



COVID-19 Risk Assessment Hill View Junior Academy



Location	Hill View Junior Academy, Queen Alexandra Road, Sunderland SR2 9HE	Assessment type	Specific
Assessor	Hayley Sutton	Date of assessment	07/08/20
		Date for review	4.9.2020

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	Risk Rating* (before controls)			Control measures	Risk Rating* (after controls)		
		L	S	R		L	S	R
Access and Egress for pupils and parents including drop off points.	Staff, Pupils, Parents/Carers	4	3	12	<ul style="list-style-type: none"> Staggered start and collection times (see separate timetable). This to be shared with parents in letter on website. Head teacher/Deputy Head/Site Manager on yard with staff to enforce. Year 3 only parents on yard one adult/ carer only per child to minimise numbers gathering. (for the first three weeks only) Two gate entry dependent on where children live via Queen Alexandra Road and Stannington Grove. Signage in place. One parent allowed on school yard at the end of the school day to help ease congestion at both entrances. Siblings allowed to wait on school yard in different year groups for times to finish. Children to line up at the bell. Children will line up in their class, socially distanced 	4	1	4



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					and for a prompt entry into school.			
Entry of pupils and staff into building	Staff, Pupils	4	3	12	<ul style="list-style-type: none"> Pupils to enter via year group doors on a ten-minute staggered timetable with an assigned adult supervising them (see separate). Year leaders to organise staff to monitor different areas in the year group so children are kept socially distant and to stop any bottlenecks. Pupils to enter by year group which have been split into 4 separate classes with an adult. Vulnerable staff to enter school via their year group door (as documented on individual staff Risk Assessments) Children to leave coats in cloakroom, one bubble at a time as organised by the Year group leader and supervised by staff. Hands to be washed/sanitised then pupils taken straight to classroom. 	4	1	4
School visitors including professional services	Staff, Pupils, Visitors	2	3	6	<ul style="list-style-type: none"> Only essential visitors to be admitted via main entrance. Must sanitise hands on entry and be advised of social distancing. Not to enter if showing any signs of COVID. Screen to be erected at the window in the main school office. Office staff desks to be rearranged so as not to be facing one another. Poster to be displayed in school reception area 	1	3	3
Mixing of groups of adults and children increasing potential exposure between groups.	Staff, Pupils	2	3	6	<ul style="list-style-type: none"> Each class will form its own bubble and within the year group. Bubbles to remain self-contained during the school day. Although in line with National guidelines, HLTA and TA's and any supply teachers can work within the class bubbles. Teachers to allocate area within each class for TA workstation and for visitors to come into the classroom 	1	3	3



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					<ul style="list-style-type: none"> PE changing – Year 6 split boys and girls – changing areas to be made use of cupboards, toilets and the classroom at the teacher’s discretion Social distancing and good hand hygiene to be practised by all members of the Year group at all times throughout the school day. 			
Entry of pupils to classroom	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> All pupils and staff to use fixed hand sanitiser at entrance of classroom or portable ones in the classroom Social distancing to be adhered to (2m distance) and supervised by an adult at all times during the day 	1	3	3
Number of rooms used to include offices	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Each classroom becomes a bubble, main hall to be used as a staffroom and divided into year group bubbles. Hall to be used for staff meetings and staff to sit socially distanced in year group bubbles. Windows open wherever possible. Classroom doors open for ventilation. Dining hall to be used as a PE area – one bubble at a time HT/DHT to check classrooms by the 1st September CEO and Business Manager - office desks to be maintaining social distance guidelines 	1	3	3
Transitioning and movement through school and corridors for staff and children	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Introduce one-way system. Tape placed down corridors. Always walk to left and don’t cross tape. Arrows placed 2 metres apart. Year 5 stairs to be used for ascending, stairs near entrance for descending. Toileting to be restricted during lesson times to prevent social mixing. Individual cubicles with own sinks ensure no mixing. Hand dryers can be used. Paper towels to be placed in individual cubicles and bins placed in toilets for used paper towels. Toilets to be flushed with lid down. 	1	3	3



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General school building health and hygiene arrangements	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • All pupils to have new rules and guidance explained on first day and regularly revisited, at least daily. • All staff and pupils to be reminded about social distancing and good hygiene practice. • All staff and pupils to maintain social distancing • All pupils and staff to wash their hands frequently using soap and water for 20 seconds or use the hand sanitisers provided. This must be done on every entry to classroom. • Any cough or sneeze to be caught in a tissue and binned, or the corner of the elbow used. • Avoid touching face and eyes • Staff to be reminded on the 1st September during the INSET by the HT, children reminded and introduced to rules during the first 3 days. 	1	3	3
Outdoor play for break times with potential for increased contact and reduced social distancing	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • Breaktime to be staggered and yard and field zoned. (see separate timetable). Yard and field to be split in 4 class bubbles. • In cases of wet, damp weather, children to bring own wellies into school (to be kept in school) • No children to use outdoor play equipment or gym as it will be unable to be cleaned in time for the next group. • Rota for each year group cover at break organised by DHT- see attached timetables. 	1	3	3



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Facilitation of staff welfare and lunches during the working day including use of the staff room	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • Staff can have access to staffroom for hot water. No more than 2 staff in the kitchen at any one time. Staff to use the main hall allocated area for break. All staff toilets only 1 in the area at one time. Ensure toilets are flushed with lid down. • Staff are advised to bring their own flask if hot drinks are required as the sharing of utensils and crockery is not advised. • Individual fridges for each bubble in each classroom for storage of milk and lunches. 	1	3	3
Provision and facilitation of lunches for children at school	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • Children to bring their own packed lunch and water bottle and eat in their designated classroom. Pack lunches will be kept under the desk in the classroom. In Year 5, they may be kept outside the classroom on the benches. • Children who have paid /free meals will have a 'Grab and Go' meal– These will be taken direct to the classroom by the lunch staff. Payment for meal to be online only. 	1	3	3
Access to resources and materials within classroom environments	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • All equipment to be kept in individual wallets and kept in own individual tray • Work to be completed in pupils' books. Teachers can mark the books in class, but books must be kept within their bubbles. Work can be marked remotely i.e. on iPad or children mark from answers given by teacher therefore reducing close contact. 	1	3	3
Equipment brought from home	Staff, Pupils	2	3	6	<ul style="list-style-type: none"> • Limited equipment brought from home –PE bag, packed lunch, coat and mobile (at the responsibility of each individual child and a disclaimer letter to be sent) • All children to wear full school uniform including shoes as per uniform policy. • Pack lunch boxes to be kept with the children to avoid contamination • Reading books to go home from school on allocated day and returned as per timetable organised by the year leader, with a 48-hour quarantine period. • Homework books to go home on same day as reading books and marked by the children. Quarantined for 48 hours. As organised by the Year group leader. • Water bottles can be brought from home but must be filled at home. They must be kept on the child's desk to prevent contamination with others 	1	3	3



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School staff with vulnerabilities	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> All vulnerable/shielding staff have had an individual risk assessment before returning to work. 	1	3	3
Child showing symptoms	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Any child showing symptoms of covid - high temperature, cough, nausea, lack of taste and smell will be immediately isolated in the medical room. Room to be deep cleaned at the end of the day. The rest of the class to be moved into 6KW room and this room deep cleaned at the end of the day. The adult supervising the child will do so at 2 metres wearing full PPE - apron, gloves and mask. Applied and taken off in the correct order. Staff responsibility to watch guidance video. A remote thermometer will be available to check temperature. The parent will be contacted immediately and requested to remove the child as soon as possible. Once the child has been collected the room will be sealed until it can be deep cleaned. The adult shall go home immediately to shower and change clothes. 	1	3	3
Provision of first aid reducing social distance as a control	Staff, Pupils	2	3	6	<ul style="list-style-type: none"> One designated first aider – Midday Supervisor over lunchtimes, assess situation, can the child treat themselves ie wipe the graze, hold a bleeding nose? If so then the first aider to leave the wipes etc near to the child. If the child needs contact with the first aider, then disposable gloves, aprons and masks are available and must be worn by the member of staff attending to the child. These must be disposed of, along with any other contaminated products in the appropriate sealable bags. Suitable stock levels will be maintained and monitored 	1	3	3
Number of pupils in school	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> All pupils to return to school Monitoring of absence via school welfare officer 	1	3	3
Cleaning	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Additional cleaning – X3 daily Teachers can access classrooms at the beginning of the day as the cleaners will ensure all classrooms are cleaned after school. After school, teachers to maintain social distancing whilst cleaners are in the classroom. Current cleaners to ensure all classrooms are cleaned every evening and 3X daily. Additional tissues placed in classrooms, new lidded pedal bins in classrooms for tissue disposal only these bins to be lined with bin bags. Bins to be collected and 	1	3	3



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					<p>... tied at end of day. Increased frequency of bins as and when required.</p>			
Children with SEND and AEN	Staff, pupils	3	3	9	<p>SENCO to complete individual risk assessment for identified children with behavioural needs and medical needs</p> <ul style="list-style-type: none"> Children with academic needs to tailored intervention programme based on identified gaps in learning and assessments completed by class teachers Daily reading to be completed for identified red readers socially distanced. Child encouraged to hold the book and turn the pages. SENCO to identify children where catch programme is not sufficient 	1	3	3
Fire Safety arrangements	Staff, Pupils	2	3	6	<ul style="list-style-type: none"> All adults to establish route out of school through nearest fire exit. Pupils to be informed of fire exit route first morning in school. Same muster stations on yard to be used, and pupils to stand in their class line using social distancing 	1	3	3
School deliveries	Staff	2	3	6	<ul style="list-style-type: none"> Two entrances to be used. Limit staff who collect deliveries. Once parcel taken staff sanitise hands and dispose of packaging in outside bins. 	1	3	3

Additional Comments

The risk assessment is a draft to control the risks to 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. The first review will be on Wednesday 9th September.

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	Hayley Sutton	Signature	
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Proposed timetable from September 2020

Year Group	Start time	Break		Lunch	Leave	
Year 3	8.40am	10.10-10.25am	Field	11.50-12.50pm Eating lunch 11.50-12.15pm Clean time 12.15pm	3pm	
Year 4	9.00am	10.20-10.35am	Field	12.30-1.30pm Eating lunch 12.30-12.55pm Clean time 12.55pm	3.20pm	
Year 5	8.50am	10.15-10.30am	Yard	12-1pm Eating time 12-12.25pm Clean time 12.25pm	3.10pm	
Year 6	8.30pm	10-10.15am	Yard	11.30-12.30pm Eating time 11.30- 11.55am Clean time 11.55am	2.50pm	