



## Buildwas Academy Covid19 Risk Assessment, March 2021

Risk	Protective measures	Who might be harmed and how?															
Lack of knowledge of health and safety advice by children, parents and staff	<ul style="list-style-type: none"> <li>- Revisited risk assessment, health and safety advice, Fire drill</li> <li>- Clear, concise, and timely communication to parents of procedure and protocols to be followed by parents and children</li> <li>- Clear, concise, and timely communication to staff of policy amendments, procedure, RA</li> <li>- Increase posters, signage around school for all stakeholders of reminders about signs and symptoms, hand washing, respiratory care, social distancing</li> <li>- Clear flow charts with instructions for isolating children with symptoms of COVID19, cleaning space after child has left the site</li> <li>- Ebug resources sign posted to parents through Facebook/ email</li> <li>- Teachers to reinforce relevant Key Stage Ebug lessons on hand washing, ensuring continued practise and revisiting through games, and repetition</li> <li>- Teachers to reinforce relevant Key Stage Ebug lessons Catch it, Bin it, kill it message</li> <li>- Teaching staff to model to children how to effectively wash their hands</li> </ul>	Pupils, families, all staff Contracting COVID19															
Beginning/ end of school day	<ul style="list-style-type: none"> <li>- Staggered start and end times to the day</li> </ul> <table border="1" data-bbox="743 778 1480 970" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Class group</th> <th>Start time</th> <th>Home time</th> </tr> </thead> <tbody> <tr> <td>Willow</td> <td>9:00</td> <td>3:15</td> </tr> <tr> <td>Beech</td> <td>8:50</td> <td>3:10</td> </tr> <tr> <td>Oak</td> <td>8:45</td> <td>3:05</td> </tr> <tr> <td>Holly</td> <td>8:40</td> <td>3:00</td> </tr> </tbody> </table> <p><b>Beech, Holly, Oak</b> class children will be dropped off at the gate by parents. Class teacher will bring children back to gate to dismiss at the end of the day.</p> <p><b>Willow</b> class children will be dropped off/ collect from the playground. Parents will be asked to socially distance with their children through use of cones with Class teacher/ TA directing children from Willow class outside area gate. Only one parent per child permitted on the playground for drop off for Willow class children. Parents will be asked to maintain social distancing as they leave the site up the path. If a Pre-school child is doing morning or afternoon sessions only, they should be dropped off/ picked up at the front reception gate for the session that doesn't match the Willow class start/end times (morning end: 11.45am/ afternoon start: 12.15pm). Parents will wait at the gate and child will then be collected/ brought down by a member of staff from Willow Class.</p> <p>Consider issues with separation for EYFS children due to extended period away from school/ new to school- potential to set up resources on playground/ in outside area if needed. These will be child touch only not adult and use to distract/ engage child so parents are able to leave swiftly.</p> <ul style="list-style-type: none"> <li>- Bespoke arrangements for SEND children requiring additional support will be made such as use of front gate or TA collecting from top gate/ parent as required.</li> </ul>	Class group	Start time	Home time	Willow	9:00	3:15	Beech	8:50	3:10	Oak	8:45	3:05	Holly	8:40	3:00	Pupils, families, all staff Contracting COVID19
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	<ul style="list-style-type: none"> <li>- Parents to arrive only at allotted time and leave promptly.</li> <li>- No parents to be permitted into the school building at start or end of the school day. Parents requiring teacher contact to make use of phone contact through arranged appointment via school office. If a face-to-face meeting is required, make use of hall space to facilitate social distancing.</li> <li>- Parents to maintain social distance from staff, other children and each other</li> </ul>	
Class grouping/size	<ul style="list-style-type: none"> <li>- Class group bubbles to be maintained at all times with no mixing of children or staff</li> <li>- Extended provision to maintain class group bubbles through spaced out, separate tables</li> </ul>	Pupils, families, all staff Contracting COVID19
Proximity to adult/children	<ul style="list-style-type: none"> <li>- Teachers and TAs to endeavour to remain as socially distanced as possible from children, taking into consideration the limitations when working with young and SEND children</li> <li>- Where staff cannot remain distance and need to work in close proximity to children, they may wear a face mask</li> <li>- All visors should be wiped down daily with hot soapy water</li> <li>- Staff should not enter any other class bubble and should only meet socially distanced, preferably outside</li> <li>- In situations where social distancing is not achievable, staff and adult visitors must wear a face mask</li> </ul>	Pupils, families, all staff Contracting COVID19
Physical classroom environment and resources <i>Willow</i>	<ul style="list-style-type: none"> <li>- Reduced number of fabric-based toys and equipment that will be machine washed at the end of each week</li> <li>- Reduced quantity of resources/ toys creating smaller baskets, cleaned daily</li> <li>- Shared use of pencils, pens, scissors etc. to be wiped clean at the end of each day</li> <li>- Prioritise outdoor learning, maintain field space between Reception outdoor area and Forest school, along with play space in front</li> <li>- Individual use resources for cooking or sensory based activities, thrown away after use</li> <li>- Named individual pots of play dough, discarded and replenished weekly</li> <li>- Hand washing before and after water play with washing up liquid added to water, refreshed daily</li> <li>- Hand washing before and after mud kitchen play, mud to be discarded after use and resources washed with detergent after use</li> <li>- Plastic food to be cleaned daily with detergent, class teacher to educate children about not putting resources to mouth</li> <li>- No use of sand</li> <li>- Children to be sat in rows side by side all facing same direction for group/ tabletop teaching</li> <li>- All high touch surfaces to be wiped with detergent regularly (morning, break, lunch, end of day)</li> <li>- During carpet times children to all be facing front and at least 2m distance between them and teacher</li> <li>- Use of only Willow class throughout day and across subsequent days</li> <li>- Small selection of books to use each day, sanitised after use and rotated daily, stored away for 48 hours before using again</li> </ul>	Pupils, families, all staff Contracting COVID19
Physical classroom environment and resources <i>Beech/ Oak/ Holly</i>	<ul style="list-style-type: none"> <li>- KS1/KS2 Children to have an individual zip wallet pencil case with key items: pencil, pen, scissors, pencil crayons, glue, ruler, rubber.</li> <li>- Each teacher to have own set of stationary for individual use.</li> <li>- Other classroom resources (books, maths equipment etc) may be shared within a class bubble but must be cleaned at the end of the day if used. Where possible reduce quantity of resources to support ease of cleaning.</li> <li>- AR/ independent books to be selected with support from a staff member wearing gloves. Those returned should be placed in a returns box to be replaced back into use only on a Monday.</li> <li>- All soft furnishing removed</li> <li>- All high touch surfaces to be wiped with detergent regularly (morning, break, lunch, end of day)</li> </ul>	Pupils, families, all staff Contracting COVID19
Building Ventilation	<ul style="list-style-type: none"> <li>- Increase natural ventilation</li> <li>- Windows must be open at all times (when, during colder periods they should be opened just enough to provide constant background ventilation but must be open fully during break and lunchtimes to purge the room of fresh air</li> <li>- Internal doors must be left open</li> <li>- External doors should be opened fully during break and lunch times unless fire doors.</li> </ul>	Pupils, families, all staff Contracting COVID19

Sharing of equipment and resources	<ul style="list-style-type: none"> <li>- No sharing of high use items such as pencils, pens etc; all KS1/KS2 Children to have an individual pencil case with these key items</li> <li>- Where possible key high use resources such as laminated phoneme strip, 100 square, CEW mats, a dictionary will be provided for individual use, resources will be wiped down daily with detergent soaked clothes</li> <li>- All individual resources across school to be antibacterial wiped at the end of the day</li> <li>- Resources such as science/ PE equipment must be cleaned between each bubble's use or left out of use for 48 hours (72 hours for plastics).</li> <li>- No plastic cups permitted, all children must bring own water bottle</li> <li>- In practical lessons that require equipment such as art/ science, all equipment must be cleaned before and after use, try, if at all possible, to use disposable resources such as paint in little pots that can be thrown away after use</li> </ul>	Pupils, families, all staff Contracting COVID19																				
High touch resources- pupil exercise books	<ul style="list-style-type: none"> <li>- Teachers sanitise hands before and after giving out books</li> <li>- Children to only touch their own exercise books</li> <li>- In the moment live marking using verbal feedback, use of post-it notes for CTG during lessons. Core subject books, children to leave open so teacher can review learning at the end of the session. Thorough marking weekly. Foundation books, end of day mark (time between lessons allows for COVID dispersal). Hands to be washed after touching children's books.</li> </ul>	Pupils, all staff Contracting COVID19, transfer to families																				
Use of general school building	<ul style="list-style-type: none"> <li>- Within KS2 contact within the corridor should be minimised with only one class groups using at a time.</li> <li>- KS2 toilets should, if possible, be used at break and lunchtimes only, with only one class group using at a time and with limited numbers using facilitates at any one point. If children require the use of the toilet during class times, a member of staff will need to ensure no other children from another class bubble are using it.</li> <li>- No children should be sent to the office and where possible the use of email should be used to communicate with office staff. All staff to have email running in background to support this. If staff need to come to the office, then social distancing should be maintained.</li> <li>- All staff meetings will be held in a large classroom with staff socially distanced around room at tables. Tables will need to be cleaned prior to use. Staff to wear face masks.</li> </ul>	Pupils, families, all staff Contracting COVID19																				
Extended provision Breakfast/ Afterschool club	<ul style="list-style-type: none"> <li>- Breakfast/ afterschool club to take place in hall. Parents to drop children at hall door with TD signing children in/ out.</li> <li>- Children to be grouped into four class bubble tables with use only of tabletop games.</li> <li>- Children can also use playground if weather permits with individual sectioned spaces for each group's play. All equipment must be cleaned after use before putting away. No contact games should be permitted.</li> <li>- All tables should be spaced out into the four corners of the hall, all facing the same way.</li> <li>- Children to wash hands upon arriving in extended provision, before and after eating and before leaving to go home.</li> <li>- Each table group to have own set of tabletop resources/ games that should be cleaned at the end of each session. Resources rotated around table groups should be thoroughly cleaned between groups and, if possible, not used within 48 hours (72 hours for plastics).</li> </ul>	Pupils, families, all staff Contracting COVID19																				
Play time/ break times/ lunchtimes	<ul style="list-style-type: none"> <li>- Staggered break and outside lunch/ afternoon play</li> </ul> <table border="1" data-bbox="517 1193 1704 1406"> <thead> <tr> <th>Class group</th> <th>Morning break</th> <th>Lunch</th> <th>Lunch play</th> </tr> </thead> <tbody> <tr> <td>Willow</td> <td>9.45- 10am</td> <td>11.45- 12.15pm</td> <td>12.15pm- 12.30pm</td> </tr> <tr> <td>Beech</td> <td>10.05-10.20am</td> <td>12.15pm-12.45 pm</td> <td>11.45am- 12.15pm</td> </tr> <tr> <td>Oak</td> <td>10.25-10.40am</td> <td>12.00-12.30pm</td> <td>12.30-1pm</td> </tr> <tr> <td>Holly</td> <td>10.45 -11am</td> <td>12.30 -1pm</td> <td>1-1.30pm</td> </tr> </tbody> </table> <p><i>If the field is dry, Holly can revert to the same lunch at Oak through turn taking use of field</i></p> <ul style="list-style-type: none"> <li>- Teachers to not take out class until previous group has finished play and returned to classroom</li> <li>- School supplied lunches to be brought to classroom by lunchtime supervisor</li> <li>- Rota for use of staff room, staff use hall for lunch</li> </ul>	Class group	Morning break	Lunch	Lunch play	Willow	9.45- 10am	11.45- 12.15pm	12.15pm- 12.30pm	Beech	10.05-10.20am	12.15pm-12.45 pm	11.45am- 12.15pm	Oak	10.25-10.40am	12.00-12.30pm	12.30-1pm	Holly	10.45 -11am	12.30 -1pm	1-1.30pm	Pupils, families, all staff Contracting COVID19
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Assembly	<ul style="list-style-type: none"> <li>- No in hall whole school assembly, replaced by virtual assemblies</li> </ul>	Pupils, families, all staff Contracting COVID19
Group class mixing and interaction	<ul style="list-style-type: none"> <li>- All children to stay in same group at all times during the day and on subsequent days</li> <li>- Teaching staff to maintain 2m distance between themselves and children where possible; when providing feedback or supporting individually, teaching staff should position themselves to the side or behind</li> <li>- Staff to work within class bubbles only.</li> <li>- Staff to maintain social distance between them self and other adults at all times within bubbles, if indoors staff from different bubbles must maintain social distance and wear masks</li> <li>- Staffroom and GP room limited to staff from same bubble at any one time, with the staffroom being closed to sit in for lunch.</li> <li>- First Aid administered by teacher/ TA within bubble class group, each class to have own First Aid kit/ Book- email AO to ring parents if significant or head injury</li> <li>- New Fire Drill plan with new meet points and routes out of school</li> <li>- Cook to remain in kitchen with except of use of staff room/ toilet</li> </ul>	Pupils, families, all staff Contracting COVID19
Music including singing, chanting, rapping	<ul style="list-style-type: none"> <li>- When singing and chanting, children must be socially distanced and standing side to side or back-to-back. If possible, this should be done outside. If not possible, it should be in a well-ventilated room with windows open, with children standing 2m apart and the adult at the front 3m away.</li> <li>- Shouting is not permitted.</li> <li>- Any background or accompanying music must be kept to a low level in order to prevent teachers and performers raising their voices. Singing must not be loud and quiet singing is to be encouraged.</li> <li>- DP is, as our peripatetic teacher, permitted back on site and will be asked to follow school's protective measures <ol style="list-style-type: none"> <li>1. Maintain distancing requirements with each group they teach, where appropriate.</li> <li>2. Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing.</li> <li>3. Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.</li> </ol> </li> <li>- Use of recorders and/or ocarinas can be used but children must keep the same instrument for each session and all instruments must be thoroughly sterilised between use</li> <li>- Hands should be washed before and after instruments are handled.</li> <li>- Instruments such as ukuleles should be labelled with player's name so that only that child handles the instrument</li> <li>- Shared instruments should be disinfected after use and between users, where possible the child playing the instrument should clean it.</li> <li>- In school guitar lessons can resume, this should be completed in line with the protective measure detailed above.</li> <li>- Afterschool choir or singing assemblies will not be resumed.</li> <li>- No live performance will take place at this time.</li> </ul>	Pupils, families, all staff Contracting COVID19
Visitors to site	<ul style="list-style-type: none"> <li>- Unless absolutely essential visitors coming onto the school site will not be permitted</li> <li>- Contractors will be requested to carry out works outside of school hours. They will not be permitted to enter any class bubbles. They will be requested to read and agree to site guidance for physical distancing and hygiene.</li> <li>- External agencies such as Educational Psychologist, SALT, OT will be requested to make use of virtual meetings through TEAMS.</li> <li>- If site visit is essential, Site guidance for physical distancing and hygiene will be emailed before visit. Guidance will also be placed in school reception area.</li> <li>- All visitors will be directed to register their visit to our site through the NHS COVID19 app</li> <li>- All visitors will be asked if they have read and understood guidance before being permitted onto site.</li> </ul>	Pupils, families, all staff, visitors Contracting COVID19

	<ul style="list-style-type: none"> <li>- All visitors will be asked to notify school if they experience COVID symptoms up to 48 hours of being on site or receive a positive COVID result up to a week after they last visited school</li> </ul>	
Handwashing and hygiene	<ul style="list-style-type: none"> <li>- Parents to be asked to ensure children wash their hands as they leave home</li> <li>- Each classroom has own sink facilities to allow for regularly handwashing.</li> <li>- All adults and children coming into school must wash hands before coming to school, when arriving on site and regularly at intervals: before break, after break, before lunch, when returning from lunch, immediately before leaving to go home. This must be done with running water and soap thoroughly for 20 seconds or through the use of an alcohol-based hand sanitiser ensuring all parts of the hand are covered.</li> <li>- Pre-school children and those with high SEND needs to be supported with hand washing.</li> <li>- Children to re-visit hand washing in school through use of e-bug resources, modelling and behaviour expectations</li> <li>- Children will re-visit and encouraged to use the 'catch it, bin it, kill it' approach, posters are placed in key areas to further remind all personnel on site. Hands must be washed immediately after sneezing, coughing.</li> </ul>	Pupils, families, all staff Contracting COVID19
Site cleaning	<ul style="list-style-type: none"> <li>- Ensure good stock levels of cleaning fluids- detergent/ bleach; ordering timely as required</li> <li>- Frequent cleaning of desks, high touch surfaces such as door handles, light switches with detergent at start of the day, break and lunchtimes, end of the day</li> <li>- Additional tissue bin to be emptied: break/ lunchtimes</li> <li>- Additional toilet cleaning; lunchtimes</li> <li>- Additional cleaning of high touch surfaces in places such as corridors at lunchtimes</li> </ul>	Pupils, families, all staff Contracting COVID19
Asymptomatic Cases of COVID-19	<ul style="list-style-type: none"> <li>- All staff to continue to take twice weekly rapid testing using Lateral Flow Device (LFD)s, please see separate Risk Assessment</li> </ul>	Pupils, families, all staff Contracting COVID19
Unwell children/ adults attending school	<ul style="list-style-type: none"> <li>- Adults and children with COVID symptoms must stay home and not attend school. They will be advised to self-isolate for 10 days – or longer if they still have symptoms other than cough or loss of sense of smell/taste. The 10-day rule starts from the first day after they became ill.</li> </ul> <p><b>Main COVID symptoms include:</b></p> <ul style="list-style-type: none"> <li>- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>- loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul>	Pupils, families, all staff Contracting COVID19/ COVID19 outbreak
Those living with someone with COVID symptoms attending school	<ul style="list-style-type: none"> <li>- Anyone (staff, children, parents) with a household member showing signs of COVID-19 must stay home and not attend school. Household members' isolation period includes the day the first person in their household started to symptoms, or the day they tested positive if asymptomatic and continues for the next 10 full days.</li> <li>- If a member of the household starts to display symptoms, they will need to restart the 10-day isolation period.</li> </ul>	Pupils, families, all staff Contracting COVID19
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Flow chart of procedures to be followed in case of signs/symptoms of coronavirus displayed in the staffroom, office, and main building staff toilet</li> <li>- Children who develop signs of coronavirus during school will be immediately isolated within the GP room.</li> <li>- Windows opened and a staff member to remain at the door.</li> <li>- If the child is becoming upset and distressed or in the event that the child is one of the youngest children onsite, a staff member will remain with them but will need to ensure PPE is worn.</li> <li>- Staff dealing with children with coronavirus symptoms should wear gloves, apron, and face mask</li> <li>- The main building staff toilet will be reserved for use by this child</li> <li>- Parents will be called and required to come and collect the child, along with any siblings immediately.</li> <li>- Adults on site who develops signs or symptoms associated with coronavirus will be sent home immediately and procedure for deep cleaning class based/ toilet/ resources followed.</li> </ul>	Pupils, families, all staff Contracting COVID19

	<ul style="list-style-type: none"> <li>- Anyone on site who develops coronavirus symptoms will be advised to self-isolate for 10 days from the day after they started to show symptoms. Household members should self-isolate for the next 10 days.</li> <li>- If showing signs or symptoms the child or adult must get tested and inform school of result</li> </ul>	
Cleaning after a suspected case in school	<ul style="list-style-type: none"> <li>- PPE must be worn, minim permitted is disposable gloves and apron</li> <li>- If body fluids present then additional PPE: visor, fluid resistant face covering should be used</li> <li>- The GP room and toilet if used must then be deep cleaned with detergent and bleach</li> <li>- The class base should be vacated and also deep cleaned with detergent and bleach along with any resources the child has come into contact with</li> <li>- Areas a symptomatic individual has passed through and spent minimal time in, if no evidence of body fluids, clean thoroughly as normal</li> <li>- Cleaning equipment should be disposable: cloths, paper roll and mop heads</li> <li>- Avoid creating splashes or spraying when cleaning</li> <li>- After use cloths and mop heads must be disposed of and should be put in a plastic bag, tied when full. The plastic bag should then be placed in a second bag and tied. It should be stored with individual initials in a secure place (boiler house) for 72 hours before being put into the normal waste</li> <li>- Items that cannot be cleaned using detergent or laundered should be stem cleaned</li> <li>- Dirty laundry that has been in contact with an unwell person must be washed according to manufacturer's instructions- before washing do not shake, all things for transporting dirty laundry must also be cleaned and disinfected</li> <li>- Once cleaning complete and PPE removed, hands should be washed with soap and water for 20 seconds</li> </ul>	Pupils, families, all staff Contracting COVID19
Body fluids	<ul style="list-style-type: none"> <li>- Staff need to wear PPE if they need to provide intimate care for a child</li> <li>- Staff need to wear PPE if they need to directly support a child with signs or symptoms of coronavirus</li> <li>- The PPE required will consist of a fluid-resistant surgical face mask, disposable gloves, and a disposable apron. If risk assessment also determines risk of splashing to eyes (coughing, spitting, vomiting) then eye protection will also need to be worn (visors)</li> <li>- Adults within class bubbles will deal with all First Aid needs using regular protective equipment such as gloves, apron and if close intimate care a face mask</li> <li>- PPE will be stored in the main school staff toilet along with other first aid supplies and disabled toilets in demountable/ Beech class stock cupboard</li> </ul>	staff Contracting COVID19
Confirmed case in school Positive test result (staff or pupil)	<ul style="list-style-type: none"> <li>- Anyone (staff, children, parents) who has tested positive within the last 10 days must stay home and not attend school</li> <li>- If someone confirms a positive test result for COVID19, school will immediately seek advice from Public Health England (PHE) by ringing 0800 0468687 and selecting option 1.</li> <li>- School will follow advice and send home those people who have been in close contact with the person who tested positive, requesting they self-isolate for next 10 days counting from the day after contact with the individual who tested positive.</li> <li>- Close contact is defined as: <ul style="list-style-type: none"> <li>o Living in a household with anyone who has coronavirus (COVID-19) symptoms or who has tested positive for COVID-19</li> <li>o Face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>o Being in 1 minute for 1 minute or longer without face-to-face contact</li> <li>o Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)</li> <li>o Travelling in the same vehicle</li> </ul> </li> </ul> <p>The definitive list will be determined by local Public Health Team.</p> <ul style="list-style-type: none"> <li>- School will send out a copy of the letter send by the local Public Health Team being mindful to not share details of the person/s who tested positive for coronavirus.</li> <li>- If one of the contacts develops symptoms, they should get a test. If positive they should follow stay at home advice, if negative they must still remain at home until the 10 days have passed.</li> </ul> <p>Contain outbreak by following local health protection team advice</p>	Pupils, families, all staff Contracting COVID19

	<ul style="list-style-type: none"> <li>- Two or more cases in 14 days or overall rise in illness where coronavirus is suspected may indicate an outbreak, in which instance school will work with the local Public Health Protection Team.</li> </ul>	
Travel to and from school	<ul style="list-style-type: none"> <li>- Parents reminded that on their journey to school they need to maintain social distancing guidance of 2m apart from others not in your households</li> <li>- If possible, parents/children should come to school in their private vehicle with only those from their household</li> <li>- Ludlow Buses will be provided with details of start/ end of day timings</li> </ul>	Pupils, families, all staff Contracting COVID19
Home/ school transfer of items/ objects	<p>Resources and equipment transfer from school/ home will be reduced through:</p> <ul style="list-style-type: none"> <li>- PE limited to one day a week with children coming in PE kit on that day</li> <li>- Children to have one independent reading book in school and another for home with book from home only returned to school once completed.</li> <li>- Children do not need a bag each day and should only bring coat, suitable weather clothing and lunchbox into school daily.</li> <li>- Children to bring own water bottle (no cup will be provided by school, with the exception of disposable cups for EYFS milk). Bottle to be taken home daily for cleaning.</li> <li>- Where possible teacher should attempt to complete all marking in school reducing the need to take books home.</li> </ul>	Pupils, families, all staff Contracting COVID19