

COVID19 Risk Assessment August 2020.

Start of the school day

Identified Hazard: As staff, pupils and any delivery drivers arrive to the school building they will spread/contract the virus through the school and into the wider community due to lack of social distancing.

Measures put in place to mitigate risk:

- Communication sent to all parents that should their child appear unwell or display any of the symptoms of Covid-19 they should not be sent to school.
- Staggered arrival and departure times for pupils within each 'bubble' have been communicated to parents to minimise congestion.
- Path up to the school from the gate is measured out in 1m distanced lines to encourage distancing on entry to school.
- All pupils and staff will use the free standing sanitising station at the top of the path.
- Each class/bubble will enter the building through different designated entrances.
- Sanitiser units are outside each classroom door and staff know procedures as to when they are to be used throughout the school day.
- Children will sanitise their hands after break (before they eat their snack on arrival back into their bubble), wash their hands with soap and water before they eat their lunch, where practicable, and sanitise after lunchtime on return to their bubble. Hands will be sanitised before they go home when leaving the classroom/bubble)
- Children will be instructed to wash their hands thoroughly whilst using the bathroom and dry using the fitted hand dryers.
- Any visitor to the school (including delivery drivers) must wear a mask and use the hand sanitiser at the front entrance. Disposable masks will be made available by school if required.
- All internal doors will be opened prior to school starting to prevent pupils/staff from touching door handles unnecessarily (see attached document for Building Supervisor daily duties)
- Information will be communicated to parents regarding strict staggered drop off times and pick up times.
- Procedures are in place for each class teacher to ensure children are dismissed from school in a safe and measured manner.
- Parents have been advised that they are not permitted to enter the school building with their child and communication with staff should, in the first instance, be made via the telephone.
- Guidance on picking children up from school at staggered times has been given to parents and procedures are in place, such as lining up the path at 1m distance and a one- way system for exiting the school grounds are also in place. Staff will be there to oversee arrival and departure of pupils and parents daily.

During the school day

Identified Hazard: As staff, pupils and any delivery drivers arrive to the school building they will spread/contract the virus through the school and into the wider community due to lack of social distancing.

Measures put in place to mitigate risk:

- All classrooms and learning spaces have been restructured to ensure children maintain a 1m distance. A metre stick has been used to position pupils' desks and tape has been placed around the legs of each desk to ensure they remain in the correct position daily. (see photos attached)
- Staff have been advised to keep a strict 2m distance from pupils and colleagues where possible.
- Staff have been provided with protective visors and advised to wear them when they feel it is appropriate to do so.
- All unnecessary equipment has been removed from each learning space to enable effective cleaning of all surfaces.
- Although visors are advised to be worn by all staff, the full use of PPE is only necessary in a minority of instances. For example, when administering medication, First Aid and intimate care. Also where an individual child becomes ill with Covid symptoms and if a distance of 2m cannot be maintained. Disposable gloves, masks and aprons are stored centrally for these purposes.
- Staff will be issued with their own personal sanitiser for use throughout the school day, in addition to the sanitisers provided for each 'bubble'.
- All classrooms will have antibacterial wipes, soap, blue paper towels and a box of tissues- stock will be replenished as necessary.
- Pupils are organised into bubbles and interaction with other bubbles will be limited throughout the school day (break times are staggered and lunch time play will be zoned)
- Pupils have their own allocated desk which they will use throughout the school day. A classroom cleaning schedule is up in every classroom to be signed off 3 times daily (10:30, 12-1pm and after school)
- Pupils will bring one single sanitised pencil case to school on the first day to be kept in school and used exclusively by that pupil. No sharing of stationary is allowed.
- Pupils' jotters will be placed under their desks and stored in magazine files to be touched only by that pupil.
- Reading books and text books for the week ahead will be placed in the child's box on a Friday afternoon (72 hours before child will handle such books)
- Pupils will not bring items such as toys from home. All they bring is a single sanitised filled water bottle daily. No school bags or lunch boxes. Snack and lunch will be brought in a disposable bag.
- Homework will be set by the class teacher on a Tuesday after school and placed in a plastic wallet- not to be touched until the child brings home on a Friday (+72 hours).

This work will remain at home and uploaded digitally through the Seesaw App to prevent cross contamination.

- If teachers collect individual books for marking, they will be marked within the classroom. Teachers will apply good handwashing/sanitising procedures at regular intervals and be discouraged from touching their face after handling books.
- The use of gloves is not recommended.
- Feedback will take a variety of forms such as verbal feedback, whole class/group feedback, self-assessment and through the use of post-it notes on books etc...
- All classrooms/bubbles will be well ventilated and cleaned throughout the day using the sanitisation record to evidence cleaning at specific key times.
- Outdoor learning facilities will be used by all classes as much as possible- staff are completing an audit of best use of space.
- Foundation Stage pupils will use the outdoor play area at the back of the school daily (as weather permits). No sand and water play at present.
- Relevant guidance on play issued will be adhered to at all times.

Identified Hazard: A child becomes unwell showing symptoms of Covid while in school.

Measures put in place to mitigate risk:

- If a child becomes unwell with a new continuous cough or a high temperature, (temperature will be checked by staff member using a contactless digital thermometer) or has a loss of, or change in, their normal sense of taste and smell (anosmia), they, along with any members of their household must be sent home and advised to follow the guidance from PHA for 'Households with possible Covid infection'.
- We will fully document this process to ensure a record is held of who made the decision to send the child/children home, who was contacted, who provided supervision and who picked the child/children up from school.
- When the child/children are awaiting collection, they will be moved to the library where they can isolate with a member of staff supervising (PPE should be worn by staff caring for the child while they await collection if they cannot maintain a distance of 2+m)
- If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom (library). The bathroom should be cleaned and disinfected before being used by anyone else.
- The member of staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- Cleaning the area where the child displaying symptoms was waiting will reduce the risk of passing the infection to other people.
- Enhanced cleaning should be carried out within any classroom in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This will be clearly communicated to staff, parents and pupils to provide assurance that the environment is safe.

Identified Hazard: Suspected or confirmed case in staff member or pupil or a staff member with a family member connected to the specific 'bubble' in which there has been a positive confirmed case.

Measures put in place to mitigate risk:

Test, Trace and Protect

- Pupils and staff who exhibit any symptoms associated with COVID-19 will not attend school.
- Class and visitor registers will establish who has been in that staff member or pupil's bubble.
- The N.I. Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff are expected to follow the advice and obtain a test for COVID-19.
- Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the pupil or member of staff can return to work providing they are well enough and have not had a fever for 48 hours.
- Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, or been within 2 metres for more than 15 minutes.
- Passing in corridors and short periods of contact does not therefore present a significant risk to staff or pupils.
- All household members should follow PHA isolation guidance which currently requires everyone in the house to stay at home. Isolation guidance will then be provided that is context specific and may result in friendship groups, regular contacts and potentially an entire class or 'bubble' being instructed to self-isolate at home.

The guidance is as follows:

- If you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 10 days.
- If you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.
- However, if you develop symptoms during this 14-day period, you will need to self-check in accordance with Test and Trace guidance and stay at home for 10 days from the day your symptoms started (regardless of what day you are on in the original 14-day period).

- 10 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 10 days, as a cough can last for several weeks after the infection has gone.
- if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
- it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.
- Enhanced cleaning should be carried out within any classroom in which an individual who has developed COVID-19 has been to minimise risk of the spread of the virus. This should be clearly communicated to staff, parents and pupils to provide assurance that the environment is safe.
- Pupils or members of staff can return to school when they have completed the necessary period of isolation as advised by the Test, Trace and Protect service. This will help contain any potential transmission to those staff/pupils and will also assist in protecting the wider community.
- Everyone over 5 years of age in NI with symptoms of Covid is now eligible for testing.

Identified Hazard: A shortage of teaching staff due to Covid.

Measures put in place to mitigate risk:

- Use of NISTR register to employ substitute teachers.
- Cannot combine classes while maintaining the protection of individual bubbles and social distancing.
- Partial closure for certain classes or part time classes if cover cannot be sought.
- Text alert service to parents to notify them of any exceptional closures due to insufficient cover.
- Notify DE and school managing authority in the event that an exceptional closure may be necessary.

Identified Hazard: A shortage of support staff due to Covid.

- Building supervisor
- School secretary
- Learning support staff

Measures put in place to mitigate risk:

- Contact EA for cover arrangements
- Classroom assistants may support administration work eg phoning dinner numbers through to meals etc
- Explore the options to share support staff with neighbouring schools within our cluster.

Identified Hazard: That contact activities (including contact with resources/equipment) will act as an infection route.

Measures put in place to mitigate risk:

- Daily and frequent disinfecting of equipment which pupils/staff are in regular contact with.
- Each child assigned their own desk and equipment for their sole use.
- The same staff and children share the same learning space/bubble.
- Any workstation, keyboard, iPad will be wiped down immediately after use with an antibacterial wipe.
- Classrooms/bubbles will all have a supply of wipes.
- Books such as textbooks will be labelled for exclusive use by a pupil (when we have enough for one per pupil) and other shared books such as reading books will be left for 72 hours before handled by another child.
- Weekly cleaning and sanitisation records have been put up within each classroom/bubble, pupils' toilets and staff toilet to record daily cleaning at key points in the school day. (samples are attached to this document)
- Staff will not use the staffroom as it is in close proximity to the P4/5 'bubble' and quite small in size to offer the stipulated social distancing of 2m between adults. Instead staff can use the kitchen area in the library (see guidance attached) and have been advised to use their own cup/cutlery and ensure these are cleaned after use. They have also been advised to maintain a strict 2m distance from one another while sharing this communal space.

Identified Hazard: The risk of fire remains, however, there is a need to ensure that evacuation and assembly procedures comply with current PHA guidance as far as possible.

Measures put in place to mitigate risk:

- Staff and children will continue to follow the strict evacuation procedures which are currently in place.
- P4/5 exit will now be via the front door through the fire exit in the hall which is now their protective bubble.
- All pupils will be made aware of evacuation procedures on their first week back to school.
- Fire Drills will continue termly as in previous years.
- The muster stations/assembly points for each class/bubble will be adjusted to ensure sufficient distancing.
- Routine weekly testing of the fire alarm system will continue to be carried out weekly by the building supervisor. Any faults will be logged immediately.
- New members of staff will be made aware of evacuation procedures in the event of a fire/fire drill.
- Daily cleaning of bins to avoid a build-up of combustibles.
- Fire extinguishers will not be used to prop open doors; they will remain in situ.

Identified Hazard: Infection could be spread between adults and children during the provision of play, First Aid and intimate care (including administration of medication) as social distancing is not possible.

Measures put in place to mitigate risk:

- Fixed play equipment, such as the climbing frame, will not be used during this period as it cannot be sufficiently cleaned between groups using it.
- Skipping ropes, hula hoops etc will be removed from the playground.
- Children will use the new playground markings, balance boards, stepping stones etc that will not involve contact with hands as much as possible during their play times.
- We have two designated members of staff that are fully trained in First Aid.
- Where it is not possible to maintain a 1m or more distance away from a pupil, whilst administering First Aid, disposable gloves, aprons and masks will be worn alongside their protective visor.
- There will be a stock of PPE kept in the staffroom for use by First Aiders.
- Masks need to be worn over the bridge of the nose and fit snugly under the chin.
- Hands will be cleaned thoroughly with soap and water or hand sanitiser before putting on and after taking off PPE.
- In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination.
- Adults assisting children with medication will be provided packs for ease of access daily.

Please note the measures taken to mitigate risk throughout the school day are not exhaustive. They will be continually kept under review as we begin the new school term and adopt our practices to the 'new school day'