

This risk assessment was created by Archibald Primary School senior leadership team and estates director with support from an external advisor. The purpose of this Risk Assessment is to implement systems of control in order to keep Archibald Primary School a safe environment for pupils and staff through reducing risk to the lowest reasonably practical level.

Schools coronavirus (COVID-19) operational guidance (updated regularly) – click [HERE](#)

Unique Organisation No: 36442291

Risk Area	Issue	Control Measures
Effective infection prevention and control	Individuals who become unwell	<p>All staff briefed on COVID symptoms and school procedures outlined in this Risk Assessment.</p> <p>Taken ill in school:</p> <ol style="list-style-type: none"> 1. Person taken to designated space (consultation room) clear of others 2. Check temperature with non-contact thermometer 3. Infrared thermometer are available in office to check temperatures of any staff member or pupil. 4. If a child, adult supervising should wear appropriate PPE if 2m distance cannot be maintained. PPE kit to be kept in consultation room. 5. Parent / carer informed to collect immediately and book a PCR test. If the parents does not take their child for a PCR test the school has the right to stop the pupil attending if it is necessary to protect other pupils and staff from possible infection with COVID 19. They will be given guidance on next steps 6. If well enough, staff leave site for home immediately 7. Testing procedure shared and Public Health England guidance followed. 8. Welfare call to be made (L Davies for children, C Postgates for staff)– Log in CPOMS for child. 9. Ensure before person leaves the building that staff know exactly where they have been on site to inform cleaning schedule (see below)
	Self-isolation	<ul style="list-style-type: none"> • If have symptoms follow current government advice. • Tests are available to all through Govt website or telephone 119
	Confirmed COVID cases	<p>Follow the government guidance. Currently this states that:</p> <ul style="list-style-type: none"> • If a student or adult tests positive, they must self-isolate. If they test negative (LFT test) on day 6 <u>and</u> day 7 they no longer need to self isolate. • NHS Track & Trace determine who has had close contact and who will be isolating. (refer to comments column) • Classroom to be deep cleaned • If staff are self-isolating and a stable and safe ratio of staff is not possible, the school will consult the Trust in order to consider a partial or full closure. • If no DSL / DDSL / First Aider is available on site – contact Trust to arrange appropriate support / action

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	Social distancing	<ul style="list-style-type: none"> • We will endeavor to promote the government social distancing measures as per guidance. • Staff should try to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. • It is important to reduce contact between people as much as possible, so children, where possible, will only mix in a consistent group (bubble) and that group will stay away from other people and groups where possible • School hours have been reviewed with staggered start and finish times to reduce the number of people on the school site at any one time. • One way system in place on school site • Signage will be displayed outside school to remind parents and carers about social distancing • Face masks to be worn by staff in communal areas (eg corridors, dining room, staffroom (except when eating)). • A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles • Recommended that parents/carers wear face coverings at drop off and pick up times. All staff can wear face coverings at these times (personal choice). • All staff to be aware of staff to staff transmission - ideally 2m from other adults. • Staff to remember to use their own cutlery and crockery, and be aware of touch points in staff room/staff kitchen. • Office staff can wear face masks when answering window enquiries, or when not seated (personal choice). • Signage used in school to indicate restrictions on numbers of staff in one space at any one time (Limit of number of people in staff kitchen (max 3); Max x2 designated people in office at any time - All other staff to go to the office window; Limit number of people in PPA room (x3); • Walking on the left will be reinforced throughout school. • If a face-to-face meeting with parents is required, this will be by appointment to ensure social distancing can be promoted. • Staff can wear face coverings for face-to-face meetings in school. • Fire evacuation procedure would remain as per normal arrangements.
	Handwashing	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand sanitizers in any area where washing facilities not readily available • All classrooms, offices and staffrooms have a cleaning station to include tissues/surface sanitizing wipes/pump sanitizer and a lidded bin for used tissues and hand towels. • Stringent hand washing taking place. Pupils and staff <u>must</u> clean their hands when they arrive at the school; when they return from breaks; when they change rooms and before and after eating. This must be done with soap and water <u>or</u> hand sanitizer • Staff encouraged to protect the skin by applying emollient cream regularly • Employees and pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Also reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Posters displayed and all staff and pupils to be shown hand washing videos on correct hand washing procedures. To access video click HERE • Hand sanitizers located near and around high-touch surfaces and communal areas, including entrances and exits.
	Testing, including testing of staff	<ul style="list-style-type: none"> • Staff encouraged to opt in to twice weekly self-testing with COVID-19 Self-Test (Rapid Antigen Test) Friday evening and Tuesday Evening. Text message reminder to be sent out. • Report testing outcomes to NHS as instructed in step – by-step guide: www.gov.uk/report-covid19-result • Archibald Staff to report positive test outcomes test to A Roberts (email) and to Anita Jefferies • Middlesbrough Council Staff to report outcomes to their line managers as instructed by them.

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		<ul style="list-style-type: none"> • Testing of visiting staff
Teaching and Learning	Classroom resources	<ul style="list-style-type: none"> • Teachers should make sure they sanitise their hands and surfaces, before and after handling pupils' books and any equipment. • The number of resources available for child-initiated learning has been considered • Children will be required to wash/clean their hands frequently, • Children should be encouraged where possible not to touch their faces or to put objects in their mouths.
	Classrooms and learning environment	<ul style="list-style-type: none"> • Children are taught about the new school rules and routines as a matter of induction for returning to school, and reminded following periods of isolation. Induction to be provided when children return to school (adult in charge of bubble). Reminders when children return from period of holiday or self-isolation. • Classrooms are tidied and decluttered • Windows and doors open where possible to maintain natural ventilation. • CO2 monitors to be used to monitor air quality across the school. Results monitored and logged by site supervisor. Open windows to improve air quality if required. • Teachers to ensure classroom is tidy. • All children to bring in their own water bottle • All children are not expected to socially distance, but remain in their bubble. • Clear route plans in place. • Children encouraged to clean hands after using equipment (particularly outdoor equipment). • PE outside whenever possible • Music lessons in the hall .
	Lesson planning & delivery	<ul style="list-style-type: none"> • Teaching style is appropriate to current guidelines • Teachers should continue to plan to deliver the curriculum, which may be delivered at a faster pace and include recovery curriculum • Home Learning to be prepared, and on website to start immediately if a child/bubble isolating and/or bubble/school in lockdown. • Remote learning Policy to be followed in cases of pupils required to isolate or not attend school • Cameras installed in all classrooms to facilitate live teaching, assemblies and remote meetings as appropriate • Increased focus on pupils wellbeing in response to Covid-19 • Teachers and TAs able to wear visors in classrooms when teaching.
School organisation	Timetables	<ul style="list-style-type: none"> • Daily class assemblies will take place during this time. Key Stage Star of the Week assemblies remotely • Limit on numbers in before school provision
	Drop off / collection	<ul style="list-style-type: none"> • Staggering of drop off/collection times • All staff may wear face coverings • Designated meeting points (outside) to facilitate social distancing. • Use of separate entrance/exits as far as possible.
	Parental/carer access protocols	<ul style="list-style-type: none"> • Parents / carers access to main reception only. Parents/carers should not access other areas of the school building without prior arrangement – procedures • Parents / carers are requested not to congregate on school premises – and to maintain social distancing requirements with staff, other children and parents . • Any appointments with adults conducted following social distancing requirements. • Social events, such as Performances, Parents Evenings, Pantomime, Parent workshops will not take place. To be reviewed regularly. • Paid lunches – envelopes provided for children to bring in money.

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	Shielded and extremely clinically vulnerable children	<ul style="list-style-type: none"> Extremely Clinically Vulnerable children to attend unless informed otherwise by PHE. If advised not to attend - appropriate curriculum – home learning activities.
	Shielded and extremely clinically vulnerable parents/carers	<ul style="list-style-type: none"> If a child or member of staff lives with someone extremely clinically vulnerable, - follow government guidance.
	Individual children's needs	<p>Follow Recovery curriculum:</p> <ul style="list-style-type: none"> Review additional support for vulnerable children Ensure a clear approach to support children's emotional development and wellbeing upon return allowing for time in the curriculum Update list of children who have not engaged in home learning activities as/if required. Feedback to team leaders weekly/Log on CPOMS
	Behaviour policy	<ul style="list-style-type: none"> Appendix to behaviour policy Write to parents/carers to explain policy
	Attendance	<ul style="list-style-type: none"> For children not attending, follow normal attendance procedures. "Pupils with Covid19 symptoms should not attend school. If a parents/carers insists on a pupil attending school, you can take the decision to refuse the pupil if , in your reasonable judgement it is necessary to protect other pupils and staff from possible infection with Covid 19. Your decision would need to be carefully considered in light of all the circumstances and public health advice." (School Covid19 Operational Guidance – 27.8.21)
Staffing	Shielded and extremely clinically vulnerable adults	<ul style="list-style-type: none"> School will apply the full measures from the guidance to mitigate risks to all staff. Staff in most at risk categories (Extremely Clinically Vulnerable) should take particular care. Workplace risk assessments for individuals as appropriate,
	Clinically vulnerable adults	<ul style="list-style-type: none"> School will apply the full measures from the guidance to mitigate risks to all staff. Workplace risk assessments for individuals as appropriate, including staff who are pregnant at less than and more than 28 weeks
	BAME staff	<ul style="list-style-type: none"> BAME staff are reported to have increased vulnerability to COVID-19 Conversations will be held with all BAME staff prior to return to school ensure that any concerns are fully considered Risk assessments to be completed for BAME staff.
	Shortage of staff	<ul style="list-style-type: none"> Shortage of staff in a specific area e.g. teaching staff may restrict ability to operate according to plans. If HT and DHT required to isolate – EV/ designated member of SLT in charge of school (supply cover)
	Workload and wellbeing of staff	<ul style="list-style-type: none"> Workload of staff to be managed by senior leaders, particularly the balance of staff teaching time and managing home learning. Management to promote mental health and wellbeing awareness to staff and offer whatever support they can to help. References - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress
Site	Use of toilets	<ul style="list-style-type: none"> Designated toilets Toilets deep cleaned each day

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		<ul style="list-style-type: none"> Toilets regularly checked by cleaner throughout the day Dining Room toilet not to be used
	Health & Safety	<ul style="list-style-type: none"> Ensure all required health & safety checks have been completed (ongoing) Ensure current fire plan and lockdown plans are still appropriate under new method of operation.
	Increase ventilation	<ul style="list-style-type: none"> When safe and practical to do so, windows will remain open and doors can be propped open or ajar. Identify any poorly ventilated spaces Balance the need for increased ventilation while maintaining a comfortable temperature.
	External contractors and visitors	<ul style="list-style-type: none"> Plan arrangements with suppliers and check they are following appropriate social distancing and hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school Contractors should provide their Covid 19 control risk assessment for review before being allowed to carry out works on school premises. Mark the floor to show social distancing positions
	Visiting Educational Staff/volunteers	<p>Visitors to school can be admitted provided:</p> <ul style="list-style-type: none"> Entry only if the visit is essential for the education, health or wellbeing of the child/ren The visitor is not showing any symptoms that would require 'self-isolation' under the current government guidance – The visitor follows the hand washing / sanitisation requirements. Hand sanitizer on entry to building Work only in designated places – not wander around the school. Risk assessment on a case-by-case basis. Pre-arranged appointments only.
Cleaning		<ul style="list-style-type: none"> Regular cleaning of frequently touched surfaces during the day eg(door handles, light switches, door exit buttons, banisters, reception area, using appropriate cleaning products and methods. One of the cleaning staff will be available 10am to 1pm to carry out the above. Regular cleaning of computer, telephones and other hard surface equipment – antibac wipes on desks in offices. <ul style="list-style-type: none"> Additionally, Sam Savage (cleaning supervisor) will ensure spot checks of all areas Cleaning stations in both staffrooms and in office.
PPE		<ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff have been instructed on how to remove gloves and aprons carefully to reduce contamination and how to dispose of them safely.
First Aid		<ul style="list-style-type: none"> The school has an adequate number of first aiders and paediatric first aiders within school to provide any first aid treatment for staff and pupils Emergency first aid bag for KS1 playground - Neve Smith. First Aid Area set up in link corridor. Additional first Aid kit stored in cupboard beneath blue staff trays – (label on cupboard door) First Aid trained staff on each corridor to be the first point of call.

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Catering	Children attending school	<ul style="list-style-type: none"> • Mealtimes to be staggered. • All pupils to eat lunches in the dining room. • The rota allows time for all tables and seats to be cleaned between sittings. (catering dept assisted by lunchtime staff) • One way system in and out of dining room in place • Lunchtime staff/class TA to collect and dispose packed lunch rubbish from the tables • Dining Hall toilet not in use. • FSM entitled children who are isolating/shielding to be offered food parcels. Food parcels to be collected from the Food Parcel Collection point (Kitchen door) • Candles on birthday cakes <u>not</u> to be blown out by birthday child. • All children will be required to bring their own water bottles and take them home each day (water bottles not required in dining room) • Before school provision - restricted provision at designated tables (year groups)
Financial	Additional costs	<ul style="list-style-type: none"> • Maintain a record of all additional costs incurred due to coronavirus.
		<ul style="list-style-type: none"> • Risk assessment reviewed regularly and updated as required

**ENDEAVOUR ACADEMIES TRUST – ARCHIBALD PRIMARY SCHOOL
CONTINGENCY PLAN**

Control Measures	Actions Needed	Communications	Comments
Face Coverings	<ul style="list-style-type: none"> • Ensure that we have plentiful stock of face masks in the event of face coverings being required. 		Check stocks regularly as part of Risk assessment. Stocks of face masks stored in Finance office cupboard.
Reintroduction of shielding	<ul style="list-style-type: none"> • If this applies to staff who are CEV and in their third trimester this could involve a number of staff. • Cover organised according to the needs of the school. Possible Remote learning required • Ensure Remote Learning on website is up to date • Pupils and parents signed up to SeeSaw • Consider home working tasks for support staff 		
Limits required for: • Residential visits	<ul style="list-style-type: none"> • Consider when parents/carers come into school 		

Control Measures	Actions Needed	Communications	Comments
<ul style="list-style-type: none"> • Open days • Transition/taster days • Parental attendance in school • Live performances in settings • Assemblies 	<ul style="list-style-type: none"> • Extra measures in place for times when parents/carers come into school • All events need careful consideration and e3xtra measure in place • Continually review events based on latest guidance 		
<p>Limiting attendance on site/moving to remote learning</p>	<ul style="list-style-type: none"> • Staff to move to Remote Learning through Teams/Zoom/Seesaw using updated guidance • Safeguarding lists up to date • Parent contacts on SIMS/CPOMS up to date • Welfare call schedule in place – who and when? • Additional welfare checks for any vulnerable students not attending. • Decide which staff needed on site 	<ul style="list-style-type: none"> • Clear guidance for staff • Communications with parents/carers wrt who should be attending school and when. 	

