work from home for part of their hours, or in other areas of school.</li> <li>• Air conditioning units and fans are to be avoided at this time.</li> <li>• Clear signage is in place at the entrance of each building</li> <li>• Office staff to use intercom system before opening the main door if available (Thornhill Lees) Not available at Savile Town but main door open to lobby area, then inner door can be released through button in office.</li> <li>• Hand sanitiser/ wipes available in entrance foyer</li> <li>• Staff to have their own stationary.</li> <li>• Essential ordering of equipment only.</li> <li>• Deliveries to be dropped off outside the main door.</li> <li>• Any maintenance work planned outside the hours that children are on the premises, unless in an emergency.</li> </ul>
<p><b>6. <u>Entering and Leaving the Site</u></b></p>	<ul style="list-style-type: none"> <li>• Arrival and leaving times to be staggered.</li> </ul>

<p>How will you ensure a safe arrival and exit for children, staff and parents?</p> <p>(a) Number of gates to open or close.</p> <ul style="list-style-type: none"> <li>- How will these be staffed to safeguard very young children?</li> <li>- How will this differ from your normal practice?</li> </ul> <p>(b) How will you control the flow to ensure the entrance is not compromised by too many people at the same time, how will you ensure social distancing? Will you:</p> <ul style="list-style-type: none"> <li>- stagger arrival and departure times, how will these be organised and staffed?</li> <li>- manage parents on the school site and outside gates?</li> <li>- create a one-way system?</li> </ul> <p>How will you ensure there is effective communication about these systems, so they are adhered to?</p>	<ul style="list-style-type: none"> <li>• Parents to undertake social distancing whilst waiting with/for their child. Signs in outside spaces out at 2m, and also member of staff on outdoor duty ensuring signs are being used.</li> <li>• Signage in place around school.</li> <li>• Children to be dropped off at playground gates and met by staff from their own classes.</li> <li>• Children to be picked up from the playground gates at the allotted pick up time.</li> <li>• One way system in place on the school grounds.</li> <li>• Parents to ensure children have their own water bottle.</li> <li>• No items to be brought from home.</li> </ul>
<p><b>7. <u>Moving in and around school</u></b></p> <p>There will be a need to minimise the movement around school for everyone's safety.</p> <ul style="list-style-type: none"> <li>- How are you managing minimising movement around school?</li> <li>- Have you considered routes into and out of each classroom or space being used?</li> <li>- Have you considered travel on corridors e.g. single file, one way, markings on the floor?</li> <li>- Have you staggered drop off and collection times, assembly, breaks and lunch times?</li> <li>- How are you managing trips to the toilets and for regular hand washing?</li> </ul>	<ul style="list-style-type: none"> <li>• Children will enter their classroom from the outside doors, and leave through the same route. ( Year 2 at Thornhill Lees will use the landing entrance and hall doors/ One reception class leaves through the front entrance)</li> <li>• Lunches will be served in their individual classrooms</li> <li>• Children will be escorted to the toilet</li> <li>• Staggered break times/ outdoor lunch times to take place. Some zoning of outdoor areas at Thornhill Lees.</li> <li>• Children to wash their hands in their classrooms on entering school and after play times.</li> </ul>

<p><b>8. <u>Classrooms</u></b></p> <p>There will be a need to ensure as much social distancing as possible.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>- How can classrooms be organised to minimise the risk of infection to children (forward facing desks)?</li> <li>- How will you facilitate regular cleaning routines for surfaces?</li> <li>- How will you facilitate regular hygiene sessions e.g. hand washing?</li> <li>- Have you removed all unnecessary items in classrooms, including soft furnishings, soft toys, etc. which are difficult to clean?</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms are set up following the Government guidance</li> <li>• Classrooms to be well ventilated at all times.</li> <li>• Air conditioning units and fans to be avoided.</li> <li>• In Years 1 and 2 small group tables</li> <li>• In Early Years spacing when using provision areas and tables.</li> <li>• Less resources on shelves for children to handle and these are washed regularly.</li> <li>• Soft furnishings and soft toys are removed.</li> <li>• Staff in classroom are responsible for the cleaning of resources</li> <li>• Individual packs of pencils and equipment for children in Years 1 and 2.</li> <li>• Regular hand washing and outdoor times built into the day.</li> <li>• Staff to be socially distanced from other staff members at all times.</li> <li>• Staff to avoid face to face working with pupils, using side by side instead.</li> <li>• Bins with lids on in all classrooms.</li> <li>• Cleaning equipment (wipes and antibac) in all classes, stored at height away from children.</li> </ul>
<p><b>9. <u>Toilets</u></b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>- Will you need additional cleaning time to make these more regular (how regular do they need to be, and will this need reviewing as you gradually increase the number of pupils in school?)</li> <li>- How many toilet facilities do you have? How many of these can be safely used?</li> <li>- Adequate soap for washing hands.</li> <li>- How will you organise use and will this be supervised?</li> <li>- How will you ensure used paper towels are disposed of regularly and not left in waste baskets? Foot operated lidded bins are preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Allocated toilets for each class (Class picture on toilet door)</li> <li>• Soap and paper towels available, checked before school and at lunchtime.</li> <li>• Additional cleaning of toilets part way through the day/ between Nursery sessions.</li> <li>• Used paper towels disposed of part way through day.</li> </ul>
<p><b>10. <u>Lunchtimes</u></b></p>	<ul style="list-style-type: none"> <li>• Lunches to be eaten in classrooms</li> <li>• Staggered outdoor times over lunchtime</li> </ul>

<p>There will be a need to minimise the number of children gathered in one location.</p> <ul style="list-style-type: none"> <li>- Will lunchtimes be staggered?</li> <li>- Hot meals or sandwiches? This may need a discussion with your provider.</li> <li>- Can this take place outside if weather permits?</li> <li>- How will you organise the indoor eating space for collection of food?</li> <li>- How will the environment be kept cleaned between groups?</li> </ul>	<ul style="list-style-type: none"> <li>• Named supervisor with each class and another member of staff.</li> <li>• Supervisors to collect the food and take to the classrooms.</li> <li>• Tables to be antibac wiped prior to eating and after.</li> <li>• Rubbish to be in tied bin bag and placed in outdoor bin.</li> <li>• Staff will have staggered lunchtimes. Staffrooms/ Resource room at Thornhill Lees ( Key Stage 1 staff in Resource room and Early Years staff to use the Staff room) can be used but social distancing must take place at all times.</li> <li>• Staff are requested to bring their own cup, cutlery, lunchbox etc.</li> <li>• Staff to wash their hands before using the shared staff room and before re-entering the classroom.</li> </ul>
<p><b>11. <u>Outside Playtimes</u></b></p> <p>There will be a need to minimise the number of children gathered together.</p> <ul style="list-style-type: none"> <li>- How will you organise this?</li> <li>- Will playtimes be staggered?</li> <li>- What are your supervision arrangements?</li> <li>- Can the outdoor space be divided safely (Zoning)?</li> <li>- How will activities be organised?</li> <li>- Have you stopped the use of play equipment in your playground?</li> <li>- Have you removed any play items which are hard to clean?</li> <li>- How will you timetable the space if needed?</li> </ul>	<ul style="list-style-type: none"> <li>• Playtimes to be staggered for each class at Savile Town and classes at Thornhill Lees.</li> <li>• Playground zoned at Thornhill Lees for the different year groups.</li> <li>• Class teachers and staff will be outside with the children.</li> <li>• Class First Aid kits to be taken outside.</li> <li>• Individual class play equipment boxes to be taken out.</li> <li>• Children to wash their hands on re-entering school.</li> </ul>
<p><b>12. <u>First Aid</u></b></p> <p>There will be a need to minimise direct contact with children.</p> <ul style="list-style-type: none"> <li>- How will you minimise direct contact with children?</li> <li>- Have you a stock of masks, aprons and gloves when administering first aid?</li> </ul>	<ul style="list-style-type: none"> <li>• Trained First Aiders on site</li> <li>• PPE available for use.</li> <li>• Classroom set aside for First Aid with equipment present.</li> <li>• Each class has a First Aid kit to take outside and at lunchtime If a child displays Covid symptoms they will be taken to the First Aid Room, and parents called to come and collect their child. The parent will be requested to take their child for a test and report the findings back to school. The</li> </ul>

<ul style="list-style-type: none"> <li>- How will used resources be disposed of?</li> <li>- What are your arrangements for isolation and collection of a child if they show symptoms whilst in school?</li> </ul>	<p>child may come back into school following a negative test, or 10 days after displaying symptoms if they are symptom free.</p> <ul style="list-style-type: none"> <li>• First Aid room to be well ventilated</li> <li>• A deep clean to take place if the room has been used for someone displaying symptoms of Covid.</li> <li>• If a staff member displays symptoms they will be asked to go for a test and isolate until the test result comes back. If negative they can return to school. If positive they must isolate for 10 days, returning after that once symptom free</li> </ul>
<p><b>13. Cleaning</b></p> <p>You need to consider the cleaning arrangements:</p> <ul style="list-style-type: none"> <li>- Have staff been instructed to regularly clean work areas including phones, keyboards and mouse?</li> <li>- Have cleaning regimes increased for regularly contacted areas e.g. door handles, desks, toilets etc.?</li> <li>- Has the establishment been thoroughly cleaned before reopening?</li> <li>- Have you ensured compliance with infection control guidance around cleaning regimes?</li> <li>- Are you able to provide paper towels as an alternative to hand dryers in handwashing facilities?</li> </ul>	<ul style="list-style-type: none"> <li>• A thorough deep clean of all the school has taken place prior to reopening in September.</li> <li>• Hand-dryers have been turned off and paper towels provided.</li> <li>• Staff members must use their own stationary in school.</li> <li>• Works area, phones, keyboards and mice need regular cleaning.</li> <li>• Door handles, keypads etc must be cleaned at regular intervals throughout the day.</li> </ul>
<p><b>14. Vehicles</b></p> <ul style="list-style-type: none"> <li>- Are staff avoiding sharing cars with non-family members?</li> <li>- Are you minimising the number of people travelling together in any establishment vehicles?</li> <li>- Are arrangements in place to clean areas in any establishment vehicles (which are regularly touched) before and after use?</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to avoid sharing a car with non family members</li> <li>• Staff to avoid using public transport. Please inform DD if you are using public transport for a further risk assessment to be completed.</li> <li>• One parent to pick up their child from school.</li> <li>• If someone other than a parent is picking up school needs to be notified.</li> </ul>
<p><b>15. Transport</b></p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



<ul style="list-style-type: none"> <li>- If pupils are using public transport to and from school are you encouraging them to follow good hygiene practice?</li> <li>- Encourage self-walking and cycling to school where appropriate.</li> </ul>	
<p><b>16. Educational visits</b></p> <p>The Government continue to advise against domestic (UK) overnight and overseas educational visits at this stage see “<b>Coronavirus: travel guidance for educational settings</b>” (<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a>)</p> <p>In the autumn term, schools can resume non-overnight domestic educational visits. Any trips planned should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the “<b>Health and safety guidance on educational visits</b>” (<a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>) when considering visits.</p>	<ul style="list-style-type: none"> <li>• No visits are planned</li> </ul>

**For risks not covered here, you can contact the Emergency Planning, Corporate Safety Unit or Infection Prevention and Control Team for information**