



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	10 th January Current Rate 2,564/100,000 13 th January 2022	Date for review	31st January 2022

Likelihood	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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
				3	6	9	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 the school yard at the start and end of day	Staff, Pupils, Parents/Carers	4	3	12	<ul style="list-style-type: none"> All of the year groups start and finish school at the same time. To reduce numbers on the yard - parents to drop children off at the gates in the morning and children to walk on their own to the yard. Parents to walk onto the yard at the end of the day to collect. The school have stated that parents wear masks on the school grounds. 	4	1	4
Entry of pupils and staff into the school building	Staff, Pupils	4	3	12	<ul style="list-style-type: none"> Pupils to enter and exit the school building via year group doors to reduce numbers and mixing. Stagger individual classes coming in and out of school. Keep year groups apart. Year leaders to organise staff to monitor different areas which the children access 	4	1	4



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					<p>to avoid congestion at the start and end of the day. Staff to reinforce one way system around school.</p> <ul style="list-style-type: none"> • Children to be supervised by adults for movement around the school. • Year 5 children to be supervised on the stairs – top,middle,bottom. • All teachers and support staff to supervise children coming in and out of the building and to ensure calmness and so that crowds of children are not built up/mixing. • Children to sanitise hands as they come into school/classroom. • Children to leave coats in cloakroom.Hands to be washed/sanitised then pupils taken straight to classroom. • All staff to wear masks around school in communal areas. • Internal Office area to be well ventilated at all times with windows open • Limit close contact before and after school with other members of staff. 			
Visitors to school	Staff, Pupils, Visitors	2	3	6	<ul style="list-style-type: none"> • All visitors to the Reception office area to wear a face mask on entry to the school building. Only one person in the Reception area at a time. Screen to stay in place at the window in the main school office to protect staff from possible infection . • Only professionals/contractors to come into school and where essential. They must show a negative LFT before coming into school. • Parent meetings to all be conducted by telephone. • External meetings to be conducted virtually 	1	3	3



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<p>Large classes</p>	<p>Staff, Pupils</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> All classrooms to be well ventilated at all times. CO2 monitors to be put into classrooms for EV and Vulnerable staff. Staff to monitor and report to HS where ventilation is poor. CO2 monitors to be put into rooms with poor ventilation Windows can be closed when children are out or when it becomes too cold. If it goes cold then close the windows for 20 minute periods of time before opening again. Hand sanitiser to be available and used on entry to the classroom. Staff are able to wear masks in the classroom if they wish to do so. Masks to be worn by adults around the school in the communal areas FFP2/FFP3 masks to be given to CVulnerable and Extremely Clinically Vulnerable staff Good hygiene to be practised by all members of the year group at all times throughout the school day: <p><i>Ensure good hygiene for everyone</i> <i>Maintain appropriate cleaning regimes</i> <i>Keep occupied spaces well ventilated</i></p> <ul style="list-style-type: none"> Children to be sat in rows. Teachers to teach from the back of the classroom where possible so that children are facing away.(recommendation for those staff who are CV and ECV) Tables and chairs to be wiped down with antiseptic wipes after Maths by the children Children to have individual packs of equipment. Children not to use whiteboards – use I PADS for the whiteboard. IT room not to be used Limit mixing between classes. Staff to keep within own year groups. 	<p>1</p>	<p>3</p>	<p>3</p>
<p>Assemblies</p>	<p>Staff,Pupils</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> No assemblies (under the advice of Executive Director of Public Health – Sunderland) 	<p>1</p>	<p>3</p>	<p>3</p>



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School Trips	Staff,Pupils				<ul style="list-style-type: none"> Suspend trips and visits 			
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 Good hygiene to be practised by all members of the year group at all times throughout the school day: <p>Ensure good hygiene for everyone Maintain appropriate cleaning regimes Keep occupied spaces well ventilated</p> <ul style="list-style-type: none"> Ensure all classrooms are well resourced with bins/tissues/wipes to maintain control measures for good hygiene procedures. 	1	3	3
Number of rooms used to include offices	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Staff meetings to be done via TEAMS.. DHT to meet Subject Leaders and Year group leaders via TEAMS SENDCo to meet professionals via TEAMS Child Protection meetings to be carried out via TEAMS Classroom doors open for ventilation during lesson times. Children to have lunches in classrooms from the 17th January. X2 dinner staff allocated to each year group. Lunches to be delivered to the classrooms. Rota to be put into place for year groups for eating in the classrooms. Dining Hall to be used for breakfast club.Children to be in year group bubbles. 	1	3	3



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					<p>Ventilation and good hygiene control measures to be put in place.</p> <ul style="list-style-type: none"> PE lessons to be taken outside. New PE plans provided by PE coordinator to allow children to access the PE curriculum. Karate to be cancelled as this is an indoor ,mixed age club with shouting Athletics,Rugby,Football and Gardeining clubs to continue as this is outside. No IT room to be used 			
Movement in corridors	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Staff to wear masks in communal areas. Year group leaders to ensure that children are following school rules and procedures when moving around school to reduce congestion and ensure calmness is maintained. All teachers to go through school procedures/rules with the children. 	1	3	3
Good Hygiene/practice	staff pupils	3	3	9	<ul style="list-style-type: none"> All staff and pupils to be reminded about good hygiene practice and updated COVID 19 procedures and regulations. <p>Ensure good hygiene for everyone Maintain appropriate cleaning regimes Keep occupied spaces well ventilated follow public health advice on testing,self isolation and managing confirmed cases of COVID-19.</p> <ul style="list-style-type: none"> Staff to read updated risk assessment. All staff to email to say that they have read and understood the RA. Year Leaders to meet with all staff in their teams to go through updated procedures following management meeting (11.1.22) 	1	3	3
Breaktimes	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> All children can continue to mix outside on the yard. 	1	3	3



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Staff breaktime	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • Staff to be allocated a lunch room - YR 6 library, YR 4 room next to library, YR 3 – staff room, YR 5 – dining hall • Individual fridges to be kept in classrooms to allow staff to keep out of the busy staff room if they wish to and avoid a build up of staff in a small area. 	1	3	3
Lunchtime	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • HS to reinforce new lunch time procedures and RA with the lunch time supervisors. (11th January) • Children to eat lunches in the classroom – school dinners and pack lunches together to eat in their own classrooms • School dinners to be delivered to the classrooms by the kitchen staff. This will go alongside the rota. (below) • Lunch rota to be put into place. The year group that has first lunch stay in the classroom and their lunch will be delivered first. The other year groups go outside and wait for the dinner staff to call them in. <p>First Lunches: Monday – Year 3 Tuesday – Year 4 Wednesday – Year 5 Thursday Year 6 Friday Year 3</p> <ul style="list-style-type: none"> • Each year group will have two dinner ladies supervising them in the classrooms eating. • Once children have finished their lunch they will go outside. There will be dinner staff outside supervising. 	1	3	3
Sports/Music Clubs	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • Outdoor clubs only to take place • Violin and guitar lessons to be suspended • After School Club children to be collected from the main hall by staff. ASC staff to use the main entrance to the school. 			
Use of equipment in classrooms / offices	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • Reading books to be changed and can go home. The library for taking books is not to be used 	1	3	3



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					<ul style="list-style-type: none"> • Children will have their own packs of equipment and carry them to Maths lessons. Whiteboards not to be used. I PADS used for whiteboards. • Teachers to use own equipment where possible to reduce the risk of infection. • Teachers to take children's work books home to mark. 			
Equipment brought from home	Staff, Pupils	2	3	6	<ul style="list-style-type: none"> • Children can bring in equipment from home where appropriate - mobile phones/pencil cases/PE equipment . 	1	3	3
Shielding/ vulnerable staff	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • All ECV and EV staff to have an updated individual Risk assessment in line with current union advice and current Public Health guidance. RA to be conducted with the HT (WB 10th January 2022) 	1	3	3
Child showing symptoms	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • Parents to be notified and reminded not to send children to school if they are displaying symptoms or have tested positive through LFT or PCR (dependent upon if the child is showing symptoms – see latest guidance issued to parents 10/1/2022). Parents to notify school of a positive result. • Any child showing symptoms of COVID in school - high temperature, cough, nausea, lack of taste and smell will be immediately isolated in the medical room. All year groups now have a supply of PPE available within the year group. • 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. Room to be ventilated. • A remote thermometer for each year group will be available to check temperature. • The parent will be contacted immediately and requested to collect the child from school as soon as possible. Child to stay in isolation until they are collected. Parents advised to take the child for a PCR test. • The school office records all positive LFT and PCR tests for individual children across the school. HS to contact Public Health and Sunderland Health Authority with updated cases/numbers and take advice as appropriate. RA to be adapted to current advice given. • Current guidance for close contact, testing and Isoation to be sent to all parents (10.1.2022) 	1	3	3
Child is requiring first aid	Staff, Pupils	2	3	6	<ul style="list-style-type: none"> • For all non COVID related injuries and illness – first aid procedures to continue. Cover rota in place for MC. 	1	3	3
Attendance	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> • All children to attend school - attendance/COVID cases to be monitored by the Headteacher. This includes CEV children unless they are advised by the GP or 	1	3	3



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					<p>clinician (evidence will be required)</p> <ul style="list-style-type: none"> • Pupils with symptoms or those that test positive (LFT/PCR) should not attend school. Parents to notify the school. The child cannot return to school until the 10 day isolation period is complete if they have a positive test result. A PCR test is needed if the child is showing symptoms. . If the PCR test is negative then the child can return to school once they feel well again. • Children can return to school after day 7 if they've had two negative LFD tests (on days 6 and 7) <p>13.1.2022</p> <p>***Children who test positive can now isolate for five full days. Children will be able to leave isolation from the start of day 6 after two negative tests (test on day 5 and day 6)</p> <ul style="list-style-type: none"> • Where there is an outbreak in a classroom, HS to notify parents and advise LFT to take place at home each day for 7 days before the children attend school. • School to contact Public Health where there is 10% in a given group. NHS will work with the parents to identify close contacts .Headteacher to contact public health where the school has an outbreak (10%) • If the child is unable to attend school because of a positive case they should be recorded as I (illness) • Children can attend school if they are a close contact or if someone from their hopousehold has tested positive. They will need to do daily LFT for 7 days. • Children will no longer be required to self isolate if they are contacted by NHS Test and Trace as a close contact of a positive case. Children will be advised to take a LFT for 7 days. 			
Staff Testing Staff testing Positive.	Staff,Pupils	3	3	9	<ul style="list-style-type: none"> • Staff to continue testing twice weekly unless they have been identified as a close contact and then daily LFT should be done for 7 days. • Staff to inform Headteacher immediately if they have a positive result and must follow current public health guidance 			



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				<ul style="list-style-type: none"> Staff who test positive with a LFT should self isolate.If they have symptoms then they will need a PCR test and isolate for 10 days if the result is positive.If the PCR result is negative then the member of staff should stay at home until they feel well enough to return to work or 2 days if the they are suffering from sickness or diarrhoea.If they have no symptoms then a PCR is not necessary and they isolate for 10 days. <p>***_Staff who have tested positive may be able to end their self-isolation period before the end of the 10 full days by taking a LFD test from 6 days after the day symptoms started (or the day the positive test was taken if they did not have symptoms) and another LFD test on the following day.The second LFD test should be taken at least 24 hours later and if both test results are negative and the staff member does not have a high temperature they may end their self-isolation after the second negative test result.Staff should not take a LFD test before the sixth day of the isolation period and should only end self-isolation after two consecutive negative LFD tests taken at least 24 hours apart.</p> <p>13.1.2022</p> <p>***Staff who test positive can now isolate for five full days. Staff will be able to leave isolation from the start of day 6 after two negative tests (test on day 5 and day 6)</p> <ul style="list-style-type: none"> Staff should not come into work if they have symptoms and should notify the Headteacher. Staff to be sent home if they develop COVID 19 symptoms whilst at work. Staff member should now initiate contact tracing if they test positive. Headteacher to contact Public Health should there be an identified outbreak in school. (0800 0468687) 				
Cleaning	Staff, Pupils	3	3	9	<ul style="list-style-type: none"> Additional tissues and cleaning materials placed in classrooms, 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. 	1	3	3



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					<ul style="list-style-type: none"> 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"> Individual Risk assessments written for those children highlighted. 	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"> Visitors to wear masks on school premises. 	1	3	3

Additional Comments

The risk assessment is 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 reevaluate 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	H Sutton
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