



Vallis First School (160)

Risk Management - Assessment Report

Risk Area:

COVID-19

Assessment Framework:

September 2020 COVID-19: Wider School Re-opening

Work Area or Activity:

Whole school opening for pupils during Covid-19

Competent Person

Jacky Ankerman

Groups Affected:

Parents, children and staff

Notes:

Updated COVID-19 risk assessment as school opens to all year groups

This is a review of an assessment carried out on 03/09/2020
It was marked as 'nothing had changed' by Jacky Ankerman on 04/09/2020

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This is a review of an assessment carried out on 29/10/2020

29/10/2020

19/02/2021

Risk Rating:

Below 9 - Low Risk
9 to 14 - Medium Risk
15 or above - High Risk

Assessed on:

To be Reviewed on:

What are the Hazards?

What is already being done?

Is this considered satisfactory?

Risk Findings

Have you used the premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils?

Yes

Severity:
Likelihood: 3
Risk Rating: 2
6

All compliant surveys and Health & Safety checks are up to date. We have supplies of soap, paper towels and hot water in every classroom and toilet and the disabled toilet should it need to be used for intimate personal care. The school has further stocks of soap. There are supplies of disinfectant/disposable paper towels/tissues/sterigel etc for cleaning hands and wiping tables or other equipment. The classrooms have lined bins. All rubbish will be emptied daily and sealed before disposal. Each classroom and linked toilet area will be thoroughly cleaned at the end of each day by the cleaning team, each classroom will have use of the steam cleaners to sanitise tables daily. The daily cleaning schedule will include photocopyers, door handles, tables, counter tops, computers including mouse and keyboard, light switches, telephones, hard chairs, toilets, sinks, taps and other areas touched regularly. Certain classroom equipment has been removed from the classrooms, ie. all soft furnishings and soft toys. Any contractors will be kept separate from our working areas of the school. Social workers/Police and other multi agency staff visiting due to safeguarding issues will be allowed on site without PPE but kept to distant unused areas of the school site. On arrival all children will wash their hands and be encouraged to do so on a regular basis. Good hygiene around catch it, bin it, kill it will be part of the regular ethos. There is emergency PPE in school to enable staff when dealing with first aid, intimate care or any child

<p>Will you review existing department induction programmes to make sure all members of the team understand their role and responsibilities, and to ensure all the team understands new ways of working?</p>	<p>unable to blow their nose etc. to be shielded through the use of PPE. Drinking fountains must not be used. All classrooms to have windows safely open whenever possible and doors should also be propped open to ensure maximum air flow. To ensure the security of the school site external doors i.e. the office entrance, FS and KS2 internal doors should not be propped open. The cleaning staff have capacity to clean the classrooms each day to the standard required with the support of Teachers/TAs using the steam cleaners or other sanitising methods on the class tables.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Along with the normal volunteer checks that a school is required to undertake, are procedures in place to support these individuals and consideration given to the types of roles they are assigned (including minimising mixing between groups of pupils)?</p>	<p>As our school was open continuously throughout the Spring and Summer terms our staff are familiar with the ways of working through COVID-19. The integrity of class Bubbles will remain a priority with as little crossing of Bubbles by pupils and staff as possible.</p> <p>We will currently not be asking any volunteers onto our school site to minimise football.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 1 Risk Rating: 3</p>
<p>Have schools followed the guidance for breakfast and out of school provision at https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak?</p>	<p>The school has a risk assessment from our external provider - Child's Play Clubs UK and will ensure our self run Before School Club and Child's Play Clubs UK are aware of this Government document before service is resumed.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Do you ensure the school is up to date with government guidelines in relation to Covid-19? Guidance: https://www.gov.uk/coronavirus/education-and-childcare and https://www.gov.uk/government/publications/factions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</p>	<p>The school receives daily updates of Government and LA guidance. The Headteacher cascades pertinent information to relevant staff members and has overall authority on decisions made with latest guidance in mind.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Have you shared your risk assessment with the staff, governors and parents? Publishing onto the school website is a recommended option to demonstrate transparency.</p>	<p>Risk assessments were emailed to Governors and staff before we re-opened to all pupils. They are also published on the school website for all parents or interested parties.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Have you communicated the new arrangements and procedures to staff and parents, particularly towards any new intake year groups and children?</p>	<p>We uploaded our return to school plan and risk assessments onto our website and emailed it to all staff. Our PTA has a Facebook page which also signposts parents to look for all information on our website.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Have you set up a suitable review process to ensure that the preventative and protection measures are effective e.g. this could be an agenda item at staff meetings, Governor health and safety walkdowns/meetings etc.?</p>	<p>The Headteacher, Assistant Headteacher and School Business Manager are constantly reviewing and updating procedures in line with guidance and feedback from staff and parents. The Headteacher can also make this an agenda item at weekly staff meetings to ensure any identified shortfalls can be corrected.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Has the school established access to high quality online resources, facilitated staff training for pupil interaction, assessment and feedback and have a process for providing remote education to those without online access and/or require additional adult support in the event of a local lockdown or for those pupils who are unable to attend school based on clinical/public Health advice?</p>	<p>The Headteacher has prepared a wealth of documents which he has shared with Teachers and Governors in the event that the school has to turn to remote education. The policy and protocol documents are extensive and cover all aspects of remote learning including Safeguarding.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Does the school have a platform where it is able to listen to concerns and provide reassurance to parents of pupils who are anxious or have significant risk factors? This may be in the form of telephone conversations, virtual meetings and regular communication with parents.</p>	<p>The school is open to all parental concerns and is available to be contacted by phone or email. Response will be as quick as possible. Our SENCO is also very responsive to communication from parents of higher need pupils.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Does the school have a process in place to identify those pupils and families who require additional support and is able to put systems in place to enable this?</p>	<p>Our SENCO has worked alongside our Headteacher to ensure Support Staff are deployed into Bubbles to support pupils requiring additional support.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>
<p>Does the school have a contingency programme in place in the event of a local lockdown? This may include recognising that if rates of the disease rise in local areas, children (or family members) and teaching</p>	<p>If our area goes into local lockdown, the school will only be able to stay open if we have enough staff to safely ensure that we can</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 2 Risk Rating: 6</p>

staff from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent	remain open. This will be taken into consideration should the event occur and discussed with Governors before making a decision.		
Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school?	Our Business Continuity Plan remains an up to date but working document as the situation and Government guidance constantly changes.	Yes	Severity: Likelihood: Risk Rating: 3 2 6
Have you reviewed your critical Incident plan to take account of any required support mechanisms e.g. bereavement, critical illness, isolation etc?	Our Critical Incident Plan remains an up to date but working document and we have the experience of a full time on site EL SA and many long established and experienced members of staff to support pupils and parents through this pandemic.	Yes	Severity: Likelihood: Risk Rating: 3 2 6
Has the school updated their behaviour policy to reflect new rules and practices?	The Headteacher has discussed this with Teachers and Governors and continues to closely monitoring behaviour. Our behaviour policy continues to be a working document.	Yes	Severity: Likelihood: Risk Rating: 3 2 6
Does the school have an effective system to monitor absences and effectively react to regular occurrences of absenteeism?	Our Attendance Officer updates and reports on pupil absence every Friday. The Headteacher will follow up any concerns or reports of persistent absence.	Yes	Severity: Likelihood: Risk Rating: 3 2 6
Have you considered online meetings wherever possible (e.g. staff meetings), in order to reduce social contact and time spent in the school building?	Governors will continue to have virtual meetings for the foreseeable future and staff meetings will be held in our School Hall to ensure robust social distancing. All staff will be expected to work their contracted hours on site but no time over and above this should be spent on site. The staffroom remains an area that should be used as minimally as possible, staff requiring use of any facilities in it should ensure social distancing and hygiene procedures are being followed.	Yes	Severity: Likelihood: Risk Rating: 3 2 6

Jacky Ankerman

Signed

Jacky Ankerman

Dated 29/10/20

Co-ordinator

Signed

Dr. [Signature]

Dated 2/11/20

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