

RISK ASSESSMENT FOR THE OPENING OF FULMER INFANT SCHOOL JANUARY 2021

	ACTION	PEOPLE RESPONSIBLE
PREVENTION (SEE BELOW FOR MORE DETAIL)	1) 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	CO-HEADTEACHERS AND PARENTS /CARERS
	2) clean hands thoroughly more often than before Covid-19	ALL STAFF
	3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	ALL STAFF
	4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	ALL STAFF AND CLEANING COMPANY
	5) minimise contact between individuals and maintain social distancing wherever possible	ALL STAFF
	6) where necessary, wear appropriate personal protective equipment (PPE)	ALL STAFF
	Parents have been asked to sign a whole school agreement outlining school expectations for parents and children's behaviour during Covid -19 pandemic. Parents have been asked to talk through the school rules with their children and to ask their children to sign the agreement.	PARENTS AND CARERS

<p>1. 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>	<p>Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone who develops those symptoms during the school day must be sent home. All staff are given a copy of this risk assessment and know the rules.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the photocopying room where they can be isolated. The windows should be open and the adult supervising the child should be outside the room wearing PPE, preferably 2 metres away, and the door should be open. All staff to be instructed not to use the photocopying room until the child has left and the room has been thoroughly disinfected.</p> <p>If the child needs to go to the toilet while waiting to be collected, they should use the toilet by the library. This room should not be used by anyone else until it has been thoroughly cleaned and disinfected using standard cleaning products.</p>	<p>CO-HEADTEACHERS</p>
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Full PPE (visor, mask, apron and gloves) must be worn by staff caring for the child. A full set of PPE should be kept in the photocopying room. More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).

As is our usual practice, in an emergency, the Co-Headteacher on site should call 999 if someone is seriously ill or injured and their life is at risk. If the Co-Headteacher is supervising the child then the Co-Headteacher should ask another member of staff to call 999. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test). Also they should go home if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. If in doubt contact the Public Health Consultant, Dan Flecknoe, contact details 01296 387054, dflecknoe@buckscc.gov.uk

	<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left, to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). However, here at Fulmer, we take temperatures as this helps with reassurance and wellbeing of staff.</p>	
<p>2. Clean hands thoroughly more often than usual</p>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water, hand sanitiser or wipes. We will ensure that children clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future:</p> <ul style="list-style-type: none"> • Reception to use the 2 art sinks in the classroom along with the two sinks in the toilet area • Year 1 to use the long sink in the art area for two children, along with the two sinks in the toilet area at the back of the school • Year 2 to use the sink in the classroom along with the sinks in the toilet area by the library 	<p>ALL STAFF</p>

	<ul style="list-style-type: none"> • Several hand sanitiser stations around the playground for children in the 2 'bubbles' to use • Parents to be asked to bring in hand sanitiser for their children and to sign a form giving permission for their children to use the school's hand sanitiser • supervision of hand sanitiser use given risks around ingestion. 	
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	The 'catch it, bin it, kill it' is very important, so we must ensure that we have enough tissues and bins available in the school to support children and staff to follow this routine.	CO-HEADTEACHERS
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<p>We have increased the number of daily hours cleaning from 2 to 3 hours.</p> <p>We have allocated the following groups with their own toilets:</p> <p>Reception to use toilets in Reception</p> <p>During class time Year 1 children to use the toilets at the back of the building</p> <p>During class time Year 2 children to use the toilets by the library</p> <p>At playtime Reception use their toilets and KS1 use the toilets at the back of the school (this is acceptable practice as KS1 is one 'bubble')</p>	<p>CO-HEADTEACHERS</p> <p>ALL STAFF</p>

	<p>Hand sanitisers on tables/benches outside for children's and staff usage</p> <p>Hand sanitiser in every classroom, hall and library area for staff and children's usage</p> <p>Hand sanitiser in lobby for visitors' use</p>	
<p>5. Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Reception children are one 'bubble' and KS1 children are a second 'bubble'. The two bubbles have separate play areas in the playground and have separate lunchtimes in the hall. The tables and benches will be cleaned between lunch time sittings.</p> <p>There are no extra curricular clubs.</p> <p>Teachers' furniture is strategically placed in KS1 so that the teachers are one metre plus away from the children.</p> <p>Desks in KS1 are placed so that children are facing the teacher and the IWB.</p> <p>Year 1 and Year 2 remain as one 'bubble' and reception is a second, separate 'bubble'.</p>	<p>ALL STAFF</p>

	<p>The DfE recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Siblings may also be in different groups.</p> <p>Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p> <p>The DfE guidance is that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. At Fulmer Infant school there are only 6 members of staff who can move between the 'bubbles', Cathy Hunt, Tracey Dowsing, Hannah MacKinder, Atia Moghul and Iwana Dubiel</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from children as much as they can, ideally 2 metres from other adults. This may not be possible due to the age of the children.</p> <p>Measures within the classroom</p> <p>For children old enough in Fulmer Infant school, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children in Fulmer Infant school and some children with complex needs.</p>	<p>ALL STAFF</p>
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	<p>The first person into school to open the hobbit door and hook it back so that no one else need touch the door</p> <p>There are no whole school assemblies.</p> <p>Children in KS1 use the toilets one at a time and they queue at a measured social distance.</p> <p>Children in Reception only use Reception toilets.</p> <p>Staff respect each others' space when moving around the school and when taking breaks in the staff room.</p> <p>The staff room is limited to 3 members of staff</p> <p>The photocopying room is limited to one member of staff</p> <p>Only Sarah and Genevieve can use the office phone</p> <p>There is a separate policy for online learning</p> <p>Measures for arriving at and leaving school</p> <p>The beginning of the school day and the end of the school day are staggered:</p> <p>08:45 – 14:45 Reception (arrival and departure through the front door).</p>	<p>ALL STAFF</p> <p>PARENTS</p>
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	<p>09:00 – 15:00 Year 1 and Year 2 (arrival and departure through the side gate).</p> <p>This staggered day also helps with parking.</p> <p>Parents are asked to observe social distancing and to wear a mask when dropping off their children and collecting them.</p> <p>Parents may not enter the school unless there are exceptional circumstances. Meetings with staff and parents should be conducted outside in the playground area or via ZOOM or School Cloud.</p> <p>If a child arrives at school with a face covering the parent must instruct their child not to touch the front of their face covering during use or when removing them. They must wash their hands/use hand sanitiser immediately on arrival (as is the case for all children) and give the face covering to their parent/carer. Guidance on safe working in education, childcare and children’s social care provides more advice.</p> <p>Other considerations</p> <p>Some pupils with SEND (whether with Education, Health Care Plans or on SEN support) may need specific help and preparation for the changes to routine that this will involve, so teachers and Special Educational Needs Coordinator will plan to meet these needs, for example using social stories.</p>	<p>PARENTS</p> <p>PARENTS</p> <p>PARENTS</p> <p>SENDCo</p>
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	<p>Should a teacher not be able to come to school the bubble will close as we will not employ supply teachers. Hannah MacKinder our Reception teacher and 'catch' up teacher will teach the children who are learning remotely on ZOOM on a Tuesday and will come to school on a Friday to teach the catch up children who are in school.</p> <p>Where visits from contractors can happen outside of school hours they should. A record should be kept of all visitors for track and trace.</p> <p>Children will bring in their own packed lunches and snacks and milk.</p> <p>Currently we have no children who routinely attends more than one setting on a part time basis but if the situation changes then we will assess the risks and put in relevant controls.</p> <p>For individual and very frequently used equipment, such as pencils and pens, children in KS1 have their own equipment in their personal drawers under their desks.</p> <p>Windows and doors will be open as much as possible to afford good ventilation. Air Conditioning will not be used.</p> <p>Classroom based resources, such as books and games, can be used and shared within the 'bubble'; Equipment which can be cleaned (ie not books) will be</p>	<p>SUPPLY TEACHERS</p> <p>HANNAH MACKINDER</p> <p>CO-HEADTEACHERS</p> <p>PARENTS</p> <p>CO-HEADTEACHERS</p> <p>TEACHERS</p> <p>TEACHERS</p> <p>TEACHERS</p>
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	<p>cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between 'bubbles', or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different 'bubbles'. We have increased the number of cleaning hours from 2 to 3 per day.</p> <p>Playground equipment will be divided between the 2 'bubbles' so that it cannot be cross contaminated.</p> <p>The climbing frame will be offered to each class on a three week rolling basis. It will not be used at first play on a Monday so that the climbing frame is unused from 1pm on a Friday to 1pm on a Monday giving the advised 72 hours of un-use:</p> <ul style="list-style-type: none"> • Week 1, Year 2 • Week 2, Year 1 • Week 3, Reception <p>Teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>CLEANERS</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>TEACHING STAFF</p>
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6. Where necessary, wear appropriate personal protective equipment (PPE)

Face coverings are offered to all members of staff to make them feel safe.

Currently staff feel safer wearing visors and/or masks. Those exempt from wearing a mask should wear a visor when in close proximity with other members of staff.

When eating in classrooms or the staff room staff may remove the visor/mask but visors/masks must remain on when going to the staffroom to make coffee etc. If a member of staff is in a room on her/his own then the member of staff may remove the visor/mask.

The first member of staff to open the school in the morning must hook open the hobbit door so that other members of staff do not touch the door.

PPE **must** be worn:

- where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school
- where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

CO-HEADTEACHERS

ALL STAFF

<p>Response to any infection</p> <p>7. Engage with the NHS Test and Trace process</p>	<p>Co-Headteachers must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Co-Headteachers must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. • Staff and children must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS</p>	<p>CO-HEADTEACHERS</p>

119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. The school has now received Lateral Flow tests. All staff have opted to take this non compulsory test twice a week if they are full time and once a week if they are part time staff.

Co-Headteachers will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

CO-HEADTEACHERS

HEALTH PROTECTION TEAM AND CO-HEADTEACHERS

	<p>isolation period, this period of isolation may change. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>	
<p>9. Contain any outbreak by following local health protection team advice</p>	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing</p>	<p>CO-HEADTEACHERS</p> <p>HEALTH PROTECTION TEAMS & CO-HEADTEACHERS</p>

	<p>transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	
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