

Highgate Primary Academy

Covid-19 RISK ASSESSMENT: COVID-19

Hazard	Who is at Risk?	Control Measures
COVID-19	Children Staff Parents/Carers/Children's Families	<p><u>Staff</u></p> <ul style="list-style-type: none"> Staff will need to arrive and leave school at the designated approximate time at/from the main entrance – this will ensure social distance measures can be effectively implemented. The teacher and TA will be responsible for the children in their class bubble and should ensure that they do not come into contact with children in other bubbles. If staff need to leave the room for the toilet breaks or other reasons, the other member of staff will be left in charge. No bubble should ever be left unattended. Before leaving, staff will need to ensure that any equipment – other than individual equipment stored in packs/drawers – is cleaned, e.g. iPads, shared equipment. Staff should encourage children to clean their individual equipment at the end of the day. Cleaning staff will clean tables, doors, windows, floors, chairs etc. <p><u>Classrooms</u></p> <ul style="list-style-type: none"> Each classroom will be assigned a class bubble who will work within it. It is intended that no other staff or children will enter this classroom except for cleaning staff at the end of the day and leadership staff if needed for essential reasons, e.g. safety and safeguarding.

		<ul style="list-style-type: none"> • Social distancing measures will be used within the classroom as much as possible. Children will sit in rows, have their own equipment and store their coats in their space. Children's equipment and books will be stored in individual zip-up wallets or their own drawers. • Early learning on the initial days in September will ensure children understand the rules, routines and measures that are in place as well as the need to maintain social distance measures as much as possible. • Rooms will be prepared in advance to ensure that no unnecessary equipment is out and to ensure maximum space is available to ensure social distancing measures are as effective as possible. However, with thirty children in the classroom from September, it is recognised that it is impossible for children to be 1m+ apart.
		<p>Toilets</p> <ul style="list-style-type: none"> • Where possible class bubbles have been assigned their own toilet block which no other children will use. Suggested times for the toilet have been built in throughout the day for each bubble; children will be encouraged to use these windows to ensure that they are not coming into contact with children from other groups. Children will be supervised when making their way to and from the toilet block. • Where classes are showing a toilet block, a member of staff from the bubble will use cleaning equipment (and PPE if they wish) to clean surfaces and commonly touched parts of the toilets, e.g. door handles, cubicle locks, toilet seats, flush handles, taps, hand driers. This will ensure that the toilets are ready for the other class bubble to enter afterwards. The staff in those classes will organise times between them to ensure children/bubbles do not come into contact with each other. • If a child is desperate and there is no other option, a member of staff will ensure that they can go to the toilet. Cleaning will be necessary following this toilet visit so staff

		<p>will need to discourage this and ensure children use the toilet break window as much as possible. No child will be able to go to the toilet without adult supervision for the journey to the toilets.</p>
		<p><u>Outdoor Play & Supervision</u></p> <ul style="list-style-type: none"> • During outdoor times, at least one adult will be on hand to supervise the class bubble in their designated outdoor space. • An SMSA will be assigned to each class bubble to supervise during lunch breaks so that the staff can have their own break. • Classes will be able to use easy-to-clean playground equipment, e.g. balls, hoops. This will need to be cleaned with anti-bacterial wipes at the end of outdoor time. • Children will stay in their outdoor space and will not mix with other groups.
		<p><u>Start-of-day drop off procedures</u></p> <ul style="list-style-type: none"> • Each class bubble will have a designated entrance and exit point and a time window for this. Children must be dropped off at this entrance by an adult (not older brothers/sisters) – children will not be allowed to arrive at school alone as we need them to be supervised to ensure that they do not mix with other class bubbles. • Parents/carers will need to ensure that children are not late – other class bubbles may be using the same area as their children to enter the school and it is important that we do not mix the children from different bubbles. If children are late, they will have to wait in a safe area – with parent supervision – until it is safe to let them in. Parents have been informed of the need for children to be punctual in order to ensure there is no cross-contamination.

		<ul style="list-style-type: none"> • If a child is not going to be attending school due to illness, this should be communicated to the office in the usual way. Documents for recording attendance and dinner choices will be shared with staff and office staff will ensure that this is correctly recorded and reported.
		<p><u>End-of-day collection</u></p> <ul style="list-style-type: none"> • Each class bubble will have a designated entrance and exit point and a time window for this. Children must be collected from this exit by an adult (not older brothers/sisters) – children will not be allowed to leave school alone as we need them to be supervised to ensure that they do not mix with other class bubbles. • Parents/carers will need to ensure that children are collected on time – other class bubbles may be using the same area as their children to enter the school and it is important that we do not mix the children. Parents have been informed of the need for children to be punctual in order to ensure there is no cross-contamination. If a parent is late to collect a child on a regular basis, SLT will speak to the parent and stress the need for punctuality.
		<p><u>Lunch</u></p> <ul style="list-style-type: none"> • 3 classes will eat their lunch in their classrooms. Children from these classes who are having a school meal will be accompanied by an adult to collect their lunch and return to class. Once they have finished, they will put their trays on to a trolley outside of the classroom. • Other classes will operate on a rota to use the hall to eat their lunches. Bubbles of children will stay together until all are ready to leave the hall and begin their playtime. Play areas are marked/dedicated for each bubble.

		<p><u>Learning Activities</u></p> <ul style="list-style-type: none"> • During the first couple of days as a class bubble, teachers and support adults will need to teach children the rules, routines and special measures in place. Behaviour expectations will need to be reinforced and class bubble rules will need to be established. A member of SLT will also visit the classroom (at the doorway or virtually) to reinforce the rules during the first morning of school. • Verbal marking and feedback should be given by adults that are part of the class bubble. Although staff have a 2m buffer zone at the front of the classroom, they should not stay in this at all times – they should support and feedback to children. Adults should use their own pen to mark books. Adults should avoid touching children's equipment as much as possible.
		<p><u>Other Staff</u></p> <ul style="list-style-type: none"> • There will always be at least two members of SLT in school. There will always be a designated safeguarding lead (DSL) on site. SLT will work from different areas of school and will follow social distance measures. Whilst SLT are there to reinforce behaviour, they will need to avoid entering the classroom as much as possible to avoid cross-contamination so will liaise with staff and children from the doorway or virtually. The behaviour policy will be updated to address specific behaviour concerns around COVID-19, e.g. children deliberately touching other children and staff, spitting, not washing hands or following routines etc.
		<p><u>Other Information & Control Measures</u></p> <ul style="list-style-type: none"> • Other than at lunchtime the hall should not be used by children; they should only use their classroom, their toilets and their outdoor space. They will enter/exit through the designated doors.

	<ul style="list-style-type: none">• Staff breaks to be taken, in designated staff rooms staff will socially distance and clean any hard surfaces they use.• Other risk assessments – with specific information about some of the procedures in this document – have been written and will be shared with staff. SLT will ensure that these are read, understood and implemented by staff.
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DATE	1-9-2020
AUTHORISED BY	J. TEMPLETON
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