



# COVID-19 Risk Assessment Hill View Infant Academy



<b>Location</b>	Hill View Infant Academy, Helvellyn Road, Sunderland. SR2 9JJ	<b>Assessment type</b>	Specific
<b>Assessor</b>	Claire Smith	<b>Date of assessment</b>	01/12/2021
		<b>Date for review</b>	31/12/2021

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

Hazards identified	Who might be harmed and how	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, parents and children	3	3	9	<ul style="list-style-type: none"> <li>Where possible the same adult per child to drop off / pick up, and only 1 adult per family</li> <li>Adults asked not to gather on school premises – adults responsible for maintaining social distancing whilst on school premises - signs displayed as reminders</li> <li>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</li> <li>Adults recommended to wear face masks on school premises.</li> <li>SLT / site supervisor to monitor</li> </ul>	1	3	3
Nursery and Classroom environments	Staff and children	3	3	9	<ul style="list-style-type: none"> <li>Timetables for outdoor classrooms in place, allowing for teaching outdoors</li> <li>Increased cleaning and premises hygiene regimes and sanitising resources available in every classroom - every class to continue to have a hygiene station</li> <li>Adults to remind children of good hand hygiene controls – use of hand sanitiser</li> <li>Windows and doors to be open for improved ventilation. All staff reminded of need for ventilation - open high level windows if possible in colder weather, increase ventilation during breaks / lunchtimes when room unoccupied, allow for additional clothing to be worn, avoid seating directly next to windows that are open</li> <li>Staff and adults to wear face coverings in communal areas and corridors</li> </ul>	1	3	3



# COVID-19 Risk Assessment Hill View Infant Academy



Access to resources and materials within classroom environments	Staff and children	3	3	9	<ul style="list-style-type: none"> <li>resources to be accessible – cleaned daily at the end of each day if used by own class, cleaned after immediate use if to be shared</li> <li>Shared resources between classes to be sanitised between use</li> </ul>	1	3	3
Education for children who are at home					<ul style="list-style-type: none"> <li>Showbie to be used for weekly homework so families continue to familiarise themselves. If any individual or class isolations</li> <li>Showbie will be used for remote learning</li> </ul>			
Access to outdoor learning environments and materials/resources within these environments	Staff and children	2	3	6	<ul style="list-style-type: none"> <li>Outdoor classrooms to be timetabled for whole school</li> <li>Good hand hygiene before and after outdoor classroom access at all times</li> </ul>	1	3	3
Sanitary provision and health and hygiene	Staff and children	3	3	9	<ul style="list-style-type: none"> <li>Children to wash hands on arrival, before lunch, after playtimes and before hometime using hand sanitiser or soap and water.</li> <li>Access to hand sanitiser throughout the day in learning environments hygiene station including hand sanitiser and tissues, bin next to this</li> <li>Teachers to allow only 1 child at a time to go to the toilet per class using a sash system to minimise numbers in toilets at any given time.</li> <li>Posters and verbal reminders across the day regarding hand hygiene- build into PSHE lessons.</li> <li>Windows and doors to be open as much as possible to allow for ventilation</li> <li>Additional tissues available in all learning spaces – posters encouraging 'catch it, bin it, kill it' and additional emptying of bins</li> </ul>	1	3	3
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"> <li>PPE that is normally used for specific care plans to continue (disposable gloves and aprons)</li> <li>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.</li> <li>Team teach in line with behaviour policy to remain and usual controls apply for bodily fluids eg spitting</li> </ul>	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"> <li>Consistent behaviour policy and all staff to implement routines and expectations even if teaching different groups</li> <li>Maximise use of outdoors to stimulate learning – staff to plan for this</li> </ul>	1	3	3



# COVID-19 Risk Assessment Hill View Infant Academy



School assemblies, collective worship and larger whole school gatherings	Staff and children	3	3	9	<ul style="list-style-type: none"> <li>School assemblies and larger whole school gatherings including collective worship in the school hall environment will not take place whilst local restrictions in place</li> <li>Christmas performances to be 1 class at a time in the hall with a limit of 1 adult to each child.</li> <li>Collective worship will be classroom based in smaller groups and controls identified in classroom environments will be applied.</li> </ul>	1	2	2
General School building safety and compliance regimes	Whole school community	2	3	6	<ul style="list-style-type: none"> <li>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.</li> <li>All essential maintenance, repairs and inspections will continue as scheduled.</li> </ul>	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"> <li>The existing school controls within the school rules of walking to the left-hand side of the corridors will be maintained and reinforced with staff and children.</li> <li>Recommend the use of face coverings for staff and visitors in communal areas, unless exempt</li> </ul>	1	3	3
Fire Safety arrangements	Whole school community	2	3	3	<ul style="list-style-type: none"> <li>No increased risks due to COVID 19 have been identified and existing school arrangements including evacuation drills will continue.</li> <li>Muster points will be reviewed regularly based on numbers of children within school</li> </ul>	1	2	2
School staff with vulnerabilities, underlying health conditions, pregnancy, not vaccinated	Individual staff members	3	3	9	<ul style="list-style-type: none"> <li>Staff with vulnerabilities to follow government advice and seek medical guidance where required</li> <li>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.</li> <li>Survey monkey completed by staff July 2021 to confirm vaccinated status – SLT aware of vulnerabilities</li> <li>Staff and adults to wear face coverings in communal areas and corridors</li> </ul>	1	3	3
Pupils with increased vulnerabilities	Individual children	3	3	9	<ul style="list-style-type: none"> <li>The normal attendance procedures and monitoring will be applied from September. X code for isolation due to close contacts, I if child is positive for Covid</li> <li>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.</li> <li>School to maintain the routine safeguarding procedures and continued liaison with other professional agencies</li> </ul>	1	3	3



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<p>Emergency arrangements including managing any potential ill health</p>	<p>Staff and children</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>• Parents not to send children into school if displaying any signs/symptoms of COVID 19 and must follow government guidelines</li> <li>• Clear protocol in place for what to do when a case is confirmed – SLT clear roles and responsibilities. Track and trace to identify close contacts and advise to get a PCR test inline with public health guidance. You are not required to self isolate if you have been in close contact with someone with Covid 19 if you are: Fully vaccinated, you are below the age of 18, you are taking part in a Covid 19 trial or you are not able to get vaccinated for medical reasons.</li> <li>• Staff/ children not to come into school if displaying signs/symptoms of COVID 19 and must follow government guidelines</li> <li>• 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</li> <li>• Testing – staff to take lateral flow tests twice a week, and supplies are held in school</li> <li>• If there is a confirmed case of COVID 19 school will liaise with public health - outbreak management plan in place</li> <li>• Requests for testing are the responsibility of parents and/or staff and this cannot be arranged by the school</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>
<p>Curriculum expectations</p>	<p>Staff and children</p>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Local restrictions in place from 1<sup>st</sup> November 2021 include reducing mixing between year groups and classes as much as possible – French lessons suspended</li> <li>• Local restrictions in place from 1<sup>st</sup> November 2021 include stopping of whole-school events, therefore no assemblies will take place during this time.</li> <li>• Catch up interventions with identified children will take place in line with our catch up strategy. Social distancing measures and enhanced cleaning in place.</li> <li>• PE – this will be delivered outdoors where possible. One class only. Children to wear PE kit to school on PE days.</li> <li>• Any child who is isolating – online learning to be provided on Showbie daily, and a weekly telephone call from class teacher</li> <li>• Educational visits to be suspended</li> <li>• Music – will be in groups of no more than 1 class at each time and in music room. Teacher to socially distance. Enhanced cleaning between sessions in place.</li> <li>• Parents evenings to take place virtually, where possible.</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>
<p>Office based activities for school staff</p>	<p>Staff and Children</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Hot desking prohibited - Office staff to work at own work station and not share machines</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>



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					<ul style="list-style-type: none"> <li>Cash handling to be minimised and online payments encouraged by school money</li> </ul>			
Parent communications	Staff and parents	3	3	9	<ul style="list-style-type: none"> <li>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</li> <li>Where face to face contact and meetings are unavoidable then social distancing will be maintained and face masks recommended</li> <li>Updates and information from the school will continue to be shared via the website and text messaging/email service and APP</li> </ul>	1	2	2
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"> <li>Governance arrangements and meetings will take place via virtual platforms, where possible, and will be minuted, to ensure ongoing statutory compliance.</li> </ul>	1	1	1
Staff training, meetings and communications	All staff	3	3	9	<ul style="list-style-type: none"> <li>Staff communications and briefings will be via email, displays in staff room, text message or phone calls where possible</li> <li>Statutory meetings eg) Child protection conferences will be arranged via virtual platforms wherever possible.</li> </ul>	1	3	3
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"> <li>Face to face meetings will only take place where there is no other option and social distancing will be maintained at all times.</li> </ul>	1	3	3
School visitors including professional services	Staff, children, parents and visitors	3	3	9	<ul style="list-style-type: none"> <li>Only essential visitors for the purpose of health and safety, SEND or safeguarding will be permitted</li> <li>Social distancing will be maintained at all times and use of face masks recommended</li> </ul>	1	2	2
School deliveries	Staff, children, parents and contractors	3	3	9	<ul style="list-style-type: none"> <li>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.</li> <li>Delivery companies also have their own arrangements identified to protect their drivers and staff</li> </ul>	1	2	2
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"> <li>All extra-curricular activities to take place outside where possible, or use of larger areas of school where social distancing can be applied</li> <li>Enhanced cleaning in place</li> </ul>	1	1	1



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## 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**