



COVID-19 Risk Assessment Hill View Infant Academy



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| Location | Hill View Infant Academy, Helvellyn Road, Sunderland. SR2 9JJ | Assessment type | Specific |
| Assessor | Claire Smith | Date of assessment | 16/08/2020 |
| | | Date for review | 31/10/2020 |

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| Likelihood | 1. Very Unlikely – May occur in exceptional circumstances | Severity | 1. Minor – No injury or damage / First Aid Treatment Only | Likelihood | 4 | 8 | 12 | 16 | High |
| | 2. Unlikely – Probably will not occur | | 2. Moderate – Hospital Treatment | | 3 | 6 | 9 | 12 | Medium |
| | 3. Likely – Probably will occur | | 3. Serious – Over 7 days absence / RIDDOR reportable | | 2 | 4 | 6 | 8 | Low |
| | 4. Very Likely – Will definitely occur | | 4. Major – Permanent disablement / fatality | | 1 | 2 | 3 | 4 | |
| | | | | | Severity | | | | |

| Hazards identified | Who might be harmed and how | Risk Rating* (before controls) | | | Control measures | Risk Rating* (after controls) | | |
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| | | L | S | R | | L | S | R |
| Access and Egress for staff and other colleagues prior to the start of the school day. | Staff | 1 | 2 | 2 | <ul style="list-style-type: none"> Existing arrangements for access and egress for staff apply and no increased risk has been identified as a result of COVID-19. Government guidance on social distancing to be maintained when accessing and egressing school premises. Staff and children are encouraged to walk or cycle where possible or travel by car, and to follow government guidelines in place for public transport and car sharing | 1 | 2 | 2 |
| Access and Egress for pupils and parents including drop off points. | Staff, parents and children | 3 | 3 | 9 | <ul style="list-style-type: none"> Staggered drop off/ pick up times for whole school (by year group) to be identified Where possible the same adult per child to drop off / pick up Adults asked not to gather on school premises – adults responsible for maintaining social distancing whilst on school premises - signs displayed as reminders One way system in place – nursery in via normal pathway, out via side gate and down driveway. Nursery children now to be dropped / collected from the door and adults not to enter the building – staff to supervise the door. Other year groups in via alleyway, out via carpark / driveway. Signs to remind adults SLT / site supervisor to monitor | 1 | 3 | 3 |



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| Nursery and Classroom environments | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> A clear marked teacher zone (allowing for 2 metre social distancing for adults) Same children and adults in learning space daily Re configured classrooms to allow for social distancing measures for adults Timetables for outdoor classrooms Limited resources available daily, each child to be given own pencil case and resources where age appropriate Increased cleaning and premises hygiene regimes and sanitising resources available in every classroom Additional emptying of bins, and good hand hygiene controls Windows and doors to be open for improved ventilation wherever possible | 1 | 3 | 3 |
| Access to resources and materials within classroom environments | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> Limited resources to be accessible – cleaned daily at the end of each day Other resources to be covered over to indicate they are not to be used Children to have own pencil case and resources where age appropriate | 1 | 3 | 3 |
| Mixing of groups of adults and children increasing potential exposure between groups. | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> A clear marked teacher zone (allowing for 2 metre social distancing for adults) Children to access the same classroom daily with the same children and adults where possible Staggered lunchtimes and access to outdoor classrooms to avoid mixing of groups Outdoor classrooms to be timetabled for whole school | 1 | 3 | 3 |
| Access to outdoor learning environments and materials/resources within these environments | Staff and children | 2 | 3 | 6 | <ul style="list-style-type: none"> Resources to be kept to a minimum and sprayed with sanitiser by staff at end of each session. Good hand hygiene before and after outdoor classroom access at all times | 1 | 3 | 3 |
| Sanitary provision and health and hygiene | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> Children to wash hands on arrival, before lunch, after playtimes and before hometime using soap and water. Access to hand sanitiser throughout the day in learning environments hygiene station including hand sanitiser and tissues, bin next to this Teachers to allow only 1 child at a time to go to the toilet per class using a sash system to | 1 | 3 | 3 |



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| | | | | | <p>minimise numbers in toilets at any given time.</p> <ul style="list-style-type: none"> Posters and verbal reminders across the day regarding hand hygiene- build into PSHE lessons. Windows and doors to be open as much as possible to allow for ventilation Encourage children and staff to use paper towels rather than hand driers Additional tissues available in all learning spaces – posters encouraging ‘catch it, bin it, kill it’ and additional emptying of bins Staff toilets – one in and one out system utilised and to encourage social distancing maximise use of nearest toilet eg disabled, nursery or main block. | | | |
| Provision of support to children with additional physical or emotional care needs including management of care plans | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> PPE that is normally used for specific care plans to continue (disposable gloves and aprons) Disposable face masks also to be used for children with toileting plans Staff to access emotional support required for upset children, minimising physical contact where possible whilst prioritising children’s needs, using the recommended organisations from Together for Children Team teach in line with behaviour policy to remain and usual controls apply for bodily fluids eg spitting | 2 | 3 | 6 |
| Management of classroom behaviours with increased risk of aggression from children due to changing environments | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> Consistent behaviour policy and all staff to implement routines and expectations even if teaching different groups Maximise use of outdoors to stimulate learning – staff to plan for this | 1 | 3 | 3 |
| School assemblies, collective worship and larger whole school gatherings | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> School assemblies and larger whole school gatherings including collective worship in the school hall environment will not take place initially and will reviewed at next review in October. This control is to maximise social distancing. Collective worship will be classroom based in smaller groups and controls identified in classroom environments will be applied. | 1 | 2 | 2 |
| Transitioning and movement through school and corridors for staff and children | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> Movement through school corridors will be minimised and when essential this will only take place in class bubbles The existing school controls within the school rules of walking to the left-hand side of the | 1 | 3 | 3 |



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| | | | | | corridors will be maintained and reinforced with staff and children. | | | |
| Outdoor play for break times and lunch times with potential for increased contact and reduced social distancing | Lunch staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> Increased cleaning will take place of door handles each day. Staggered morning playtime for class groups – set timetable for outdoor classrooms Lunchtime staggered, with same lunch staff supervising each small group Lunchtime playtime to be in designated areas to avoid contact with mixed groups Children to wash hands before and after lunch | 1 | 3 | 3 |
| Provision and facilitation of lunches for children at school | Lunch staff and children | 2 | 3 | 6 | <ul style="list-style-type: none"> Packed lunches to be prepared by our kitchen, kitchen staff to deliver to designated class Packed lunches to be eaten in classrooms Lunchtime waste to be segregated from normal classroom waste in separate bag to be disposed of by lunch staff at end of shift | 1 | 3 | 3 |
| Facilitation of staff welfare and lunches during the working day including use of the staff room | All staff | 2 | 3 | 6 | <ul style="list-style-type: none"> Access to staffroom to be staggered by time, hall to be used as a staffroom Chairs in staff room are to be maintained at a distance of 2m at all times All dirty dishes/cutlery to be placed in dishwasher and not left on worktops or in the sink Tea towels removed and replaced with blue roll Staff to ensure areas are cleaned after use using designated cleaning products | 1 | 3 | 3 |
| Cross contamination and infection through children inadvertently sharing water bottles. | All children | 3 | 3 | 9 | <ul style="list-style-type: none"> Children must not bring into school a water bottle, this will be reviewed in October. This is to minimise any cross contamination and accidental use of water bottles by other children. As an alternative measure the school will provide disposable single use paper/plastic cups to maintain access to fresh drinking water and maintain healthy lifestyles and behaviours with children. | 1 | 3 | 3 |
| Parent and staff communications leading to increased adult to adult exposure | Parents and office staff | 2 | 3 | 6 | <ul style="list-style-type: none"> Parents asked to communicate with the office via telephone or e mail, only urgent enquiries to come to the office hatch. A member of SLT will always be onsite to deal with such issues. Office staff to only partially open the hatch and maintain safe distance when supporting parents or other adults Face to face meetings to be kept to a minimum | 1 | 3 | 3 |



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| General School building safety and compliance regimes | Whole school community | 2 | 3 | 6 | <ul style="list-style-type: none"> General safety precautions and compliance regimes such as water hygiene (legionella testing), fire safety, gas safety, electrical safety and asbestos safety inspections and management arrangements have continued during the period that the school has not been fully operational. There is therefore NO increased risks as a result of any reduction in compliance regimes. All essential maintenance, repairs and inspections will continue as scheduled. | 1 | 2 | 2 |
| Fire Safety arrangements | Whole school community | 2 | 3 | 3 | <ul style="list-style-type: none"> No increased risks due to COVID 19 have been identified and existing school arrangements including evacuation drills will continue. Muster points will be reviewed regularly based on numbers of children within school | 1 | 2 | 2 |
| Provision of first aid reducing social distance as a control | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> Existing first aid arrangements will be applied within the school and first aid trained personnel and equipment will remain available. An increase risk is identified with provision of first aid due to not being able to maintain social distancing while giving treatment. To combat this risk additional personal protective equipment is provided which includes face coverings. Increased personal hygiene for both the first aider and the injured party is applied both pre and post provision of treatment. This includes use of alcohol gel after handwashing post treatment and alcohol gels will be made available in the first aid and hygiene rooms. Where minor first aid is delivered at the scene ie) for a scraped knee; the lunch time staff will assess whether follow up hygiene arrangements are required. Each member of staff will be provided a small hand sanitizer/gel to keep in their individual first aid kit. | 2 | 3 | 6 |
| Office based activities for school staff | Staff and Children | 3 | 3 | 9 | <ul style="list-style-type: none"> Office staff work stations are configured to maximise social distancing in the office environment. – Perspex screen at the hatch for when speaking with visitors / parents Hot desking prohibited - Office staff to work at own work station and not share machines Office to be cleaned daily (including surfaces) No other school staff permitted to work on office machines Office staff encouraged to use sanitising wipes of monitors, key boards, mouse and telephones etc before commencing work. Cash handling to be minimised and online payments encouraged by school money Regular sanitising of control panel on photocopier / printer Children not to be sent to office with messages – internal phone lines to be used | 1 | 3 | 3 |



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| General school building health and hygiene arrangements | Whole school community | 3 | 3 | 9 | <ul style="list-style-type: none"> All classes deep cleaned prior to opening in September Cleaning resources available across the day to wipe surfaces and equipment etc Hand sanitisation and soap available and re stocked daily and located across all areas within the building Bins to be emptied by lunch staff as an additional waste control | 1 | 3 | 3 |
| School staff with vulnerabilities | Individual staff members | 3 | 3 | 9 | <ul style="list-style-type: none"> Staff with vulnerabilities to follow government advice and seek medical guidance where required Staff with increased vulnerabilities to discuss their needs with school leaders and where required additional reasonable adjustment risk assessments will be developed with support from HR and Occupational health. | 1 | 3 | 3 |
| Pupils with increased vulnerabilities | Individual children | 3 | 3 | 9 | <ul style="list-style-type: none"> The normal attendance procedures and monitoring will be applied from September. Where a child with a physical/health vulnerability attends school, then government guidance and any necessary advice from medical professionals should be followed. Parents should liaise directly with school leaders for additional controls which may be implemented. School to maintain the routine safeguarding procedures and continued liaison with other professional agencies | 1 | 3 | 3 |
| Management of pick up and home times whilst maximising social distancing | Staff, children and parents | 3 | 3 | 9 | <ul style="list-style-type: none"> Staggered drop off/ pick up times for whole school and managed by year groups. Wherever possible the same adult to drop off / pick up. Adults asked not to gather on school premises – adults responsible for maintaining social distancing whilst on school premises One way system in place – nursery in via normal pathway, out via side gate and down driveway. Nursery children now to be dropped / collected from the door and adults not to enter the building – staff to supervise the door. Other year groups in via alleyway, out via carpark / driveway | 1 | 3 | 3 |
| Emergency arrangements including managing any potential ill health | Staff and children | 3 | 3 | 9 | <ul style="list-style-type: none"> Parents not to send children into school if displaying any signs/symptoms of COVID 19 and must follow government guidelines | 2 | 3 | 6 |



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| | | | | | <ul style="list-style-type: none"> Staff not to come into school if displaying signs/symptoms of COVID 19 and must follow government guidelines If a staff member or child displays signs / symptoms whilst in school, temperature to be taken and recorded. Courtesy call to parent if it is a child. High temperatures – staff to be sent home, children to be held in HT office, disposable face masks available and windows open for ventilation. Child to be collected as soon as possible, and office deep cleaned by cleaning staff that day Testing – staff can be tested as part of government plans for key workers, parent can request testing for children by calling 119 If there is a confirmed case of COVID 19 school will follow government guidelines Requests for testing are the responsibility of parents and/or staff and this cannot be arranged by the school | | | |
| Staff training, meetings and communications | All staff | 3 | 3 | 9 | <ul style="list-style-type: none"> All staff communications and briefings will be via email, displays in staff room, text message or phone calls. Face to face training has been postponed and alternative online training is being reviewed to maintain staff CPD. Where face to face briefings are unavoidable they will be completed in year group teams whilst maintaining social distancing; for example year group planning and staff meetings, and to be held in larger environments eg hall Statutory meetings eg) Child protection conferences will be arranged via virtual platforms wherever possible. | 1 | 3 | 3 |
| Trust governance to minimise face to face contact with adults | Directors, Governors, Leadership Team and staff representatives | 3 | 3 | 9 | <ul style="list-style-type: none"> Governance arrangements and meetings will continue via virtual platform, and will be minuted, to ensure ongoing statutory compliance. | 1 | 1 | 1 |
| Parent communications | Staff and parents | 3 | 3 | 9 | <ul style="list-style-type: none"> Face to face communications will be avoided wherever possible and parents are encouraged to engage via email, letter and phone calls, Perspex screen in place at the hatch Where face to face contact and meetings are unavoidable then social distancing will be maintained. The school leadership team will also use survey monkey as part of consultation and to seek parent views | 1 | 2 | 2 |



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| | | | | | <ul style="list-style-type: none"> Updates and information from the school will continue to be shared via the web site and text messaging service app | | | |
| Breakfast and Cinema Club | Staff, children and parents | 3 | 3 | 9 | <ul style="list-style-type: none"> Breakfast and Cinema club will be operational from September in year group bubbles in their own designated environment with same allocation of staff supervision. This control is to ensure that social distancing and “mixing” of alternative groups are minimised. | 1 | 3 | 3 |
| After school club | Staff, children and parents | 3 | 3 | 9 | <ul style="list-style-type: none"> After school club will be operational from September on reduced hours to allow for additional cleaning and hygiene arrangements at the end of each session and to ensure that bubbles and consistent staff are maintained. This control is to ensure that social distancing and “mixing” of alternative groups are minimised. | 1 | 3 | 3 |
| Extra-curricular activities including sports days, recreational clubs and off site trips | Staff, children and parents | 3 | 3 | 9 | <ul style="list-style-type: none"> All extra-curricular activities, sports days, recreational activities and off site trips have been postponed and will be reviewed in October 2020. This control is to ensure that social distancing and “mixing” of alternative groups are minimised | 1 | 1 | 1 |
| Additional routine meetings with other professionals to support children, parents and families | Staff, parents, children and other professionals | 2 | 3 | 6 | <ul style="list-style-type: none"> Face to face meetings will only take place where there is no other option and social distancing will be maintained at all times. | 1 | 3 | 3 |
| School visitors including professional services | Staff, children, parents and visitors | 3 | 3 | 9 | <ul style="list-style-type: none"> Only essential visitors for the purpose of health and safety, SEND or safeguarding will be permitted Social distancing will be maintained at all times and additional practical controls will be identified on a case by case basis to ensure the effective management of visitors. | 1 | 2 | 2 |
| School deliveries | Staff, children, parents and contractors | 3 | 3 | 9 | <ul style="list-style-type: none"> No increased risk has been identified as a result of COVID-19 and the routine school arrangements will apply be timings of deliveries scheduled outside of the peak time of the day. Delivery companies also have their own arrangements identified to protect their drivers and staff | 1 | 2 | 2 |
| Curriculum expectations | Staff and children | 2 | 2 | 4 | <ul style="list-style-type: none"> All lessons will be in class bubbles and classes will not be set across a year group for read write inc Catch up interventions with identified children will be in own class bubbles or in a larger space with identified children / staff and will be for maximum of 15 minute intervals PE – this will be delivered outdoors and in class bubbles, PE kit to be kept in school for the half term as usual Music – will be in groups of no more than 15 and in the hall rather than the music room. Sharing of instruments will not be permitted and sessions will be based on movement to music | 1 | 2 | 2 |



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- Violin lessons will also be in small groups in the hall to allow for maximum social distancing
- Reading books will be issued on a Monday and returned on a Friday to allow for a minimum of a 48 hour quarantine of resources prior to being re-allocated to another child.

Additional Comments

The risk assessment is a review to the initial draft and identifies additional controls for maintaining safety whilst increasing the school population to full capacity.

The assessment identifies controls for staff, parents, children and other visitors who attend the premises. The assessment will require regular review in accordance with the publication of additional or revised guidance from Government, DFE or other interested parties.

Additional monitoring will also take place by school leaders and directors of Vision Learning Trust to ensure controls remain effective.

The assessment will also be reviewed in the event of any further regional lock down, increased exposure or ill health identified within the school.

Assessment completed by Claire Smith

Signature