**IQRA PRIMARY SCHOOL**

**Covid-19 Risk Assessment – Opening schools September 2020**

Government instruction is that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term 2020. The school has implemented a system of controls, summary of which are as follows:

* Grouping of children together in groups or “bubbles”
* Avoiding contact in school between these groups, with separate starting, finishing, lunch and break times
* Attendance of students at school is compulsory
* Test and trace in place for schools
* Regular cleaning of hands
* Requirement for face coverings
* Those with symptoms told to stay out of school
* No big group events like school assemblies
* Pupils will be expected to continue with all their statutory assessments

Full Government guidance can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This risk assessment is based on all year groups returning to school. Parents have been given guidance on the key requirements that the Government have outlined. The risk assessment can only be effective if all parties adopt the risk management strategies. Iqra school cannot **guarantee** the safety of all staff, pupils and parents.

# **Main symptoms**

# The main symptoms of coronavirus are:

# a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

# a 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)

# a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

# Most people with coronavirus have at least 1 of these symptoms.

# **What to do if you have symptoms**

# If you have any of the main symptoms of coronavirus:

# Get a test to check if you have coronavirus as soon as possible.

# Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

# Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

| **Hazards and Risks** | | | **Existing Control Measures**  **Measures to prevent spread/contraction of**  **COVID-19:** | | **Risk Level**  *(Very High, High, Medium, Low)* | **Further Actions** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Iqra Primary School follows latest Government Guidance and also the Local Authority Covid-19 Outbreak Control Plan** | | | | | | | |
| 1. | Interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information | | The following follows latest Government guidelines on reporting (see Risk Assessment Symptomatic/Addendum 2)  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>   * We have informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); * Signage around school (catch it, bin it, kill it; Hands, Face, Space) * Parents received guidance on school times for their child and protocols set out for attending the school including a video on the school website; * Parents issued specific school protocols for school attendance for them to explain to their children; * Risk assessments of pupils with EHCP have been reviewed (P Dhillon); * Staff are briefed on school procedures and the plans for re-entry of students; * Employees have had sufficient training and briefing regarding infection control and school protocols; * Staff are briefed in relation to mental health and stress support; * Staff to continue to use amended Safeguarding Policy procedures; * Staff to report any hygiene/H&S issues to SLT immediately; * Communication with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place; * Test and trace in place for schools. * Temperature guns with all Year Leaders. If a child presents with symptoms the class teacher will take the temperature and send the child to the welfare officer. * Classrooms arranged in accordance with the government guidelines. | | Medium | Headteacher to follow Government guidelines on reporting positive cases to appropriate body (see Addendum 1/Risk Assessment Symptomatic)    Head teacher will alert and update the school community as per Government guidelines if a member becomes infected with COVID 19. | |
| 2. | Drop off / entry to the school | | **Drop off:**   * Staggered drop-off and collection points and timings for each group of pupils have been identified, this information has been cascaded to parents. * Parents will be allowed onto the school playground to drop off and pick their children up but must wear a mask to protect themselves and others   <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>   * Lines on the floor to demarcate distancing are in place; * Signs reminding parents to social distance as per Government guidelines; * Start times have been staggered for each group in order to prevent large numbers of parents outside the gate (bubbles); * Start times are designed to enable one group of parents to leave the area around the site before the next group arrive wherever possible; * Parents are reminded to leave once their children have entered through the gate. Gates clearly labelled ‘IN/OUT’ (signage); * Only one parent/guardian per child is permitted to drop off and pick up; * Siblings to be dropped off at school as per school notifications.   **Entry to the school:**   * Staff will be available to guide parents to the correct entrances at the start and at the end of the school day; * Parents/Guardians are **NOT** permitted to enter the school building (classrooms); * Parents to maintain social distancing in accordance with the government guidelines; * Staff to wear visors when greeting parents (so face is visible); * Parents/Guardians must keep to designated times; * Entrance doors to classrooms are held open where possible (keeping to fire regulations), reducing the number of occupants touching the doors; * Hand-wash/hand sanitiser stations are located in classroom wet rooms, in allocated areas in the classroom and strategically throughout the building; * All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; * Good hand washing signage to instruct students how to do this effectively is displayed; * Help is available for children and young people who have trouble cleaning their hands independently; * Staff to train their pupils how to wash their hands adequately – include ‘was’ breaks into the timetable; * Sharing of equipment between bubbles must be avoided. This may not always be possible but we endeavour to clean equipment before and after use. | | Medium | |  |
| 3. | Pickup / leaving the school: | | **Pick up:**   * Staggered drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents; * Finish times have been staggered for each class in order to prevent large numbers of parents gathering outside the school site; * Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive;   **Leaving the school:**   * Pupils will be collected from the playground or classrooms (YR, Y1, 2 and 3 only). All pupils to be collected from their allocated places * Parents must be prompt and follow social distancing rules; * Parents/Guardians are **NOT** permitted to enter the school building (classrooms) during pick up; * Exit doors are held open, reducing the number of occupants touching the doors; * Pupils are reminded to wash hands as they leave the school building; * Hand-wash/hand sanitiser stations are located in classroom wet rooms, in allocated areas in the classroom and strategically throughout the building; * Help is available for children and young people who have trouble cleaning their hands independently; * Hand washing demonstrations have been provided to students on how to adequately wash their hands; * Good hand washing signage to instruct students how to do this effectively is displayed. | | Medium | |  |
| 4. | Classroom use / activities: | | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  A summary of the above guidance is as follows:   * all frequently touched surfaces, equipment, door handles, and toilets, used during the day, will need to be cleaned thoroughly several times a day; * ensure sufficient handwashing facilities (running water and soap, alcohol hand rub, sanitiser, skin-friendly wipes) are available for staff and children, and that hands are washed upon entering the setting, regularly throughout the day, before and after eating and when they leave; * pupils are all seated forward facing so limit the spread of infection. Limit the sharing of resources in classrooms; * reduce contact between parents and carers when dropping off and picking up their children, for example by limiting drop off and pick up to one parent or carer per family and staggering timings; * the same members of staff should be assigned to each group and these should stay the same during the day and on subsequent days. * The bubbles will not interact with other bubbles within the school; * Where possible children will be in, and will remain in their year group set learning classes; * Hand washing is completed on entrance to the class and between specific activities; * Disposable tissues are provided and pupils told to ‘catch it bin it’. Bins in every class. Bins emptied every day; * Pupils bring in own water bottles. Water fountains are not to be used; One sink in classes allocated to ‘drinking water’ only – pupils must re-fill their own bottles. * Pupils are regularly reminded not to touch their or other students faces; * The lunch/break timetable has been reviewed to reduce movement around the school; Playground in zones for each bubble/class * Timetables will allow time for PPA for all teachers and time for teachers who are responsible for year groups not in school to deliver home learning; * Additional amendment to the current behaviour policy to incorporate hygiene expectations and minimising spread of the virus. | | Medium | |  |
| 5. | Dining /Moving around the school / Break-time / playgrounds | | **Dining**   * Staggered timetable for lunches; * Children will eat in their classes; * All pupils are seated forward facing (so one row used on the dining tables) * Key staff will collect the lunches from the hall and deliver to the classrooms; * Bubbles will use designated toilets as directed.   **Moving around the school:**   * Movement to different areas within the schools is reduced as much as possible; * Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; * All assemblies will be virtual to Key Stage groups; * Prayers for Years 4, 5 and 6 will be suspended. Children are encouraged to pray at home.   **Break-times / playgrounds:**   * Zoned areas in the playground to maintain “bubbles”; * Pupils to be collected by staff at the end of break/lunch times from allocated zones; * Staff will remain in own groups and will rotate break duty; * First aid will be carried out in the play area during break and lunch for minor injuries by the staff on duty; * First aid box for each group with bank of basic PPE; * One child in the medical room at a time. Welfare officer to wear visor and/or Type II facemask to shield herself. | | Medium (first aid) | |  |
| 6. | Hygiene measures: | | * Hand washing/ Hand sanitising stations are positioned strategically across the school and in classrooms; * All those entering the school are required to wash/sanitise their hands; * Pupils and staff have been shown how to wash hands properly – signage in place, e.g. ‘catch it, bin it, kill it’; * Help is available for children and young people who have trouble cleaning their hands independently; * Hand washing is recommended frequently and required at the following times (at a minimum every hour): * Entry and exit from the school; * After using the toilet; * Between lesson; * Before and after eating; * On entry and exit from each classroom. * Unnecessary touching of the face is discouraged. * Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; * All visitors to follow school guidelines to keep other safe including wearing mask, sanitise hands on entry and throughout the day. | | Medium (compliance) | |  |
| 7. | Cleaning measures. | | <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   * Iqra Primary School has implemented enhanced cleaning regimes. This includes the following: * Site staff will clean frequently touched surfaces including handles/doors before school starts and during the day with anti-bacterial cleaner; * Site staff will open windows and doors each morning to ensure the building is ventilated; * Frequent cleaning of classrooms, toilets, by teaching staff throughout the day; * Frequent cleaning of all frequently touched surfaces, such as door handles, handrails and table tops (minimum twice per day throughout the day); * Toilet use protocols are in place and managed by Teachers for pupils; * Common areas will be cleaned minimum twice per day; * If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be deep cleaned as per Government guidance: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area> * Isolation room for ‘suspected case’. Room has visibility panel and is adjacent to the medical room. | | Low | |  |
| 8. | Staffing: | | * Employees are required to conform with social distancing requirements - wearing of face masks or visors in communal areas; * Where staff have to work across bubbles for periods of time during the school day, they are required to wear Type II masks – these have been made available; * Staff should not wear masks in the classroom when teaching but can wear visors; * Creation of additional staffroom/breakout for bubbles; * Isolation room for ‘suspected case’. Room has visibility panel and is adjacent to the medical room; * Staff to allocate themselves a mug and be responsible for the washing and safe keeping of it; * Staff have access to sanitiser to clean toilet seats and handles before and after use; * Hand sanitiser stations are located strategically throughout the building; * Employees will be provided with and wear PPE when required in accordance with government guidance and school policy   <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>   * All staff to communicate with parents via email or phone and only meet in exceptional circumstances. Meetings to be held on zoom or in playground (outdoors); | | Medium | |  |
| 9. | First Aid: | **What to do if there is a suspected case of COVID 19 at school? See Risk Assessment Symptomatic/ Addendums 1&2**  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>  [**https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/**](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)   * If a pupil or staff member shows symptoms of COVID-19 they will be sent home to self-isolate for 10 days; Their household members will also be sent home to self-isolate for 10 days; See addendum 1 and 2 * They need to arrange a test to see if they have COVID-19 and report results to the school immediately; * Please be aware that all children attending the school and members of their household displaying COVID-19 Symptoms need to arrange a test * If the test is negative or if their symptoms improve, pupils and staff are encouraged to return to school and the household ends self-isolation; * If the test is positive the individual is encouraged to seek medical advice and/or treatment. Their class bubble will be sent home and told to self-isolate for 14 days (Track and Trace initiated) * We will notify our local health protection team (HPT) immediately if we are informed of a possible or confirmed case by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days; * First aiders required to assist this person will wear full PPE including, apron, gloves, mask and face mask; * PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> * The first aid room will be cleaned frequently and after each use (when first aid care has been provided). * If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be deep cleaned as per Government guidance: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area>   **Waste disposal measures**  Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:   * Put in a plastic rubbish bag and tied when full; * The plastic bag is placed in a second bin bag and tied; * It is put in a suitable and secure place and marked for storage until the individual’s test results are known; * Waste is stored safely and kept away from children; * Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; * If the individual tests negative, this can be put in with the normal waste; * If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; * If during an emergency the waste needs to be removed before 72 hours, it must be treated as a Category B infectious waste and kept separate from other waste. A collection will need to be arranged by a specialist contractor as a hazardous waste; * Other waste can be disposed of as normal. | | Medium | | Headteacher to follow Government guidelines on reporting positive cases to appropriate body (see Risk Assessment Symptomatic/Addendum 2)    Head teacher will alert and update the school community as per Government guidelines if a member becomes infected with COVID 19. | |
| 10. | External visitors:  Maintenance contractors / External teachers / Inspectors / Delivery personnel / Parents (exceptional circumstances) | * No visitors will be permitted to enter the school building unless it is vital to do so, with prior authorisation from the Headteacher; * Visitors in the Reception area must maintain social distancing; * Visitors will only be permitted at their designated time and will be asked to wait at reception until their school contact is available; * Visitors to school to wear a mask or a face visor; * Visitors to sanitise/wash hands on arrival and as they leave the school; * If possible meetings with visitors will be held remotely or by phone; * Meetings with more than one adult in small room or within 2m distance are not permitted; * Premises’ contractors must conform to school protocols whilst on the premises; * With the exception of the main school reception, Parents are not permitted to enter the school building; * Parents have been informed to call the school office or email if they have any questions or concerns; * If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect. | | Low | |  | |
| 11. | External providers:  (sports, catering, cleaning company, etc.) | * Must follow school policy and procedures (Hands, Face, Space) * Fit 4 Sport must provide a risk assessment for their external sports coaches (see attached risk assessment from F4S) * Catering company to follow school policy and provide own risk assessment * Cleaning company to follow school policy and provide own risk assessment. Appropriate PPE to be worn. | | Low | |  | |
| 12. | Fire and evacuation procedures: | * Evacuation plans in place to incorporate safe assembly of occupants following social distancing requirements. * Pupils to assemble in bubbles – Additional staff will be trained to allow for safety checks in bubbles. | | Low | |  | |
| 13. | Online learning plan for bubbles in the event of confirmed case of COVID-19 | * Remote Learning Page on the website – access to weekly lessons representing the broad curriculum * Remote Learning Policy on website * Devices to be available for all registered FSM pupils who do not have access/availability of laptop at home. Internet access can be arranged only in mitigating circumstances * Microsoft Teams in place for remote learning; * Where laptops have been allocated, Parents to sign home school agreement for loan of laptop * Home Learning Packs available for all pupils isolating or quarantining – available from school office. Must be returned to school after period of isolation | |  | |  | |

Name of Assessor: Mineza Maher Position: Headteacher 01.09.20

Name of Assessor: Maria Smith Position: Business Manager 01.09.20

Policy Reviewed: 27.11.20