

## Winterbourne Junior Girls' School Risk Assessment



<b>Risk Assessment for:</b>	<b>Covid-19: Minimising infection potential whilst opening the school to all pupils 8<sup>th</sup> March 2021</b>		
<b>Assessed by:</b>	Emma Wilson, School Business Manager	<b>Date:</b>	21 <sup>st</sup> May 2020 updated 14/7/20, 03/03/21
<b>Approved by:</b>	Mary Berkeley-Agyepong	<b>Date:</b>	
<b>This risk assessment will be under constant review as we encounter unforeseen situations, receive new guidance and regulations, and move through the phased return of pupils to school</b>			

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures	Are Control Measures In Place/ Adequate	Additional Control Measures	Residual Risk Rating	
<p style="color: green; margin: 0;"><b>Documents to read in conjunction with this risk assessment:</b></p> <ol style="list-style-type: none"> <li style="color: green; margin-bottom: 5px;">1. LBC - Supporting education settings to develop their own Covid-19 transition plan (WJGS response)+LBC Supplementary planning toolkit for Sept 2020</li> <li style="color: green; margin-bottom: 5px;">2. <a href="https://new.croydon.gov.uk/schools-and-education/schools/coronavirus-covid-19-school-updates" style="color: green;">https://new.croydon.gov.uk/schools-and-education/schools/coronavirus-covid-19-school-updates</a></li> <li style="color: green; margin-bottom: 5px;">3. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak" style="color: green;">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></li> <li style="color: green; margin-bottom: 5px;">4. March opening of WJGS - Parental update</li> <li style="color: green; margin-bottom: 5px;">5. Action Plan Covid19</li> <li style="color: green; margin-bottom: 5px;">6. WJGS Safeguarding Policy</li> <li style="color: green; margin-bottom: 5px;">7. WJGS Health &amp; Safety Policy</li> <li style="color: green; margin-bottom: 5px;">8. WJGS First Aid Policy</li> <li style="color: green; margin-bottom: 5px;">9. WJGS RA External gates and barriers</li> <li style="color: green; margin-bottom: 5px;">10. WJGS RA Vehicle and Pedestrian segregation</li> </ol>							
<b>Entering/leaving the site</b>							
Collision between vehicles and pedestrians	Pupils, Parents, Staff, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>See WJGS RA Vehicle and pedestrian segregation</li> <li>Parents and pupils need to enter through the WJGS pedestrian gate and exit through the vehicle gates to help maintain social distancing</li> <li>Specific in/out routing for WNIS parents (see WNIS risk assessment/documentation)</li> <li>WJBA entry through their own main gate</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>See WJGS RA Vehicle and pedestrian segregation</li> <li>Splitting entrance with signage</li> <li>Staff warned</li> <li>Parents warned</li> </ul>	Acceptable

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Entering Reception Area	Pupils, Parents, Staff, Visitors, Contractors	High	<ul style="list-style-type: none"> <li>• Only one family let in at a time</li> <li>• All visitors to wear face masks whilst on the playground/in the building unless medically exempt</li> <li>• Barrier to provide distance between staff/customers</li> <li>• Perspex barrier across Reception opening</li> <li>• Sanitising hand gel available</li> <li>• Reception staff have easy access to washing facilities</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>• Perspex barrier in place</li> <li>• Visual cues – posters, markings and barriers</li> </ul>	Acceptable
Entering/leaving school	Pupils Families	High	<ul style="list-style-type: none"> <li>• Need to keep families/pupils separate whilst waiting in the playground</li> <li>• All pupils and visitors will have their temperature taken before entering school</li> <li>• Pupils separate as entering/leaving the building</li> <li>• Hand sanitiser available on entrance</li> <li>• Handwashing expected after bag drop</li> <li>• One-way system</li> <li>• 2m marking around in corridors for social distancing</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>• Markers in playground to distance families</li> <li>• All entrances being used</li> <li>• Staggered arrival/leaving times (see March opening of WJGS)</li> <li>• Pupils with temperatures will be sent home to self-isolate in accordance with current guidelines (Test kit to be provided)</li> <li>• Supervised by teachers and TAs</li> <li>• Reminders to pupils and parents</li> <li>• Visual cues posters and markings (2m space and arrows)</li> </ul>	Acceptable

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<b>On site</b>							
General	Pupils Staff	High	<ul style="list-style-type: none"> <li>• Need to prevent direct and indirect contamination/infection; all staff and pupils aware of handwashing routines, sneeze/cough control, tissues to be placed in closed bins, availability of sanitiser et cetera</li> <li>• Staffing levels under constant review by Head Teacher to ensure safe ratios</li> <li>• Excellent staff/pupil/parent communications regarding ongoing situation through video, email, Parentmail, telephone and face-to-face</li> <li>• Staff are provided with lateral flow Covid tests twice a week</li> <li>• The government will in the near future make available twice weekly home Covid tests for primary aged children (when we receive more information, we will let you know)</li> <li>• Clear timetables for learning, break and lunchtime for staff and pupils</li> <li>• Staff protocol presentation (updated for 8<sup>th</sup> March)</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>• Pupils to bring in their own tissues, sanitisers, water bottles, masks, plastic ziploc bag for the mask</li> <li>• School has pupil disposable gloves for activities if required</li> <li>• All classrooms have tissues, antiseptic wipes, hand sanitiser, closed bins</li> <li>• Doors will be left open to avoid use of door handles</li> <li>• Sanitiser available in corridors</li> <li>• Pupils would be sent home to learn remotely if staffing levels necessitated</li> <li>• Visual cues posters around wash basins</li> <li>• Windows open for extra ventilation in corridors</li> </ul>	Acceptable

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Staff safety	Staff	High	<ul style="list-style-type: none"> <li>Staff risk assessed regarding safety to return to work/work from home - based on people classed as clinically extremely vulnerable due to pre-existing medical conditions (will still be able to shield) and the clinically vulnerable</li> <li>Staff aware of Employee Assistance Programme</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>Staff risk assessments carried out /consultation and discussion opportunities re issues</li> <li>Masks, aprons, gloves available for staff as required</li> <li>Staff travelling in on public transport can have staggered start and finish times</li> <li>Online course for all staff – Infection prevention and control</li> </ul>	Acceptable
Classrooms	Pupils Staff	High	<ul style="list-style-type: none"> <li>Social distancing needs maintaining of staff members</li> <li>All pupils facing forwards</li> <li>Hygiene throughout school day</li> <li>Every pupil has their own pencil case, book et cetera</li> <li>Hygiene materials available in every class</li> <li>Chromebooks sanitised before/after every use</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>Rooms assessed and revamped to accommodate all the children + adults who must have 2m distance apart</li> <li>2m barrier marked on floors</li> <li>Excess furniture removed</li> <li>Hygiene materials available</li> <li>Windows and doors open to increase airflow</li> </ul>	Acceptable
Circulation	Pupils Staff	High	<ul style="list-style-type: none"> <li>Social distancing needs maintaining outside of zones</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>One-way system in the corridors and around the outside of the building put in place to keep social distancing</li> <li>Circulation minimised</li> <li>Corridors marked up 2m</li> <li>Staff supervision</li> </ul>	Acceptable

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Break		High	<ul style="list-style-type: none"> <li>Social distancing needs maintaining</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>Break will be staggered</li> <li>Supervision to maintain social distancing</li> </ul>	Acceptable
Lunchtime	Pupils Staff	High	<ul style="list-style-type: none"> <li>Maintain social distancing</li> <li>Hand washing before and after lunch</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>Timing staggered so pupils can pick up their lunches safely                             <ul style="list-style-type: none"> <li>Stagger lunch collection. Differentiate three separate dining zones,</li> <li>Packed lunch area in dining room</li> <li>Dining area in hall for Year 4.and 6</li> <li>Dining area in dining room Year 3 and 5</li> </ul> </li> <li>Staff supervising social distancing in classrooms and playground</li> <li>Catering staff taking precautions based on new government guidelines for caterers</li> </ul>	Acceptable
First aid	Pupils Staff	High	<ul style="list-style-type: none"> <li>First aid cases will be sent to Reception if practical</li> <li>PPE available for all staff dealing with incidents</li> <li>Normal reporting procedures will remain in place</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>All first aid kits have emergency PPE in place for staff</li> <li>Reception has adequate PPE supplies</li> </ul>	Acceptable

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Covid 19 emergency	Pupils Staff	High	<ul style="list-style-type: none"> <li>In the event of pupil or staff member being suspected with Covid-19 follow guidance - <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> </ul> <p>See appendix 1 below</p>	Yes	Yes	<ul style="list-style-type: none"> <li>Isolation area behind closed doors (Meeting room) with windows open for ventilation</li> <li>PPE for staff dealing with person</li> <li>PPE for person with symptoms</li> </ul>	
<b>Site management/maintenance</b>							
Cleaning; daily	Pupils Staff Parents	High	<ul style="list-style-type: none"> <li>All classrooms deep cleaned before return to school and then daily</li> <li>All lettings have commenced with strict guidelines</li> <li>Cleaners on site daily to clean</li> <li>Staff and pupils aware to report any concerns, spills, et cetera</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>Doors and handles will be sanitised several times a day</li> <li>Antibacterial solutions and wipes in use</li> <li>Staff and pupils will sanitise their own personal tables after use</li> <li>Every evening the school will be deep cleaned</li> </ul>	Acceptable
Cleaning; emergency	Pupils Staff Parents	High	<ul style="list-style-type: none"> <li>In the event of pupil or staff member being suspected/diagnosed with</li> <li>In the event of any body fluid incident</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>Classroom will be closed immediately, pupils relocated and deep clean undertaken</li> <li>Head teacher will review additional measures as necessary</li> </ul>	Acceptable
Supplies	Pupils Staff Parents	Medium	<ul style="list-style-type: none"> <li>Caretaker and SBM ensure adequate levels of hygiene supplies are available</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>Shortages may occur owing to unprecedented demand; if lack of supplies compromises safety, the Head Teacher will adapt pupil numbers/opening hours as necessary</li> </ul>	Acceptable

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Maintenance	Pupils Staff Parents	Medium	<ul style="list-style-type: none"> <li>All planned regular/ad hoc maintenance is carried out in line with regulations and in a timely manner</li> <li>As of yet, no contractors have failed to turn up; future planned regular maintenance companies being contacted</li> </ul>	Yes	Yes	<ul style="list-style-type: none"> <li>Caretaker to run all water sources before school opens (legionella), otherwise none required at the moment</li> <li>Contractors will be advised of all safety precautions in place and instructed to adhere to them</li> </ul>	Acceptable
<b>Next review date:</b>		<b>This risk assessment will be under constant review as we encounter unforeseen situations, and receive new guidance and regulations</b>					

Appendix 1

# Winterbourne Junior Girls' School Risk Assessment

