

Winterbourne Junior Girls' School Risk Assessment



Risk Assessment for:	Covid-19: Minimising infection potential whilst opening the school to all pupils 1st September 2021		
Assessed by:	Louise Watts, School Business Manager	Date:	21 st May 2020 updated 14/7/20, 03/03/21, 6/9/21, 1/12/21
Approved by:	Mary Berkeley-Agyepong	Date:	21 st May 2020 updated 14/7/20, 03/03/21, 6/9/21, 1/12/21
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			

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures	Are Control Measures In Place/ Adequate	Additional Control Measures	Residual Risk Rating
Documents to read in conjunction with this risk assessment: <ol style="list-style-type: none"> 1. LBC - Supporting education settings to develop their own Covid-19 transition plan (WJGS response)+LBC Supplementary planning toolkit for Sept 2020 2. https://new.croydon.gov.uk/schools-and-education/schools/coronavirus-covid-19-school-updates 3. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak 4. March opening of WJGS - Parental update 5. Action Plan Covid19 6. WJGS Safeguarding Policy 7. WJGS Health & Safety Policy 8. WJGS First Aid Policy 9. WJGS RA External gates and barriers 10. WJGS RA Vehicle and Pedestrian segregation 						

Entering/leaving the site						
Collision between vehicles and pedestrians	Pupils, Parents, Staff, Visitors, Contractors	High	<ul style="list-style-type: none"> See WJGS RA Vehicle and pedestrian segregation Parents and pupils need to enter through the WJGS pedestrian gate and exit through the vehicle gates to help maintain social distancing Specific in/out routing for WNIS parents (see WNIS risk assessment/documentation) WJBA entry through their own main gate 	Yes	Yes	<ul style="list-style-type: none"> See WJGS RA Vehicle and pedestrian segregation Splitting entrance with signage Staff warned Parents warned
						Acceptable

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Entering Reception Area	Pupils, Parents, Staff, Visitors, Contractors	High	<ul style="list-style-type: none"> • Only one family let in at a time • Perspex barrier across Reception opening • Sanitising hand gel available • Reception staff have easy access to washing facilities • Face Masks necessary 	Yes	Yes	<ul style="list-style-type: none"> • Perspex barrier in place • Visual cues – posters, markings and barriers 	Acceptable
Entering/leaving school	Pupils Families	High	<ul style="list-style-type: none"> • Parents drop off at the gate and pick up from playground separated from the pupils with a staggered end to the day • Hand sanitiser on entrance • Handwashing expected after bag drop 	Yes	Yes	<ul style="list-style-type: none"> • Markers in playground to distance families • Staggered leaving times • Supervised by teachers and TAs • Reminders to pupils and parents 	Acceptable

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On site							
General	Pupils Staff	High	<ul style="list-style-type: none"> • 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 • Staffing levels under constant review by Head Teacher to ensure safe ratios • Excellent staff/pupil/parent communications regarding ongoing situation through video, email, Parentmail, telephone and face-to-face • Staff are provided with lateral flow Covid tests twice a week • Staff have the opportunity to be vaccinated • Clear timetables for learning, break and lunchtime for staff and pupils • Staff protocol presentation (updated for 1st September 2021) 	Yes	Yes	<ul style="list-style-type: none"> • Pupils to bring in their own tissues, sanitisers, water bottles • School has pupil disposable gloves for activities if required • All classrooms have tissues, antiseptic wipes, hand sanitiser, closed bins • Doors will be left open to avoid use of door handles • Sanitiser available in corridors • Pupils would be sent home to learn remotely if staffing levels necessitated • Visual cues posters around wash basins • Windows open for extra ventilation in corridors 	Acceptable

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Staff safety	Staff	High	<ul style="list-style-type: none"> Staff risk assessed regarding safety to return to work/work from home HT made aware of double vaccinated staff Staff aware of Employee Assistance Programme 	Yes	Yes	<ul style="list-style-type: none"> Staff risk assessments carried out /consultation and discussion opportunities re issues Masks, aprons, gloves available for staff as required Online course for all staff – Infection prevention and control 	Acceptable
Classrooms	Pupils Staff	High	<ul style="list-style-type: none"> Social distancing encouraged wherever possible – but especially between staff members Hygiene throughout school day Every pupil has their own space, pencil case, book et cetera Hygiene materials available in every class Pupils sanitise before and after lessons when using Chromebooks/ipads/ shared equipment Pupils sanitise tables after use (prior to break and lunchtimes) 	Yes	Yes	<ul style="list-style-type: none"> Rooms assessed all staff advised to keep desk 2m away from pupils 2m markings still visible on floors Excess furniture removed Hygiene materials available Windows and doors open to increase airflow 	Acceptable
Circulation	Pupils Staff	High	<ul style="list-style-type: none"> Silence in corridor areas to help with air flow Pupils walk on the left in single file 	Yes	Yes	<ul style="list-style-type: none"> Two-way system walking on the left Circulation minimised Corridors still visible markings of 2m Staff supervision 	Acceptable

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Lunchtime	Pupils Staff	High	<ul style="list-style-type: none"> • Hand washing before and after lunch • Sanitising before dining room entrance • Pupils separated into year group bubbles on the playground • Year Group bubbles eat together using the dining room • One Way system in place 	Yes	Yes	<ul style="list-style-type: none"> • Timing staggered so pupils can pick up their lunches safely <ul style="list-style-type: none"> • Stagger lunch collection., • Packed lunch area in hall • Catering staff taking precautions based on new government guidelines for caterers (aprons, gloves and masks for service) 	Acceptable
First aid	Pupils Staff	High	<ul style="list-style-type: none"> • First aid cases will be sent to Reception if practical • PPE available for all staff dealing with incidents • Normal reporting procedures will remain in place 	Yes	Yes	<ul style="list-style-type: none"> • All first aid kits have emergency PPE in place for staff • Reception has adequate PPE supplies 	Acceptable
Covid 19 emergency	Pupils Staff	High	<ul style="list-style-type: none"> • In the event of pupil or staff member being suspected with Covid-19 follow guidance - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <p>See appendix 1 below</p>	Yes	Yes	<ul style="list-style-type: none"> • Isolation area behind closed doors (Meeting room) with windows open for ventilation • PPE for staff dealing with person • PPE for person with symptoms 	
Site management/maintenance							

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Cleaning; daily	Pupils Staff Parents	High	<ul style="list-style-type: none"> All classrooms deep cleaned before return to school and then daily All lettings have commenced with strict guidelines Cleaners on site daily to clean Staff and pupils aware to report any concerns, spills, et cetera 	Yes	Yes	<ul style="list-style-type: none"> Antibacterial solutions and wipes in use Staff and pupils will sanitise their own personal tables after use Every evening the school will be deep cleaned 	Acceptable
Cleaning; emergency	Pupils Staff Parents	High	<ul style="list-style-type: none"> In the event of pupil or staff member being suspected/diagnosed with In the event of any body fluid incident 	Yes	Yes	<ul style="list-style-type: none"> Classroom will be closed immediately, pupils relocated and deep clean undertaken Head teacher will review additional measures as necessary 	Acceptable
Supplies	Pupils Staff Parents	Medium	<ul style="list-style-type: none"> Caretaker and SBM ensure adequate levels of hygiene supplies are available 	Yes	Yes	<ul style="list-style-type: none"> Shortages may occur owing to unprecedented demand; if lack of supplies compromises safety, the Head Teacher will adapt pupil numbers/opening hours as necessary 	Acceptable
Maintenance	Pupils Staff Parents	Medium	<ul style="list-style-type: none"> All planned regular/ad hoc maintenance is carried out in line with regulations and in a timely manner As of yet, no contractors have failed to turn up; future planned regular maintenance companies being contacted 	Yes	Yes	<ul style="list-style-type: none"> Caretaker to run all water sources before school opens (legionella), otherwise none required at the moment Contractors will be advised of all safety precautions in place and instructed to adhere to them 	Acceptable

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Ventilation	Pupils Staff		<ul style="list-style-type: none"> CO2 Monitors in every classroom 	Yes	Yes	<ul style="list-style-type: none"> CO2 Monitor reads 800 ventilation is required so windows must be opened 	Acceptable
Next review date:		This risk assessment will be under constant review as we encounter unforeseen situations, and receive new guidance and regulations					

Appendix 1

