



# Foxmoor Primary School Covid-19 Risk Assessment

Updated: 11/01/21  
27/01/21



## Foxmoor Primary School Covid-19 Risk Assessment

### **Introduction:**

This document sets out the control measures that have been implemented at Foxmoor Primary School to protect staff, pupils, families (parents, carers and siblings), visitors, contractors and members of public from transmission of Covid-19.

This risk assessment has been based upon the “GCC Covid-19 Risk Assessment Process for Schools and Educational Settings” but also includes consideration of the latest DfE advice available at the time of revision.

The risk assessment implements an “Assess”, “Plan”, “Do”, “Review” cycle. Whilst the risk assessment has been produced by the Senior Lead Team (SLT) at Foxmoor School it has been reviewed by staff, union representatives, the Local Authority and School Governors. Ongoing review of the arrangements is crucial to ensure the risk assessment remains current and continues to provide adequate protection to staff and pupils.

All items within the GCC Covid-19 Risk Assessment Process have been considered. Items considered irrelevant to Foxmoor Primary School may have been removed.

### **Risk Assessment Amendment History**

Current Version (11/01/21): This version of the risk assessment has been produced in response to the National Lockdown put in place by Government on the 5/1/21. On-site teaching is to be offered to critical worker and vulnerable pupils. All other pupils have been moved to remote learning.

September 2020: This version of the risk assessment was produced for the full reopening of the school.

June 2020: This initial risk assessment provided to support the school re-opening to provide provision for critical worker and vulnerable pupils, and limited year groups.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<p><b>Buildings</b></p> <ul style="list-style-type: none"> <li>All health and safety compliance checks have been undertaken prior to re-opening in September 2020 (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.)</li> <li>Emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.) have been reviewed by SLT.</li> <li>Staff informed to keep windows slightly open during winter months. Internal classroom doors open to improve ventilation. Staff should ensure windows are opened fully during break times and lunchtimes to allow air to be purged. Heating to be on constant to maintain a comfortable temperature within the classroom. Parents informed that children can wear additional clothes in school.</li> <li>For a child who displays COVID-19 symptoms/ become ill during the day</li> </ul>	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>Employees engaged regarding Covid-19 control measures and their input considered. Teams meetings held with teachers (04.01.21) teaching assistants (05.01.21) to explain further measures and to listen to concerns.</li> <li>Assessment of personal risk factors carried out: at risk personnel have been identified and are shielding.</li> <li>Employees have been fully briefed about the plans and protective measures identified in the risk assessment. Risk assessment shared with staff 13.01.21.</li> <li>Covid procedures a standing item on</li> </ul>	<p><b>Access</b></p> <ul style="list-style-type: none"> <li>Entry points to school are controlled (including deliveries). Children access classrooms via their external door where possible. All visitors report to reception and all deliveries made to reception.</li> <li>Building access rules are clearly communicated through signage on entrances.</li> <li>School start times have been staggered so bubbles arrive at different times. Procedures updated 04.01.2021 and communicated to parents.</li> <li>Office glass screen in reception to remain closed and locked.</li> <li>Shared pens removed from reception.</li> </ul>	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p><b>‘Bubbles’</b></p> <ul style="list-style-type: none"> <li>All children are separated in a single year group bubbles (one bubble per year).</li> <li>The maximum bubble size at the current time at Foxmoor is 20 (as of 11.01.21). Bubble sizes above this will not be permitted. This limit is associated with ~50% occupancy of a classroom.</li> <li>Record of pupils and staff in each bubble, lesson or close contact group are kept by teachers and the Headteacher.</li> <li>School breakfast and after-school clubs to keep to a</li> </ul>	<p><b>Minimise contact with individuals who are unwell:</b></p> <ul style="list-style-type: none"> <li>Refer to PHE guidance and Action Cards for School Managers.</li> <li>Anyone with COVID-19 symptoms, or who have someone in their household who does, must not attend school. These procedures for reporting in place and are a standing item on Headteacher’s newsletter.</li> <li>If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.</li> <li>An unwell child awaiting collection, will be isolated in the art room with or without adult supervision (depending on age and needs of the child).</li> <li>Staff caring for a child awaiting collection to</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with employees and trades union Safety Reps on risk assessments is identified as important. Discussions between Headteacher and Foxmoor Union rep held prior to 04.01.21 and school return. Teams meetings held with teachers (04.01.21) teaching assistants (05.01.21) to explain further measures and to listen to concerns.</li> <li>Risk assessment published on school intranet and website. Updated risk assessment emailed to staff and published on school website on 13.01.2021</li> </ul>

<p>is to be isolated in the art room.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser is provided in all classrooms and offices. Face visors ordered for staff 07.01.2021. All PPE readily available for staff and sufficient stocks maintained that meet DfE/PHE requirements</li> <li>• Bins available in each classroom to support pupils and staff to follow the 'catch it, bin it, kill it' approach. Tissues provided in all rooms.</li> <li>• Children split into class bubbles and they remain in their dedicated classroom. Limited use of ICT suite but cleaning regimes in place on exit and entry. KS2 playground split into two separate zones to minimise mixing outside.</li> <li>• A plan of the building marking out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely has been completed.</li> <li>• Children eat in their allocated classroom at their own desk.</li> <li>• The capacity of rooms and shared areas has been considered. The current limit for the</li> </ul>	<p>staff meeting agenda.</p> <ul style="list-style-type: none"> <li>• Teachers in regular contact with TAs that are shielding to monitor working arrangements, welfare, mental and physical health and personal security.</li> <li>• For those staff/pupils who are self-isolating or have Covid, office staff email or make phone calls to parents to maintain contact.</li> <li>• Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. Completed.</li> <li>• Teachers to consider maximizing the use of outdoor space where possible.</li> <li>• Remote learning offer in place since 01.09.2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitor's book removed from reception area and office staff sign in visitors to the school. Record kept of all visitor contact information to allow ease of tracing visitors.</li> <li>• Hand sanitiser provided at main entrance.</li> <li>• Sealable plastic bags provided for reusable face coverings to take home with them are available on request from school office.</li> <li>• Gathering at the school gates has been discouraged. Previous procedures updated so that siblings can be dropped off and collected at the same time to minimise gatherings.</li> <li>• Staff on duty outside school to monitor protection measures. Staff to wear face coverings and to</li> </ul>	<p>KS1 and a KS2 bubble. Maximum of 30 children in total. Reduced number of children due to CW and V numbers in school. Some staff placed on furlough to keep staffing consistent. Children separated into key stages with a current maximum of 6 children per group. This number may increase but will not exceed 15 per bubble (i.e. 50% of full occupancy).</p> <p><b>Minimise mixing</b></p> <ul style="list-style-type: none"> <li>• Each 'bubble' use the same classroom all day (including lunch) and do not mix with other groups whilst indoors.</li> <li>• At playtimes and lunchtimes; outside spaces have been zoned to reduce the amount of bubble mixing.</li> <li>• Staggered drop off and collection has been designed to minimise bubble</li> </ul>	<p>keep a distance of 2 metres.</p> <ul style="list-style-type: none"> <li>• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. PPE to be double bagged and quarantined for 72 hours prior to disposal.</li> <li>• Staff to wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been to be cleaned after they have left.</li> <li>• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 10 days.</li> <li>• W/C 25.01.21 all staff offered twice weekly lateral flow testing.</li> <li>• In the event of a positive test bubbles will be asked to self-isolate until the case is confirmed by a PCR test</li> <li>• Siblings of close contacts also asked to self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated employees tasked to monitor protection measures. Senior Leadership Team.</li> <li>• Members of staff are on duty at breaks to ensure compliance with rules.</li> <li>• Staff encouraged to report any non-compliance. Email sent to staff to encourage them to raise concerns with Headteacher.</li> <li>• The effectiveness of prevention measures will be monitored by school leaders at least every two weeks and also a standing item on staff meeting agenda.</li> <li>• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases of an outbreak) and in</li> </ul>
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<p>number of children in any one class is 20 (note, no upper limit set by DFE guidance). 37 PAN in relatively small classrooms will be problematic when all children return (to be considered in future iteration of risk assessment). Local Authority has been contacted for advice.</p> <ul style="list-style-type: none"> <li>• Staff monitoring the numbers of children in the toilets at any one time. Numbers kept to a minimum.</li> <li>• COVID-19 posters/signage displayed as considered necessary.</li> <li>• Internal movement around school kept to a minimum to negate the need to use a one way system, including the use of external classroom doors. This also avoids “Crunch Points”</li> <li>• All classes access the building via their outside doors where possible to minimise “crossing paths” with other bubbles.</li> <li>• All internal doors to be open at all times to limit use of door handles and aid ventilation, noting all fire doors are fitted with</li> </ul>	<p><b>Parents/pupils</b></p> <ul style="list-style-type: none"> <li>• Review EHCPs where required.</li> <li>• Children all reminded of the need for additional hand washing and the need to socially distance wherever possible.</li> <li>• Covid-19 risk assessment shared with parents via the website. Key items relevant to parents have been included in letters.</li> <li>• Procedures for staggered drop off and collection in place. Updated 04.01.21 and shared with parents via letter.</li> <li>• Parents have been given a point of contact for reassurance as to the plans put in place. This is a standing item in Headteacher’s newsletter.</li> <li>• Pupils have been asked to limit what they bring into school to minimise the risk. School</li> </ul>	<p>model social distancing.</p> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Onsite visitors have been limited to essential visitors only.</li> <li>• All parent-teacher interactions are to be via phone or virtual.</li> <li>• Parents/carers and visitors coming onto the site without an appointment are not to be permitted.</li> <li>• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>• Where possible visits arranged outside of school hours.</li> <li>• A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> <li>○ the name;</li> <li>○ a contact phone number;</li> <li>○ date of visit;</li> <li>○ arrival and departure time;</li> </ul> </li> </ul>	<p>mixing (balanced with “parent density”).</p> <ul style="list-style-type: none"> <li>• Pupil movements within the school is limited minimise contact and mixing.</li> <li>• Shared internal space has be minimised, noting the hall is out of use for all but Reception bubble.</li> <li>• School assemblies have been cancelled until further notice.</li> <li>• The use of outdoor equipment suspended to avoid mixing.</li> <li>• Limiting the number of pupils who use the toilet facilities at one time. Numbers monitored by staff.</li> <li>• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. Some transfer allowed for operational reasons but crossing bubbles kept to a minimum.</li> </ul>	<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>• Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Hand sanitiser is provided in all classrooms, offices and shared spaces.</li> <li>• Skin friendly skin cleaning wipes are available as an alternative to hand washing or sanitiser, where appropriate for children with skin allergies.</li> <li>• Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Teachers to enforce this.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>• Resources such as “e-bug” to teach effective hand hygiene is used with all children regularly. Verbal reminders at the beginning of each</li> </ul>	<p>light of updated guidance. Risk assessment updated 11.01.2021 following national lockdown and release of guidance by the DFE</p>
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<p>automatic closures linked to fire alarm system.</p> <ul style="list-style-type: none"> <li>Classrooms have been organised for maintaining space between seats and desks. Where possible desks separated. Children sat at every other desk to promote social distancing.</li> <li>Classrooms have been inspected and unnecessary items and furniture have been removed to make more space.</li> <li>Cleaning arrangements have been enhanced. A separate appendix (Appendix A10 from the June risk assessment) details the arrangements, which includes additional cleaning time allocated so that toilets are cleaned after lunch break.</li> </ul> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>Start/end time for different classes staggered but siblings can be dropped off/picked up at the same time so to reduce the numbers of parents at the school gate at any one time.</li> </ul>	<p>has purchased additional equipment for all pupils attending school to minimise sharing items.</p> <ul style="list-style-type: none"> <li>Parents informed only one parent to accompany child to school. Reminded by text on 11.01.21</li> <li>Parents and pupils have been encouraged to walk or cycle where possible.</li> <li>It has been made clear to parents that they cannot gather at entrance gates or doors. Communicated to parents repeatedly. Advised parents that wearing a face covering is now mandatory at the school gate.</li> <li>No face to face meetings allowed between parents and staff. Teams available for parent teacher consultations and class email addresses in place.</li> </ul>	<ul style="list-style-type: none"> <li>the name of the assigned staff member.</li> </ul>	<p>Records kept of any crossing of bubbles.</p> <ul style="list-style-type: none"> <li>If any staff move between bubbles, to keep their distance from pupils and other staff. Note the Music specialist is now allocated to a specific class to avoid mixing.</li> <li>To avoid mixing during breakfast and after-school clubs, smaller KS1 and KS2 bubbles have been formed (see “bubbles” section above).</li> </ul> <p><b>Distancing</b></p> <ul style="list-style-type: none"> <li>Staff to keep 2 metres from other adults as much as possible. Staff wearing face coverings or shields in school when 2m social distancing is not possible.</li> <li>Where possible staff to maintain distance from their pupils, staying at the front of the class.</li> <li>Staff to avoid close face to face</li> </ul>	<p>day to stress the importance of good hand hygiene.</p> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>Tissues are provided in each room.</li> <li>Lidded bins provided in all classrooms. Emptied at the end of the school day or earlier when necessary.</li> <li>All singing, wind and brass playing outside of class bubbles is suspended until further notice.</li> <li>Measures to be taken when playing instruments or singing in small groups such as in music lessons include:             <ul style="list-style-type: none"> <li>physical distancing;</li> <li>playing outside wherever possible;</li> </ul> </li> </ul>	
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<ul style="list-style-type: none"> <li>Break times and lunch times have not been staggered in most year groups as bubbles can be separated due to playground zoning and eating in classrooms. Reception break time and lunchtime is staggered as the KS1 playground space is not of sufficient size to accommodate all children. If the number of CW and V children increases beyond 20, further precautions may be required.</li> <li>Timetabling arranged to minimise any bubble moving around the school at the same time to avoid interaction.</li> <li>Remote learning arrangements have been established and in place as of 04.01.21 until further notice. Provision for critical workers and vulnerable children established in school. Class emails set up to allow two-way daily communication between home and school. Weekly catch up phone calls made by staff. In reception there will either be a phone call or direct communication via Tapestry. Regular review</li> </ul>	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>Arrangements with contractors and suppliers that will need to adhere updated school policies have been informed.</li> <li>Assurances have been received that the caterers (Lauren's) comply with the guidance for food businesses on COVID-19.</li> <li>Parents informed that visits to the school site are by appointment only.</li> <li>All other visits limited to Social Workers and emergency services.</li> </ul> <p><b>Lettings and non-school users</b></p> <ul style="list-style-type: none"> <li>Lettings suspended as of 01.09.20 until further notice (at which time this risk assessment must be updated).</li> </ul>		<p>contact and minimise time spent within 1 metre of anyone.</p> <ul style="list-style-type: none"> <li>Avoidance of use of supply staff and music peripatetic lessons suspended to reduce risk of transmission.</li> <li>The occupancy of staff rooms and offices limited, with staff using their classroom as an alternative if they choose to do so. Reduced numbers of staff in staff room allows adults to maintain 2m social distancing.</li> <li>Use a simple 'no touching' approach for young children to understand the need to maintain distance reinforced by teachers.</li> <li>Older children to be encouraged to keep their distance within bubbles.</li> </ul> <p><b>Minimising contact</b></p>	<ul style="list-style-type: none"> <li>limiting group sizes to no more than 15;</li> <li>positioning pupils back-to-back or side-to-side;</li> <li>avoiding sharing of instruments;</li> <li>ensuring good ventilation.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Sanitising spray and paper towels to be provided in classrooms for use by members of staff. A supply is freely available and stocks maintained in school.</li> <li>Thorough cleaning of rooms at the end of the day. Additional cleaning of toilets after lunchtime. (See Appendix 10 from June risk assessment for increased cleaning regime).</li> <li>Resources that are shared between bubbles to be cleaned frequently and always between bubbles. (PE kit identified as risk and cleaning equipment provided at location)</li> </ul> <p><b>PPE</b></p>	
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<p>of remote learning and implementation of improvements as necessary.</p> <p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>• The following policies have been reviewed/updated to reflect changes brought about by COVID-19, including:             <ul style="list-style-type: none"> <li>○ Safeguarding/child protection</li> <li>○ Behaviour</li> <li>○ Curriculum</li> <li>○ NQTs</li> <li>○ Special educational needs</li> <li>○ Visitors to school</li> </ul> </li> <li>• Policies on remote learning and current risk assessment are provided on the school website. policy published.</li> <li>• Visitors' protocols are in place so that parents, contactors, professionals working with individual children are clear about the infection control measures that are in place.</li> <li>• Governing boards and school leaders have regard to staff (including the Headteacher) work-life balance and wellbeing. Increased concern whilst classes</li> </ul>			<ul style="list-style-type: none"> <li>• Internal doors open at all times if not detrimental to teaching. All fire doors have automatic closers linked to fire alarm system.</li> <li>• Taking books and other shared resources home is to be limited.</li> <li>• For frequently used equipment (such as pens/pencils) staff and pupils are to be given their own, to minimise sharing.</li> </ul> <p><b>PE and School Sport</b></p> <ul style="list-style-type: none"> <li>• Pupils kept in same consistent bubbles where possible during PE and sport.</li> <li>• Sports equipment thoroughly cleaned between each use. Cleaning products provided and stored in the PE shed.</li> <li>• Contact sports avoided until guidance changes.</li> <li>• Outdoor sports are prioritised where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff allowed to wear a face covering in shared areas and school provided face shields in classrooms if they choose to wear it.</li> <li>• Additional PPE will be required where an individual child has Covid-19 symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.</li> <li>• Staff can choose to wear PPE at other times if they feel it is necessary.</li> <li>• Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• Adequate numbers of three day first aiders trained. All staff first aid at work trained.</li> <li>• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:</li> <li>• washing hands or using hand sanitiser,</li> </ul>	
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<p>split between in-school and remote learning. Resources from GCC shared with staff.</p> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. Contact information and procedures in Headteacher's office. SLT members and SBM aware of process.</li> <li>Information provided to parents regarding their responsibility if they or their children exhibit any symptoms. This is a standing item on the Headteacher's newsletter.</li> </ul>			<ul style="list-style-type: none"> <li>No indoor PE sessions allowed.</li> <li>Swimming lessons suspended.</li> <li>No external coaches allowed on site from 04.01.21 until further notice.</li> </ul> <p><b>Educational Visits and journeys</b></p> <ul style="list-style-type: none"> <li>Educational visits suspended from 04.01.21 until further notice.</li> <li>Year 6 residential rescheduled to June 2021.</li> </ul>	<p>before and after treating injured person;</p> <ul style="list-style-type: none"> <li>wear gloves or cover hands when dealing with open wounds;</li> <li>if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. Resuscitation mask purchased.</li> <li>dispose of all waste safely. Double bagged and quarantined for 72 hours prior to disposal.</li> </ul>	
<ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> <li><a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>					