



COVID19: Re-opening Risk Assessment and Action Plan



SCHOOL NAME: Whipperley Infant Academy and Farley Junior School

OWNER: Amelia Whitehouse, Sue Spriggs (Chair of Whipperley Infant Academy) and Margaret Trinder (Chair of Farley Junior School)

DATE: 13th July 2020

Review date: Continuous review in light of the updated guidance from the DfE and changes in circumstances

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the schools and ensure the schools continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- [Child Protection Policy - including COVID 19 appendix](#)
- [DFE Guidance relating to COVID19](#)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- [Public Health England \(PHE\) Guidance on the cleaning in non-healthcare settings](#)

Theme	Risk	Level of risk if no action taken (Low, Medium, High)	Control Measures	Action required	Risk level post action (Low, Medium, High)
Safeguarding	Increased risk of safeguarding concerns and disclosures.	HIGH	All staff receive refresher training on processes and procedures with regards to safeguarding concerns. COVID -19 safeguarding policy addendum available on school website	Arrange and deliver safeguarding refresher. <i>(safeguarding refresher completed on line by all staff)</i>	LOW
Preparing Buildings and Premises	Areas have not been used in 6 weeks	MEDIUM	<p>Premises Staff have maintained the buildings and grounds over the past 6 weeks and undertaken on-going maintenance. As usual summer holiday practises.</p> <p>Whipperley and Farley both have work being undertaken over the holidays need to ensure that work is completed and contractors offsite to allow time for cleaning.</p>	<p>Final Health and Safety walk – follow up actions on 1st September - <i>completed</i></p> <p>COVID risk assessments from the contractors must be viewed and agreed before work is undertaken. Site agent and premises manager to monitor works. <i>(Regular meetings being held with onsite team and project manager – 3 weekly)</i></p>	LOW
	Fire alarm fault	HIGH	Fire alarm testing	Undertake Test	LOW
	Regular water testing not completed	HIGH	Water testing has been undertaken during lockdown and will continue over the Summer break.	Water testing undertaking test	LOW
	Staff come over crowded not allowing social distancing	HIGH	<p>Lunchtimes and break times have been split into year groups. Staff are taking staggered breaks.</p> <p>Cleaning materials are in the staff room for staff to wipe down their area before and after lunch</p>	Additional tables have been added to the Farley staffroom to ensure social distancing.	LOW

				Cleaning spray and cloths in staffroom.	
	Office does not allow for adequate space between them.	HIGH	<p>Office space re-designed to allow office staff to work safely.</p> <p>Parents to be discouraged from coming into school office and to make enquiries via email or telephone when possible. <i>(additional signage has been added)</i></p> <p>Office staff to ensure cleaning of frequently touched surfaces for example – window ledge at parent window.</p> <p>Main door handle – Glass handle.</p> <p>Parents and visitors are being asked to wear face coverings on school premises.</p>	<p>Farley Juniors - Bursar has moved to a separate office so office staff can socially distance. Additional socially distance workspaces are available. EYFS office can only be used by one member of staff at a time as NO external ventilation.</p> <p>Extra workspace moved out of finance office (Whipperley)</p> <p>Both schools have a separate lobby area where staff are protected by screens. Where possible, office staff will collect deliveries from the lobby but may not be possible every time eg: Large deliveries of cleaning supplies. Deliveries will be supervised by office staff and or site agent</p> <p>Sanitiser in school office window</p> <p>Cleaning products available for office staff.</p>	<p>LOW</p> <p>LOW</p>

	<p>Pinch points at school gates at drop off and pick up times</p> <p>Parents gathering in groups on the playground.</p>	MEDIUM	<p>Entry and exit routes for the school grounds clearly set up with signage and staggered times. (See drop off and pick up arrangements in COVID Recovery plan.)</p> <p>Staff manning all gates and reminding parents of rules around social distancing.</p> <p>Only one parent allowed into school grounds</p> <p>Paving has been extended outside Mondrian Classroom and additional tarmac area outside Dali and Banksy.</p> <p>Staff distribute disposable face masks at the entrances to both schools</p>	<p>Make signs and measure out spaces, 2m apart.</p> <p>Staff information on ways into school.</p> <p>Nursery staff have been informed of entry and exit procedures.</p> <p>All parents with returning children have been spoken to individually <i>(Additional signs have been added thanking parents for adhering to the one way system)</i></p>	LOW
EVACUATION PROCEDURES	<p>Confusion around emergency evacuation routes about social distancing and one way routes.</p>	HIGH	<p>Clear plan in place, which is communicated with all staff and children. All staff members are clear about expectations.</p> <p>Fire drill</p> <p>Revised fire plan for juniors to ensure distancing between class bubbles</p>	<p>The route for evacuation and muster points are the same as our regular fire procedures.</p> <p>Walk through a fire drill – calm walk through, one bubble at a time so that the children know where and how to exit the building.</p>	LOW

MOVEMENT AROUND SCHOOL BUILDINGS	Pinch points within school grounds, toilets, classroom doors etc..	MEDIUM	<p>Staff will supervise toilet breaks to ensure that bubbles are not mixing in communal areas. All sinks will have the necessary handwashing supplies.</p> <p>Pupils will use the external classroom doors to gain access to outdoor learning and break time.</p> <p>Yr 5 class Riley to use the external door through the toilets</p> <p>Staff will not send children on errands to school office. They will communicate with phone if they need office staff to pick up any information.</p> <p>Staggered break and lunchtimes.</p> <p>Lunch hall divided to ensure social distancing of bubbles.</p> <p>Toilet areas will be allocated to each Year group to avoid mixing of bubbles.</p> <p>Yr3/4 sharing a toilet block additional cleaning at lunchtime between Yr 3 and Yr 4 lunch.</p> <p>All toilet visits will be supervised.</p>	<p>Signage on doors</p> <p>All staff to know one way system and this is clearly communicated to pupils.</p> <p>Office staff to respond to requests from class bubbles but must ensure social distancing.</p> <p>Signs up for toilets.</p> <p><i>Fluid movement around school</i></p>	LOW
CLEANING AND WASTE DISPOSAL	Limited cleaning and waste disposal.	HIGH	<p>Enhanced cleaning regime is in place with https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Weekly deep clean when school is closed.	LOW
	Reduced capacity of cleaning staff and stock levels	HIGH	<p>Daily stock take by office staff HT to ensure staff are in place to undertake during the day cleaning SBM liaise with external cleaning company as a back up measure</p>	Additional member of cleaning staff to be recruited for September 2020	LOW

	High touch areas in the classroom (table tops, c-touch screen, internal doors/drawers etc..)	HIGH	Cleaned by class based staff a minimum of three times a day, when small groups swap to another area or as required. Cleaning materials available in each classroom. Wednesday on swap over days – extra cleaning and the swapping round of resources.	Cleaning to be monitored by SLT and MLT. Year group leaders to monitor and sign a weekly declaration.	LOW
	Waste left in classroom, especially Tissues – NOT SUSPECTED COVID WASTE.	HIGH	All classroom bins emptied at lunchtime. Rubbish bags, disposed of in large main outside school bins.	Bins emptied by lunchtime cleaning staff	LOW
	High touch areas outside of the classroom (additional internal doors, toilets, sinks, door release button, staffroom, water coolers)		Cleaned by class based staff. Minimum 3 times daily and as required. HT and/or additional staff take on this role in communal areas. PPE including Gloves and Aprons available for staff cleaning communal sinks. PPE available in each year group and the office.	Toilets cleaned 3 x a day by cleaning team am, lunch and pm. Cleaning resources ordered and received. Cleaning equipment supplies available in every classroom.	LOW
	Touch screens – whiteboards and photocopiers become contaminated	HIGH	Antibacterial hand santiser available in classrooms, PPA & Reprographics room. Additional hand santiser units have been placed around the school	Notices to remind staff/children to sanitise their hands before and after using touch screens.	
	Suspected COVID case	HIGH	Staff dealing with a suspected COVID case will wear appropriate PPE as set out in the government guidelines; Mask, Gloves, Plastic Apron and eye protection if the child is vomiting or the member of staff is unable to socially distance from the suspected case. On disposal - the PPE any cleaning equipment, tissues will be double bagged date labelled and placed in the COVID bin by the bin store where it will be stored for 72 hours before being placed in the main bin. Disposable towel and cleaning spray .	COVID bins in place PPE available in each year group and the office	MEDIUM

HYGIENE	Hygiene – staff and pupils must wash hands on arrival at school.	HIGH	Hygiene – pupils and staff must wash hands upon arrival at school. All pupils to be reminded of handwashing expectations and to watch video on thorough handwashing. Clear instructions given that as soon as coats are put away, pupils must wash hands with soap and water. All children will be supervised with handwashing. Hand sanitiser is available for staff in classrooms and around school. Children will hand wash with soap and water but if they do use hand santiser they must use it correctly as set out in the COVID 19 action plan.	Handwashing posters in place. Hand sanitiser, soap and paper tissue in place at handwashing stations.	LOW
	Irregular/insufficient handwashing	HIGH	Handwashing – a minimum of <ul style="list-style-type: none"> • On entering school • Before lunch and after lunchtime • Before any breaktime/outdoor time and after outdoor time/breaktime. • If children cough or sneeze they will also be directed to wash their hands. 	Hand wash and tissues in place Handwashing and Hygiene is part of the daily curriculum.	LOW
	Tissues from handwashing and noses left in classroom.	MEDIUM	Tissues available in every classroom – ‘catch it, bin it, kill it’ posters visible and message shared with class. Bin emptied at lunch time Staff vigilant to coughs and sneezes – part of daily curriculum	Tissue available Staff recap on Catch it,Bin it Kill it method	LOW
	Limited ventilation in classrooms and offices.	MEDIUM	Open windows, external doors and skylights to ensure fresh air is circulating through classroom and offices. External fire doors opened with door stop Year 6. This is the way into and out of every classroom at break times to allow for reduced overlap of pupil groups. Gemini and Phoenix to access main playground through fire door by FW office. Aurora through door at end of corridor.	Order door stops and put in place. Signs on doors saying keep open or keep closed	LOW

	Doors becoming high touch areas for children and staff.		Door stops used to limit trip hazard off boxes etc.. Premises manager and HT have completed an audit to see which doors can be open to balance our fire risk. Internal doors wedged open. Proper door stops used to minimise trip hazards. All internal doors risk assessed by HT and SBM to ascertain need to be fully closed as a fire door. Windows open at break and lunchtime to ensure movement of droplets through the air	Inform staff of doors to stay open to increase ventilation and the need to touch hard surfaces. Signs on doors saying keep open or keep closed.	

CLASSROOM ENVIRONMENT	Regular class size will mean a very large group of children sharing the same space.	HIGH	<p>Each class is a bubble of 30. Update November 2020 classes are split at lunchtime and break to maintain the bubble of 30.</p> <p>EYFS is now split into classes. Outside area is segregated to keep class bubbles separate.</p> <p>Most classrooms have access to the outdoor and windows whenever possible will be open to increase ventilation</p> <p>Children will not be gathered altogether on the carpet but use will be made of tables and carpet areas to ensure social distancing</p> <p>Classrooms will be rearranged to allow for more space within the classroom. Additional furniture removed to allow for more individual space.</p> <p>All surfaces clear to allow for easy cleaning throughout the day and at the end of the day.</p> <p>Age and size appropriate resources in classrooms.</p> <p>Limited resources available to classes.</p> <p>Air conditioning can be used again in classrooms that require it. "The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. You can continue using most types of air conditioning system as normal" HSE Gov UK</p>	<p>Rearrange classrooms. Removed additional furniture (store safely)</p> <p>Exterior doors open for ventilation where possible.</p> <p>Clear all surfaces in classrooms</p> <p>Seperated tables where appropriate in older year groups.</p> <p>Year leads have modified all classrooms</p>	LOW

<p>Playground and lunchtime</p>	<p>Mixing of class bubbles at lunch and break time.</p>	<p>HIGH</p>	<p>Clear staggered timetable in place and followed accurately.</p> <p>Year group bubbles to share the hall and the playground. Amount of time on the playground to be reduced to 40 minutes for lunch. Groups will be socially distanced.</p> <p>EYFS to view Year Group as one bubble allowing children to use all the outdoor area.</p>	<p>Create, communicate and display timetable – available in plan. Year group leaders to keep timetable under strict surveillance.</p> <p>Create hub zones in playground.</p> <p>Divide the dining hall in Whipperley and Farley.</p>	<p>LOW</p>
--	---	-------------	---	--	------------

<p style="text-align: center;">Pupil Behaviour</p>	<p>Pupils not following or fully understanding new rules and expectations.</p>		<p>All new expectations around sharing resources, movement around school, hygiene are covered in our current behaviour policy around following rules and adult expectations. Spitting is covered under unacceptable behaviour. Parents have been informed by letter and individual phone calls about expectations. Letter is available on both schools' website. Breaches in behaviour will be followed in line with current policies.</p> <p>Individual children with specific needs already have individual behaviour plans and management. These have all been reviewed and none currently need updating but will be if required. No additional PPE is required beyond PPE that is required for intimate care. All classes have access to masks, plastic aprons, gloves and eye protection (if required).</p>	<p>Refer to handwashing posters and Catch It, Kill it Bin it and social distancing – daily with children.</p> <p>Follow behaviour policy – remind staff in briefing about links to action plan.</p> <p>SLT are on site at all times to help with any behaviour issues which are a risk to the bubble. If they can they will wear plastic aprons and gloves but safety of the children and staff come first.</p> <p>Nicola O’Callaghan and Emma Thomas- Sloely – Farley Juniors</p> <p>Jodi McCallum and April Hurp – Whipperley Infant Academy</p> <p>Amelia Whitehouse – working between two schools</p>	<p style="text-align: center;">LOW</p>
--	--	--	--	--	--

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Curriculum offer- Blended curriculum</p>	<p><i>Children who are shielding are not provided with an acceptable education.</i></p> <p><i>Bubbles self isolating are missing out on their education when at home.</i></p> <p><i>School is closed due to local outbreak and children can not access education.</i></p>	<p>MEDIUM</p>	<p>We currently have 1 child who has shielded since latest national lockdown. Education packs and telephone support is being provided.</p> <p>Teachers have prepared packs for children working at home. All children self isolated are supported in their education with telephone calls with teachers, online work or hard copies. Instructional videos on the website.</p> <p>Additional 5 PC are available for families who can't access a device at home. Devices have been provided to families.</p> <p>Year group leaders will take over coordination of delivering the medium term plans through the website and on google classroom</p>		<p>LOW</p> <p>LOW</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">FIRST AID PROCEDURES – NOT COVID</p>		<p>MEDIUM</p>	<p>We currently a high proportion of members of staff who are fully trained Paediatric first aiders. A significant number of members of staff are on site in both schools at all times. Gloves and tissues available in every classroom</p> <p>For minor first aid needs within the classroom, one of the members of staff within the class hub will take on the responsibility of first aid. A first aid kit for minor injuries will be available in each outdoor area for minor first needs whilst at play and the staff members on duty will take on the responsibility for this. At any point the staff member can ask the office to send a member of staff, who is fully paediatric trained to assist.</p>	<p>First aid training took place on Monday 2nd November</p>	<p>LOW</p>

FIRST AID PROCEDURES – COVID-19 SYMPTONS

<p>HIGH</p>	<p>If a child displays COVID symptoms (cough, temperature of 38 or more, reporting loss of taste and smell) then they are to be quarantined in the following area: If the weather is clement the safest place for the child and staff is outside – Whipperley Infant Academy on the bench outside the office with a supervising member of staff Farley Juniors on Chairs outside the wall of the staff room.</p> <p>If the weather is not good : Farley Junior school : Gina’s room with the windows open. Whipperley in the nest, all staff must leave apart from the supervising member of staff - windows will be opened.The room will be well ventilated. The staff member will supervise from a distance of 2m with PPE equipment gloves, mask, apron until their parent can collect them. IF THEY CAN’T SELF DISTANCE STAFF MUST HAVE EYE PROTECTION. The room will be deep cleaned once child has been collected.</p> <p>Supervising staff will be released to go home and shower and change after supporting the child.</p> <p>PPE available to first aid staff treating any child displaying COVID-19 symptoms. Available in office and all year groups.</p> <p>SEE COVID ACTION PLAN</p> <p>WE WILL FOLLOW GOVERNMENT GUIDELINES ON TESTING AND ISOLATION AS SET OUT IN GOVERNMENT GUIDELINES – see action plan</p>	<p>Arrange Whipperley Medical Area and Gina’s office so that it can become a quarantine area.</p> <p>Ensure PPE equipment is available in year groups and office.</p>	<p>MEDIUM</p>
-------------	---	---	---------------

REVIEW:

**This Risk Assessment may be adapted daily, upon school reopening.
 Fully reviewed weekly.**

November update:

Despite rise in cases the school as not seen any infection spread within school. Staggered start has been stopped as it was promoting gathering. More staff out means flow is being maintained.

All bubbles have been reduced to 30 to ensure disruption to education is minimised.

We ask parents who can to wear face coverings when entering the school grounds and disposable masks are distributed at both schools.

Increased hard standing around the Year 3 classrooms.

October Review and update:

- We need to ensure parents/staff are aware of how to report positive test results during half term holiday. Parents to contact the admin@farley.juniorluton.co.uk (Farley Children) admin@whipperley.infantluton.co.uk (Whipperley Children) Staff are to contact Amelia, Emma, April or Jodi. Information will be sent to parents

School notified of positive test during half term holiday

Symptoms began on (or date of positive test if asymptomatic):	Between Mon 19 th Oct – Fri 23 rd Oct	Sat 24 th Oct	Sun 25 th Oct	Between Mon 26 th Oct - Sun 1 st Nov
School Responsibility: In-school contact tracing required IF POSITIVE CASE HAD BEEN IN SCHOOL	Yes: as normal	Yes: Contact trace for Thursday 22 nd and Friday 23 rd	Yes: Contact trace for Friday 23 rd	No: Case was not in school during infectious period
Parental Responsibility: Advise parents to notify close contact family & friends	Parents to follow advice as per NHS Covid-19 guidelines. https://www.nhs.uk/conditions/coronavirus-covid-19/			
The Luton Covid-19 Schools Cell helpline is open throughout the half term holiday. Please call 01582 548978 or email C19EducationEnquiries@luton.gov.uk if you would like advice or guidance, or to report a positive case. Alternatively, please call the DfE helpline on 0800 046 8687				

- Staff are having weekly updates on local public health updates and reminders to distance from one another as adult to adult is the greatest risk.
- School to review the opening and closing times as adults are tending to gather.

September 2020 update: Margaret Trinder and Sue Spriggs have visited Farley Junior and Whipperley Sites respectively to discuss the implementation of the risk assessment. Focus has included movement at the beginning and end of the day and lunchtimes.

Whipperley: With the opening of outside playgrounds nationally children are being given access to all the climbing equipment but only within their year group bubbles. Supervision of hand washing minimises the spread of the virus

EYFS and KS1 children have added an additional hand sanitising after lunch as well as before lunch as the children frequently touch their faces during lunchtime and place fingers in mouths due to their age

Farley:

Whole school assemblies are taking place using zoom – celebration assembly has restarted

Water is in named bottles for KS2 as the children are responsible enough not to drink out of their classmates bottles. Washable cups are still being used in EYFS and KS1

Whipperley and Farley

Additional signage has been added to thank the parents for adhering to the rules.

Advice around coughs and colds for staff/parents and a decision tree has been distributed.

