



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	24 th February 2021 (full reopening of the school – 8th March 2021) Updated on the 10 th March 2021 Updated on 13 th April 2021	Date for review	28 th May 2021

Likelihood	1. Very Unlikely – May occur in exceptional circumstances 2. Unlikely – Probably will not occur 3. Likely – Probably will occur 4. Very Likely – Will definitely occur	Severity	1. Minor – No injury or damage / First Aid Treatment Only 2. Moderate – Hospital Treatment 3. Serious – Over 7 days absence / RIDDOR reportable 4. Major – Permanent disablement / fatality		4	8	12	16	High	
				Likelihood	3	6	9	12	12	Medium
				2	4	6	8	Low		
				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). Children to enter and exit school in two year groups: Year 3 and Year 6 (Group 1) Year 4 and Year 5 (Group 2) All children come into school independently in the morning. Parents to drop off at the school gate. Parents to collect the children from the yard at the end of the school day in line with the staggered finish times. Parents to collect from the year group marked zones. Teachers and parents to use marked lines for social distancing. Teachers to release the children from the marked areas on the yard. Two gate entry/exit dependent on where children live via Queen Alexandra Road 	4	1	4



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					<p>and Stannington Grove.</p> <ul style="list-style-type: none"> • Signage in place. • Staff to wear a mask outside. • Children to line up at the bell. Children will line up in their class, socially distanced and for a prompt entry into school. Teachers and support staff to enforce the socially distance rules within the cloakrooms. • Classes to stagger into the cloakrooms. Cloakrooms should be calm and quiet and children to drop off coats and collect quickly.No more than the class number of children in the cloakroom . No mixing of class bubbles in the cloakroom area. • All parents to wear a mask if they need to come to the school office and to be socially distant. Reminder letter to parents to go out. 			
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 • X2 entry and exit times to continue with X2 break and lunch periods. (see timetable) <p>Year 3 and Year 6 (Group 1) Year 4 and Year 5 (Group 2)</p> <ul style="list-style-type: none"> • Year leaders to organise staff to monitor different areas in the year group so children are kept socially distant and to stop any bottlenecks. • Children to be supervised for movement around the school. • Children to be supervised on the stairs – top,middle,bottom. • Pupils to enter/exit the school by year group . Each year group to be separated into 	4	1	4



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					<p>the 4 classes and supervised by an adult. Classes not to mix in communal areas.</p> <ul style="list-style-type: none"> All teachers and support staff to supervise children coming in and out of the building and to ensure calmness and social distancing. Children to be asked (via a letter to the parents) to wear a mask coming into school and going out of school. Vulnerable staff to enter /exit the school via their year group door (as documented on Individual Staff Risk Assessments) Children to sanitise hands as they come into school 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. All staff to wear masks as they enter and exit school. Masks to be worn around school and in all communal areas. All staff to be out of school at the end of the school day to reduce mixing and to allow for a thorough clean of the school. Teachers to carry out PPA at home. 			
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. All visitors to wear a mask. 	1	3	3



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				<ul style="list-style-type: none"> • 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 by appointment only. • 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. • Meetings with external agencies to be remote • Visitors to sign in using the QR code (situated in the entrance to the school door) • Gymnastics teacher to come in from WB 8th March to coach children across the school. Test kits supplied to coaches to support safety procedures in place in school. Sports clubs to resume after the Easter break. 				
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. This will include the school yard. • HLTAs to work across the year group for PPA and Intervention • Year Leaders to manage use of TAs and allocation to classes to ensure maximum safety and reduce mixing of different bubbles. Timetables to be sent to the HT/DHT and the SENDCo for monitoring against the RA. • Perspex screens to be allocated for each class for the use with PP readers and staff to wear a mask. • Staff to wear masks in the classroom where appropriate . • Masks MUST be worn by adults around the school in the communal areas • 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"> Interventions to be directed by the support staff allocated in the classroom PE changing –Girls and Boys split to get changed separately and in allocated areas. 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 in case 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. IT room not to be used PE moved to the main hall. Circuit training/dance and aerobics. HT,DHT,Subject Leaders and SENDCo to minimise the time spent in classrooms for monitoring (less than 15 mins) HT and DHT to reduce interaction with staff 			
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 Children to stay sat in rows and forward facing. Each year group bubble to have an allocated space for their lunch space (adults): <p>Year 6 - Library</p>	1	3	3



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Year 5 - bungalow

Year 4 – Room next to the Library

Year 3 – staffroom

***Staff can also use the classroom for lunch once the children have gone outside.

***Cleaners to be made aware for the deep clean of the lunch areas

- **Essential staff training prioritised from WB 8th March where meetings are to be attended in person. This is to include the Reading INSET training day on 26th March. Staff requested to take covid test on the morning of the training to enhance safety procedures. Staff to sit 2m apart in the school hall and within the year group bubbles. Hall to be well ventilated. Staff asked to wear masks. Additional meetings in the summer term will be decided as the national situation changes. Local Authority advisers have informed us that they are testing regularly to support work in schools.**
- **All weekly staff meetings to be resumed from Monday 12th April. Staff to take Lateral Flow tests on the Sunday night/Monday morning before the staff meeting.**
- **Year group meetings and Leadership meetings to take place face to face from Monday 12th April. Staff to adhere to wearing of masks and being social distanced.**
- **HT/DHT/SENDCo to resume meetings face to face with staff and adhere to wearing of masks where appropriate and social distancing.**
- Windows open wherever possible. Open the windows from the top if it is cold to help keep the classrooms warmer. Full ventilation and opening of windows when the children are outside. Windows can be closed for 15 minute periods to allow the



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					<p>room to warm up. Layers can be worn by children.</p> <ul style="list-style-type: none"> Classroom/PE doors open for ventilation A reminder to staff to clean spaces after use. 			
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. Reinforce cleaning and hygiene routines to the children. Set toilet times for the year groups at lunch time to avoid mixing. Year group leaders to organise. Toilets to be flushed with lid down. Last person up the stairs to the Year 5 corridor to clean the rail with spray. Staff to wear masks in communal areas. Movement in corridors continues to be minimised. Staff to leave school at the end of the school day to reduce mixing. Staff to stay in school beyond the end of the school day to resume meetings/planning/assessment and meetings with colleagues face to face. Where possible staff to mix and meet with own year group bubbles. Where year group bubbles need to mix for the purpose of the meeting then masks to be worn and social distancing adhered to. 	1	3	3
Good Hygiene/practice	staff pupils	3	3	9	<ul style="list-style-type: none"> All pupils to have rules and guidance reinforced on 8th March and regularly revisited, at least daily. All staff and pupils to be reminded about social distancing and good hygiene 	1	3	3



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					<p>practice.</p> <ul style="list-style-type: none"> 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 read updated risk assessment (25.2.2021) All staff to email to say that they have read and understood the RA. 			
Breaktimes	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Breaktime to be staggered into 2 sessions. (see separate timetable). Yard to be split into 4 year group bubbles at break and 4 sections for each bubble. Due to weather conditions the field will no longer be used. In cases of wet, damp weather, children to bring own wellies into school (to be kept in school) For wet breaks – indoor activities to be completed by the children 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
Staff breaktime	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Staff can have access to staffroom for hot water only. No more than 1 staff member in the kitchen. Additional microwave to be purchased for Year 3 and Year 4 to use at the lower end 	1	3	3



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					<p>of the school. Year 5 and Year 6 staff to use the kitchen microwave.</p> <ul style="list-style-type: none"> 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 the classrooms for storage of milk and lunches. Staff encouraged and reminded to clean and sanitise break and lunch space. Staff to replenish when cleaning materials run out. HT reminded everyone that it is a whole staff responsibility. Staff to use allocated rooms for break and lunch times and to maintain social distancing. 			
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 to be stored so that children can access them safely. Children to wipe down their own lunch space after use. MC to reinforce lunch time procedures and RA with the lunch time supervisors. Children who have a school lunch will have a hot 'takeaway box' meal. These will be taken direct to the classroom by the lunch staff. Payment for meal to be online only. Lunch supervisors to wear gloves and masks. Children to have access to the toilets throughout the lunch period and monitored by the lunchtime staff – MC to oversee. 	1	3	3
Sports Clubs	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Sports Clubs to resume from 12th April: Children to take part in clubs within their own bubbles Sports hall to be used for the clubs Children to maintain good hand washing and hygiene routines Sports competitions to resume from 12th April: Children to be selected from a single year group Children to be transported to the venue by minibus using appropriate COVID safety measures One adult per child to spectate at the venue Adults not allowed to enter the play area 			



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					Adults to remain socially distanced and wear a mask at all times			
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. This has been reinforced to teachers at the staff meeting held on 12th April 2021 In Maths mark as much as possible with the children and complete assessment . Marking to be completed in the childrens books. Marking must still follow the school policy – reinforced to teachers on 12th April 2021 Only one person to be in the photocopier room (Year 5 and Year 6 staff to use). X1 photocopier to be moved to the IT suite (Year 3 and Year 4 staff to use) Order an additional microwave to store in the lower end of the school for Year 3 and Year 4 staff to use 	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. Let the children choose a reading book but have a sanitising routine for the children to use. Become more stringent regarding sanitising choosing books Reading books to go home from school on a daily basis Homework is on line and self assessed. 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 CV and CEV staff to have the individual risk assessment reviewed and updated with the HT.To be adjusted with any new and updated guidance. 	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 within the year group. 	1	3	3



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					<ul style="list-style-type: none"> The rest of the class to be moved into 6KW room and this room deep cleaned at the end of the day. MC to be called upon if needed and required for first aid. 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 school office now keeps a tracker of children sent home with symptoms and those isolating to ensure correct period of times are adhered to 			
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 i.e. 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 on 8th March Monitoring of attendance - HT along with AF (weekly meetings) AF to record all absence. Where absence is COVID related this is recorded. HS to send letters where attendance meets criteria and 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"> 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 ensure they are off site for cleaning to take place in the classrooms. 	1	3	3



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					<ul style="list-style-type: none"> 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 to wipe down tables after lunch with wipes. Reinforce cleaning of communal areas and equipment with staff - everyone holds responsibility to keep up with cleanliness. 			
Children with SEND and AEN	Staff, pupils	3	3	9	<ul style="list-style-type: none"> SENCO to complete individual risk assessment for identified children with behavioural needs and medical needs SENDCo to monitor how the TAS are being allocated to different classes in the school in line with the schools Risk Assessment. Identified children to come into the school on 5th March to settle back in after school closure and address any issues and concerns. 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



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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
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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.

Additional monitoring will also take place by school leaders and directors of Vision Learning Trust to ensure controls remain effective. Leaders will revalute the effectiveness of this Risk Assessment and its implementation should numbers exceed 500 per 100 000. All vulnerable staff to be assessed individually.

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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Staggered timetable

Year Group	Start time	Break		Lunch	Leave	
Year 3	8.40am	10.15am-10.30am	Yard	11.40am -12.40pm Eating lunch: 11.40am – 12.05pm Yard: 12.05pm – 12.40pm Clean time 12.05pm	3.10pm	
Year 4	8.50am	10.35am-10.50am	Yard	11.50am -12.50pm Eating lunch: 11.50am – 12.10pm Yard: 12.10pm – 12.50pm Clean time 12.10pm	3.20pm	
Year 5	8.50am	10.35am-10.50am	Yard	11.50am -12.50pm	3.20pm	



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				Eating lunch: 11.50am – 12.10pm Yard: 12.10pm – 12.50pm Clean time 12.10pm		
Year 6	8.40am	10.15am-10.30am	Yard	11.40am -12.40pm Eating lunch: 11.40am – 12.05pm Yard: 12.05pm – 12.40pm Clean time 12.05pm	3.10pm	