Year 6 COVID-19 Risk Assessment

Location / Site	
GOLDINGTON GREEN ACADEMY	
Activity / Procedure	
YEAR 6	
Assessment date	
14/5/2020 – to be updated regularly until re-opening Updated 21/08/2020 Updated 14/09/2020 Updated 29/09/2020 Updated 5/1/2021 Updated 21/1/2021 Updated 23/02/2021 Updated 20/05/2021 Updated 5/11/2021 Updated 18.1.2022 updated 19/1/22 – Requirement to wear masks removed in class 20/1/22 and communal spaces 27/1/22	
Consultation	
This risk assessment has been consulted on with all staff and relevant unions (NEU, GMB, NAHT).	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance for schools states:

"The safety of children and staff is our utmost priority."
"The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focusing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings."
"In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this."

Government guidance for parents concerning re-opening of schools states:

"We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them "**reduce the risk of transmission as more children and young people return.**"

"Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff." *(implementing protective measures in education and children care setting- 12.5.20)*

"Whilst such changes are likely to look different in each setting, as they will depend upon individual

circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:
Consideration of the pupils' mental health and well being

This risk assessment is based on Guidance for Full Opening for Schools 22nd February 2021 and reflects the guidance and proportionate systems of controls recommended. It has been updated in line with the guidance dated 29.10.21 to be implemented on 1st November 2021, Dec 9th and again in light of the updated guidance 17.1.22

It reflects the principles of

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

We are following the current Bedford Borough Guidance Flow Charts for advice on testing and isolation which can be found on the flow charts on the school website.

Senior leaders will ensure that the system of controls are
- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.
- Year groups will be considered bubbles.

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Lack of social distancing in the classroom resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Frequent hand sanitising and good respiratory hygiene practices taught e.g. catch it, bin it, kill it, in an age appropriate way.
2. Children will be taught and reminded to sneeze or cough into their elbow instead of their hands.
3. Children remain in year group wherever possible. The Year group is defined as one bubble.
4. Children keep to their desks as far as possible when in the room.
5. Personal items to be stored in the child's own drawer or locker. Children will go to their lockers/drawers a few children at a time.
6. Adults to social distance from children. This should be 2m if possible and always 1 metre. If this possible, adults should avoid face-to-face contact for prolonged periods (more than 15 minutes).
7. Desks to be wiped over if children have to move seats. Desks also to be wiped over before and after interventions when these take place in places other than the Y6 classrooms.
8. Children stay in the classroom for majority of the day and not mix with other grups.
9. Bags, coats and lunchboxes kept in individual lockers.
10. Individual risk assessments will be completed for key vulnerable children.
11. Doors should be open where possible to aid ventilation.
12. Air conditioning can be used.
13. On PE days, children will be expected to wear PE kit for the whole day so that changing does not have to happen.
14. For Music, Cooking and DT, children may have to use specialist spaces. These will be cleaned between bubbles.
15. Parents will be asked to monitor their child's health and only send their child to school if they are well. They will be encouraged to look out for symptoms of the coronavirus and follow the guidance.
16. Staff will be encouraged to engage with the NHS Test and Trace process. Leaders will encourage staff to follow any notifications to self-isolate.
17. Day trips can be organised.
18. When day trips do take place, these will be done in line with the school EVC policy and checklist.

Measures when using the library:
1. All hands must be sanitised before entering the library
2. No personal belongings to be brought into the library
3. Returning library books must be placed in a box carefully and stored away for 72 hours for quarantine
4. Surfaces, shelves, chairs and door handles must be wiped down between each class visit
5. If used, stationery items such as pens, pencils and scissors to be sanitised between class visits
6. Only one group bubble will be allowed in the library at a time
7. Keep door and windows open for ventilation

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Year 6 children will be allowed to go to the toilet by themselves but, where possible, will be watched from a distance by a member of staff to ensure that social distancing is maintained.
2. A toilet rota will be used for adults to ensure the toilets are regularly cleaned.
3. Posters will remind children about social distancing and handwashing.
4. Hand gel used after toilet use as well as washing hands. Hand sanitisers will be available in every classroom and stations will be outside each toilet (corridor) so that after hand washing children can use to give an extra layer of protection.
5. Staff to supervise children going to the toilets so that social distancing is maintained and washes are properly washed.
6. Hand dryers can be used with appropriate social distancing between year groups, paper towels as an alternative if necessary.
7. Extra signs in toilet re washing hands.
8. Parents will be encouraged to reinforce the importance of good hand and respiratory hygiene at home and in advance of the school day.

Remaining level of risk	Consider level of risk following use of control measures

HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Lack of social distancing waiting to enter school in morning resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk

HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Markers on playground for children to line up in classes and wait for teacher to lead them into classroom.
2. Staggered drop off and pick up times for different year groups. Allocated time for Year 6 parents to arrive and leave from - see staggered start and end of day plan below (8:30am and 3:00pm).

Times	GR gate 1 (Side Playground)	GR gate 2 (Honeysuckle corridor)	SCP 1 (bike shed)	SCP 2 (Pre-school)
8:30- 3.00	YR 5&6 Any gate			

3. Year 6 parents to leave children at school gates and not come onto school site.
4. Children must be on time in order for the staggered drop off and pick up times to work. Children can arrive up to five minutes before their allocated start time, but no earlier, and they must not be late. Children will not be allowed into school early if it is raining.

Parents will be informed about the importance of punctuality via reopening letter and that they must dress their child suitably according to the weather.

5. Year 6 children will be encouraged to walk to school where possible.
6. Instructions shared re social distancing outside school in morning shared with parents and children via email prior to school reopening.
7. Teachers and SLT to be on duty to supervise.
8. Children to be taken to the classroom by an allocated adult from the playground.
9. Children will wash/sanitise their hands upon immediately entering the classroom via the outer door.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		

Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		

1. Staggered playtimes and allocated play area. The outdoor space will be zoned for different classes.
2. Each Year is defined as a bubble so children must socially distance from other year groups.
3. Reduced playtime equipment – hard surfaces and can be easily cleaned.
4. Games discussed which encourage social distancing
5. Balls must not be shared between year groups.
6. The apparatus on the main playground should only be used by one bubble at a time.
7. Staff supervision throughout – actively encouraging and insisting on social distancing between year groups.
8. Children will wash or gel hands upon entering the classroom.
9. Children will wash or gel hands before leaving the classroom and upon re-entering the classroom.
10. If any child willfully and repeatedly disobeys the protection and control measures put in place to keep them – and others – safe, parents/carers may be asked to collect their child from school.
    If any child forgets to comply with the rules for social distancing this will be re-explained. This will be done in an appropriate, child friendly manner so as not to cause fear or anxiety to the child.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		

Lack of social distancing when eating lunch resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Goldington Green Academy COVID-19 re opening risk assessment

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children eat in their classrooms between 12:00 and 12:30.
2. Children with packed lunch - packed lunches kept in individual children's lockers with bags.
3. Meals brought to their classroom by support staff if children have school dinners.
4. The kitchen will be fully open.
5. Handwashing or hand-gelling before and after lunch consumed.
6. Tables to be wiped over before and after eating.
7. Staff must social distance when taking their own lunch breaks.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Lack of social distancing in the corridors resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children stay in their classroom and access outside via the external classroom doors.
2. One child going to toilet at one time.
3. Messages to office via emails wherever possible.
4. Agree instructions with children concerning going and returning to toilet.
5. When moving class around the block and to and from outdoor space– 2 metres between bubbles.
6. If you need to leave your room, always walk on the left of the corridor and avoid crossing paths with other 'bubbles'. Move to the side to allow for distancing.
7. Staff mugs can be used for drinks but must be put in the dishwasher immediately after use.
8. Children to bring own drinks bottles from home each day.
9. Lunches to be collected from the dining hall by support staff and delivered to the classroom.
10. Whole school staff 'meetings' to be conducted by zoom.
11. PIXL meetings and team meetings will be conducted in person but adults must social distance between themselves.
12. No face to face meetings with parents - telephone meetings or email contact only.
13. Parents not allowed in school buildings.
14. Staff must wear face coverings in communal areas.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Contact of shared resources resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children to have own pencil cases. Children to be given stationery (including individual whiteboards) on the first day which is to be kept in their own pencil case/drawer and not shared.
2. Books can be marked. When live marking, adults will stand behind children wherever possible. Teachers can also take books home. In all instances of marking, adults should take care to hand sanitise.

3. Children encouraged to wash hands / use hand gel before lessons and after each lesson.
4. Reading books will be given to each child. Reading books may go home.
5. Children who bring mobile phones into school will be expected to turn them off and place them in a box which will be locked away. These will be brought in at the family's own risk. Phones will be wiped over before being handed back to children.
6. Children should only bring essential equipment i.e. pencil case, phone, planner and reading book to school and should not share games/toys etc from home.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Emotional distress of the children

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. PSHE lessons will be planned to support children with loss/anxiety.
2. The SEMH team in school will support vulnerable known children.
3. Individual children with known vulnerable needs will have an individual support plan.
4. Parents will be asked to help their child understand the changes to their class and curriculum e.g. not being able to socialize with older/younger friends/siblings at break/lunch times; and the cancellation of events they might usually do at school or have been looking forward to.
5. Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools are expected to immediately offer them access to remote education. Parents will not be penalized for non-attendance in these cases.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Emotional distress of the staff – including anxiety

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Inclusion in risk assessment process – input into hazard identification and control measures.
2. Sharing of support helplines – BBC and others.
3. SLT members of staff on site every day for staff to share concerns with. SLT members always contactable by email.
4. Staff to have access to Mental Health first aider and the SEMH team
5. Separate risk assessment for the office area.
6. Staff must have regard for social distancing and not 'gather' when on own breaks.
7. Use of the staff room/Ash Class should be minimized, although staff must still have a break of a reasonable length during the day. The small hall is available as a staff room if staff wish to use it.
8. This risk assessment mitigates the risks of all staff significantly, including those who are extremely clinically vulnerable and clinically vulnerable. This will allow most staff to return to the workplace, although we advise those in the most at-risk categories to take particular care while community transmission rates continue to fall.
9. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work as long as they maintain social distancing. Pregnant women can work in school.
10. Risk assessments in place for vulnerable staff.
11. Staff to place used mugs in the dishwasher in a timely manner and the dishwasher to door to remain closed and put on more frequently. Covered mugs and staff water bottles should be stored in a place where children are not able to access.
12. Staff must not use the kitchen in the Pre-School building or enter the Pre-School.
13. Parents not allowed in school buildings.
14. All staff 'meetings' to be conducted by zoom.
15. Team meetings to be held with strict social distancing.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			

Existing level of risk	Consider current level of risk		
<mark>**HIGH**</mark>	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Ideally adults should maintain 2 metres distance from each other and pupils. In particular, they should avoid close face to face contact and minimize time spent within 1 metre of anyone. We recognize that it will not be possible to maintain social distancing when working with some pupils with complex needs or who need close contact care. These pupils' educational and care support should be provided as normal with protective measures. If necessary, seek expert guidance from Borough Behaviour Team re support for children with behaviour difficulties that might need restraint and display spitting, biting etc.
2. Masks purchased if needed – N95 grade and instructions form PHE re cleaning –issued to individual staff.
3. Extra disposable aprons ordered.
4. Extra gloves ordered.
5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk.
6. Risk assess any individuals who may pose a risk in this way.
7. All staff will be given a PPE box for personal use.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	<mark>**MEDIUM**</mark>	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Risk of spreading virus due to a child becoming unwell with coronavirus resulting in direct transmission of the virus			

Existing level of risk	Consider current level of risk		
<mark>**HIGH**</mark>	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Parents will be asked via reopening letter to monitor their child's health – and the health of the whole household – and only send their child to school if they are well. They will be encouraged to look out for symptoms of the coronavirus in all members of the household and isolate the whole households if necessary. They will be required to collect their child from school as soon as possible if they are informed they are unwell.
2. Staff will be encouraged to engage with the NHS Test and Trace process. Leaders will encourage staff to follow any notifications to self-isolate.
3. We will follow the Bedford Borough Flow Chart.

Schools must:
- ➤ Wear PPE when dealing with the possible infected pupil/staff
- ➤ Isolate the pupil/staff – a dedicated space that you have identified in risk assessment

- ➢ Contact home for staff/ pupil to be collected. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school
- ➢ Parent/ individual – book a test: online via NHS testing system or Call NHS 119
- ➢ All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- ➢ HT should ask parents or staff member to notify school with the results as soon as received
- ➢ HT makes a brief record of the names of staff and pupils who have tested positive.

Test returns as negative: If an individual pupil/member of staff

- - Inform the school immediately
- - If the test is negative and if pupil/staff member feels well and no longer have symptoms similar to coronavirus (COVID-19) then they can stop self-isolating.
- - They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.
- - Other members of their household can stop self-isolating.
- - Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

Test returns as positive – If an individual pupil/member of staff

- - Inform their school immediately
- - Individual must isolate in line with current guidance.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Hand gel dispenser inside of all classrooms.
2. Hand gel order in large quantities.
3. Extra soap dispensers and refills in each classroom.
4. Paper towels ordered to be able to dry hands.
5. Bins in classrooms to be emptied regularly throughout the day as lidded bins are not available.
6. Ensure there are adequate tissues in every classroom.
7. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze.
8. Washing hands posters replaced in all washing areas.
9. Reminders how to wash hands properly – videos and posters.
10. Procedure agreed for children to wash hands ensuring thorough hand washing.
11. Government posters and activities to be sent home before school opens to inform the children and families of good hygiene.
12. Children must wear school uniform.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Existing level of risk	Consider current level of risk		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. All surfaces, handles, light switches, plugs, technology resources, toilets and shared equipment will be cleaned each day using antibacterial spray, antibacterial wipes or steam.
2. Some resources will be rotated and left to decontaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission.
3. Deep cleaning of classrooms before full re-opening.
4. Each classroom has adequate supply of disinfectant spray and gloves to aid cleaning throughout the day.
5. Cleaners to return to clean areas as and when they are reopened.
6. If cleaners are unavailable due to illness, cleaning will be maintained by staff in the bubble.

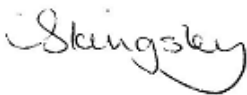| Remaining level of risk	Consider level of risk following use of control measures		
HIGH	**MEDIUM**	**LOW**	**NEGLIGIBLE**

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Risk of disturbance of education due to rising community infection rates or further wider outbreaks

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. If the school hits a public health trigger within a year group or single class we may be advised to put in extra measures. We will continue to work with the local Health Protection team who will be able to advise if additional action is required. The local Health Protection Team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

2. If the school is implementing the control measures set out in this risk assessment, then whole school closure based on cases within the school will not generally be necessary. Only on the advice of the Health Protection Teams should whole schools be closed. It is essential to inform the LA immediately if this is the case.

3. If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The DfE will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.

4. For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any vulnerable pupils who cannot yet attend school at all due to coronavirus (COVID-19). In the event of pupils not being able to attend school due to COVID restrictions such as local lockdown or self-isolation. Goldington Green will ensure that children have immediate access to remote education. Planning will be completed by teachers. As far as possible we will ensure access to a broad curriculum, work will be emailed or may be sent via google classroom.

5. **Supporting pupils who do not have appropriate IT or online access:** School will continue to endeavour to support pupils by loaning devices or securing access to internet or hardware. The DfE have announced that they are expanding their 'Get Help with Technology Scheme' to support schools preparing to deliver remote education in the event of local Coronavirus outbreaks. Devices will be available for disadvantaged pupils in Years 3-11 who are affected by disruption to face-to-face education at their school, or have been advised to shield because they are clinically extremely vulnerable. School will liaise with families to secure this.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of assessor	Signature of assessor	Date
Victoria Moore	V Moore	1.6.2020, updated 21/08/2020, updated 29/09/2020, updated 21.01.2021, updated 23.02.2021 Updated 5/11/2021 Updated 18.1.22

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Caroline Skinglsey Headteacher	*Skingsley*	21/08/2020 Updated 18.1.22 Updated 20.1.22

Risk assessment reviews	Set future review dates & sign/comment upon completion