



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 Updated 9/10/2020 Updated 15/10/2020	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
Pupils and parents coming onto school yard at start and end of day	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. Staggered start and finish times will be changed from 9th November 2020. This is a result of not being able to use the school field due to the weather conditions and having to change break and lunch arrangements. Year 4 and Year 5 will start at 8.40 and finish at 3.05pm and Year 3 and Year 6 will start at 8.50am and finish at 3.15pm. Due to the geographical position of the classrooms the children will still be able to maintain social distancing. Parents will be able to collect at the end of the day. No parents on the yard at the beginning of the day. Updated times are attached. 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) Year 3 children are now coming into school by themselves. Two gate entry dependent on where children live via Queen Alexandra Road and 	4	1	4



COVID-19 Risk Assessment

Hill View Junior Academy



					<p>Stannington Grove.</p> <ul style="list-style-type: none"> • Signage in place. • Children to line up at the bell . Children will line up in their class, socially distanced and for a prompt entry into school. • Children can stay on the yard and wait for their siblings after school. Staff from other year groups will be on hand to supervise. To be reviewed 16th September. Updated staggered start and end times will reduce the time children are having to wait at the end of the day for siblings • Letter to go home to parents to remind them about socially distancing on the yard, what to do if they are late onto the yard and their door is closed because of being late. Letter will give an example of what to do in case of lateness. Information also included in the letter about what to do in the event of inclement weather. Hayley to write this. Letter will inform the parents that by the end of the week commencing 7th parents will no longer be allowed onto the yard to drop their children off. They will still be allowed to pick them up after school in the same way. • Updated staggered times to be communicated to parents – 23.10.2020 • Hayley to contact Southmoor Academy to ask them to not allow them to use the yard to cut through. 			
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). This will still be in place for the updated staggered start times. Year 3 and 6 will enter/exit the building at different ends of the school. • Year 5 and 4 will enter together for the staggered times and again the position of the classrooms allows for the Year groups to enter and exit separately. • Year leaders to organise staff to monitor different areas in the year group so children are kept socially distant and to stop any bottlenecks. 	4	1	4



COVID-19 Risk Assessment Hill View Junior Academy



					<ul style="list-style-type: none"> 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. Each year group leader has organised how best to enter the school for their own year group. Year 5 are now using the Year 6 entrance to enter the building. This is getting the children in faster. This can continue with Year 5 and Year 6 having 10 minute staggered times. Staff to sign in using QR code 			
Visitors to school	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. Parents to use the meeting room if they need to be brought into the building. Cleaning products available in the room to allow for cleaning between visitors or before staff use the room for other needs such as PPA time. Visitors to wear masks in school Parents to wear masks when they come into the 	1	3	3



COVID-19 Risk Assessment Hill View Junior Academy



					<p>Reception area.</p> <ul style="list-style-type: none"> Visitors to sign in using the QR code (situated in the entrance to the school door) 			
Large classes	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 PE changing – Year 5 are now also splitting boys and girls when changing. Year 6 split boys and girls – changing areas to be made use of cupboards, toilets and the classroom at the teacher's discretion. Allocation of spare PE kits in school to those children who do not have a PE kit. This means they can still take part in PE and avoids PE kits needing to be shared around within the year group. Children will need to be identified as a priority incase additional clothing is to be purchased. Social distancing and good hand hygiene to be practised by all members of the Year group at all times throughout the school day. 	1	3	3
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. Staff room to be designed so that the chairs are not facing and are 2m+ apart. Staff to use wipes and spray after using the staff room for additional safety. Rooms to be given a sign on the front of the door with specific maximum numbers depending on the size of the room. 	1	3	3



COVID-19 Risk Assessment

Hill View Junior Academy



					<ul style="list-style-type: none"> Hall to be used for staff meetings and staff to sit socially distanced in year group bubbles. Hall to be given a bin to prevent staff from needing to enter the staff room to dispose of rubbish. 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. Meeting rooms to be given cleaning products to allow for cleaning between different people using them. 			
Movement in corridors	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. Hayley to look into additional cleaning by cleaners of the children's toilets.HS has met with cleaning staff to go through the expected cleaning regime . Cleaners have been instructed on the deep clean of classrooms and communal areas if a bubble is to close. Toilets to be flushed with lid down. Last person up the stairs to the year 5 corridor to clean the rail with spray. Staff have been advised by the HT to wear masks in communal areas. 	1	3	3
Good Hygiene/practice	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. 	1	3	3



COVID-19 Risk Assessment

Hill View Junior Academy



					<ul style="list-style-type: none"> 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. Monday 19th October Staff Meeting – updated staggered times to be communicated to staff and procedures to be reinforced. 			
Breaktimes	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. Due to weather conditions the field will no longer be used. At breaktime two year groups will be using the yard. At lunchtime, the Yard to be split into X4 zoned areas for the last 25 minutes for the four year groups. (Year 3 and Year 6/Year 4 and Year 5) X2 breaktimes and X2 lunchtimes throughout the day. 	1	3	3



COVID-19 Risk Assessment Hill View Junior Academy



					<ul style="list-style-type: none"> Having X2 lunchtimes will enable the lunchtime supervision to be increased for each year group. This is a response to parental concerns raised with the school regarding number of lunch time supervisors to each year group. In cases of wet, damp weather, children to bring own wellies into school (to be kept in school) For wet breaks, videos could be used (CBBC) iPads, mindfulness colouring sheets that could be turned into a competition. Annette is willing to give prizes. 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. 			
Staff breaktime	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
Lunchtime	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. In Year 5, 5CF has a slightly different arrangement for storing packed lunches as the box is stored outside of the classroom. In Year 4 and Year 6, packed lunches are stored in black boxes and children get their packed lunches at dinner time. Year 3 are putting packed lunches into black boxes which are brought into class to eat. All storage of packed lunches is working well in the way it is being done. Year 6 are wiping their own tables with an anti bacterial wipe. This process is working well. Hayley to look into asking Helen to order wipes. This process is to be rolled out to Year 4 and 5 as well. Year 4,5 and 6 children are now wiping down 	1	3	3



COVID-19 Risk Assessment

Hill View Junior Academy



					<ul style="list-style-type: none"> their own lunch spaces. Line manager (LR) to reinforce what needs to be done at lunch time with the lunch time supervisors. HH to update the lunch time supervisors with regards to changes. (20th October) 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. Lunches will continue to be takeaway – the school will now be serving hot meal choices from 2.11.2020. the lunches will be served in takeaway boxes. HS to approve the hot menu choice. 			
Use of equipment in classrooms / offices	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. 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. The school is increasing the change of reading books to X2/week. Children can now change books on a Monday and on a Wednesday. Children can choose books from the class reading corner. 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. Water bottles are being kept on the floor in some classes, especially when iPads are out and in use. 	1	3	3
Shielding/ vulnerable staff	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. All year groups now have a supply of PPE available 	1	3	3



COVID-19 Risk Assessment Hill View Junior Academy



					<ul style="list-style-type: none"> within the year group. 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. 			
Child is requiring first aid	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 Half term attendance has been monitored and AF has been recording all absence. Where absence is COVID related this is recorded. HS to send letters where attendance back to school since Septemeber has not been in line with school policy and reasons for absence have not been COVID related . If attendance does not improve and still meets threshold for concern then HS to meet parents and minutes of meetings to be taken. 	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. 	1	3	3



COVID-19 Risk Assessment Hill View Junior Academy



					<ul style="list-style-type: none"> • 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 tied at end of day. Increased frequency of bins as and when required. 			
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 alarm activated	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
Third party delivery	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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COVID-19 Risk Assessment Hill View Junior Academy



Proposed timetable from November 2020

Year Group	Start time	Break		Lunch	Leave	
Year 3	8.50am	10.20-10.35am	Yard	12 – 1pm <i>Eating lunch</i> <i>12.15pm – 12.35pm</i>	3.15pm	
Year 4	8.40am	10.00-10.15am	Yard	11.50 – 12.50pm <i>Eating lunch</i> <i>11.50. -12.10pm</i>	3.05pm	
Year 5	8.40am	10.00-10.15am	Yard	11.50 – 12.50pm <i>Eating time</i> <i>11.50pm – 12.10pm</i>	3.05pm	
Year 6	8.50pm	10.20 – 10.35am	Yard	12 – 1pm <i>Eating time 12.15pm – 12.35pm</i>	3.15pm	