

Winterbourne Nursery and Infant School

Risk Assessment for Onsite and Remote learning

School Name: Winterbourne Nursery and Infant School

Assessment written by: Petra Jones

Date: 4.1.21

Shared with:

Governors: Y/N **Date:**

SLT: Y/N **Date:** Y

Staff: Y/N **Date:**

To be viewed in line with the following policies:

- Health and Safety
- Covid –19 Procedures
- Infection Control
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Data Protection

Action/s	Hazards	Who is at risk of harm	Level of Risk (Low Medium High)	Actions to minimise risk
Class size, adult ration	Mixing groups of pupils, transmission, social distancing	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Groups to be no more than 8 pupils and 2 adults. ➤ Staff will have an allocated group of pupils during this period
Staff arrival	Transmission from outside	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Staff to enter building and sanitize hands at reception. Staff are the to sign in the book that will now also be placed at reception(there will be a hand sanitiser to use once you have signed in)
Staff who travel by public transport	Transmission from outside	Staff, pupils	H	<ul style="list-style-type: none"> ➤ A rota to be created to allowed flexible arrival for those members of staff using public transport

Staff absence	Mixing groups of pupils, transmission, social distancing	Staff, pupils	M	<ul style="list-style-type: none"> ➤ Staff to report absence in the normal way ➤ There will always be 1 person in the office to receive calls ➤ Head teacher to monitor absences of staff ➤ Head teacher responsible for organising staff rota when there are staff absences
Staff shortages	Transmission ,social distancing	Staff, pupils	M	<ul style="list-style-type: none"> ➤ Staff to report absence to head teacher ➤ If absence is covid-19 related staff member to report this to head teacher ➤ Head teacher is responsible for deploying staff in a flexible manner to cover absences. ➤ If Head teacher is absence due to illness, Assistant head teacher will lead the school. If both assistant head and Head teacher are absence due to illness, the chair of Governors will be informed and appropriate steps will be put in place to ensure the smooth running of the school. ➤ In the event that there are severe staff shortages, the school will seek advice from the Local authority and parents will be kept fully informed.
Parents bringing pupils to school	Transmission of virus Social distancing	Parents, staff , pupils	H	<ul style="list-style-type: none"> ➤ Drop off: Parents to follow the normal one-way route to their year group designated spot. ➤ Parents will not be allowed to enter any part of the building.
Parents collecting pupils from school	Transmission of virus Social distancing	Parents, staff , pupils	H	<ul style="list-style-type: none"> ➤ Collection: Parents to follow the normal one-way route to their year group designated spot. ➤ Parents will not be allowed to enter any part of the building.
Pupils arriving late for onsite provision	Transmission of virus Social distancing	Parents, staff , pupils	H	<ul style="list-style-type: none"> ➤ Parent to ring buzzer at main entrance ➤ Pupils will be collected from main entrance by a member of staff and taken to their classroom
Late collection of pupils	Transmission of virus Social distancing	Parents, staff , pupils	H	<ul style="list-style-type: none"> ➤ Pupils will be taken to main hall ➤ Pupils will be socially distanced from any other member outside of their bubble ➤ When parent arrives, pupil will be taken to main entrance to their parent

Parents collecting or returning forms, work packs etc	Transmission of virus Social distancing	Parents, staff , pupils	H	<ul style="list-style-type: none"> ➤ Parents will not be allowed to enter building ➤ Parents to ring buzzer and a member of office staff will meet them outside in the front playground
Teachers receiving pupils	Transmission of virus Social distancing	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Staff will receive the pupils on their list ➤ SLT to be on hand to ensure smooth transition ➤ Pupils will be met in the designated spot in the playground ➤ Teachers will stand behind cones to ensure that they are at least two metres away from parents
Pupils toilet	Transmission of virus Social distancing	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Toilets to be limited to 2 pupils at any one time. ➤ Cleaning log placed in toilet to ensure that toilets are cleaned regularly and to ensure that there is plenty of soap to ensure that pupils can wash their hands. ➤ Pupils will use the allocated toilets for their year group to avoid any crossing of bubbles
Staff toilets	Transmission of virus Social distancing	Staff	H	<ul style="list-style-type: none"> ➤ Toilet to be limited to 1 adult at any one time. ➤ Cleaning log placed in toilet to ensure that toilets are cleaned regularly and to ensure that there is plenty of soap to ensure that adults can wash their hands
Playtime	Transmission of virus Social distancing	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Each class will have access to outside space. ➤ Playground to be sectioned so each bubble has their own space which can be accessed throughout the day.
Lunchtime	Transmission of virus Social distancing	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Pupils will eat lunch in their classroom. ➤ MDS to collect meals for their group and return plates and cutlery ➤ Pupils to use their allocated outside space during play and lunchtime.
Lunch break and breaks for staff	Transmission of virus Social distancing	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Where there are 2 adults, they will organize their breaks ➤ Where there is 1 adult, the MDS or member of the SLT will cover break duty.
Classroom design	Transmission of virus	Staff, pupils	H	<ul style="list-style-type: none"> ➤ All soft toys and other equipment with intricate parts that may prove difficult to clean to be removed ➤ Pupils to be supplied with their own stationary pack to avoid sharing resources.
Classroom resources	Transmission of virus	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Resources to be kept at a minimum so staff can monitor what is being used and then ensure that these

				<p>resources are thoroughly cleaned at the end of each session.</p> <ul style="list-style-type: none"> ➤ Each class will be provided with some outdoor equipment which is only to be used by the pupils in their group
Moving around the building with pupils	Transmission of virus Social distancing	Staff, pupils	M	<ul style="list-style-type: none"> ➤ Signs and posters will be around the building to remind pupils of social distancing. ➤ There will be one way routes through the hall and communal areas ➤ No staff member is permitted to walk through classrooms that they are not working in.
First aid	Transmission of virus	Staff, pupils	M	<ul style="list-style-type: none"> ➤ A first aid bag to be placed in each classroom. ➤ A first aider will be situated in the office and will be on call to assist with injuries if required. ➤ Gloves, aprons, face coverings to be placed in each classroom to be used when needed.
Intimate care	Transmission of virus Social distancing	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Gloves, aprons, face coverings to be placed in each classroom to be used when needed.
Enhanced cleaning	Transmission of virus	Staff, pupils	H	<ul style="list-style-type: none"> ➤ Handwashing built into daily timetable for pupils attending onsite provision ➤ Regular cleaning of resources and surfaces in classrooms at the end of each session ➤ Enhanced cleaning in place for whole school
Staffroom	Transmission of virus Social distancing	staff	H	<ul style="list-style-type: none"> ➤ Staffroom will have markings to show one-way route and will be limited to 2 adults at any one time. ➤ Staff will use the allocated staffroom for the year group
Safeguarding	Ensuring that all pupils are safeguarded	pupils	H	<ul style="list-style-type: none"> ➤ Please see updated safeguarding procedure for pupils accessing remote learning. ➤ For those pupils on site normal procedures apply. ➤ There will always be a DSL on site ➤ All pupils identified as vulnerable will receive at least 2 calls per weeks to ensure that both pupil and family are ok ➤ All conferences, core group meetings etc will continue virtually

Pupil or member of staff with symptoms	Transmission of virus Social distancing	Staff, pupils	H	<ul style="list-style-type: none"> ➤ To follow the Croydon flow chart procedure. In any case the office should be informed. ➤ In case of child developing symptoms onsite, the child is taken to meeting room to await collection. ➤ In case of member of staff, they are to inform office, leave site immediately and get tested. ➤ All other members that are deemed to be close contacts will be instructed to followed the guidelines as set out by the Croydon flowchart.
Staff at higher risk (Non-Caucasian staff)	Transmission of virus Higher risk of catching virus	Staff	H	<ul style="list-style-type: none"> ➤ Individual meetings held to discuss areas of concerns and any adaptations that can be made
Staff who are classed as highly vulnerable	Transmission of virus Higher risk of catching virus	Staff	H	<ul style="list-style-type: none"> ➤ Individual meetings held ➤ Individualised risk assessments provided
Mental well-being of all staff	Staff may not be able to be function effectively	Staff	M	<ul style="list-style-type: none"> ➤ Weekly wellbeing meetings held with all staff to discuss concerns, talk about issues and support each other ➤ Mental health awareness training provided for staff at the start of term ➤ All staff are sign posted to the free counselling sessions when needed ➤ Staff are encouraged to focus on their own well being ➤ Staff are encouraged to speak to head teacher if they need extra support ➤ Year group leads offer 1.1 support for their team members where needed or requested
Pupils mental health	Pupils may not be able to function as effectively and could have an adverse effect on their education	Pupils	M	<ul style="list-style-type: none"> ➤ Family support worker on call where pupils are identified as needing support ➤ Training for staff has been implemented to ensure that staff are clear on behaviours that might indicate a pupil may be suffering from mental health concerns ➤ Regular calls are made to families where they have been identified by the DSL and Family support worker to ensure that families are coping and offered support when needed.

				<ul style="list-style-type: none"> ➤ Where a member of staff through contact with family feels there may be a concern they must report to the DSL
School expectations remain high onsite and during remote learning	Pupil engagement may lessen and adversely affect their education	Pupils	M	<ul style="list-style-type: none"> ➤ Behaviour policy has been updated to reflect the standards expected during remote learning ➤ Behaviour policy will continue to be implemented for those pupils on site
Remote Learning – Adaptation of Spring 1 curriculum	Gaps in learning could increase which will have an adverse effect on their education	Pupils	M	<ul style="list-style-type: none"> ➤ A full curriculum will be provided through the use of prerecorded YouTube teaching sessions, national oak academy and other external educational platforms ➤ Zoom meetings to take place each morning to register pupils, explain the learning for the day and answer questions from parents ➤ Pupils are expected to email work daily so it can be assessed by teachers ➤ Pupils attending site will receive the same learning as those pupils working remotely.
Pupils who do not have access to online learning	Gaps in learning could increase which will have an adverse effect on their education	Pupils	M	<ul style="list-style-type: none"> ➤ Weekly hard copies of learning will be made available for parents to collect. ➤ Parents are expected to return packs weekly so they can be assessed by the teacher ➤
Impact on SEN pupils during lock down	Gaps in learning could increase which will have an adverse effect on their education	Pupils	M	<ul style="list-style-type: none"> ➤ Inclusion manager to oversee individual differentiated learning to support SEN pupils accessing remote learning ➤ Inclusion manger to provided individualised learning packs for SEN pupils where required ➤ Inclusion manager to delegate Learning support assistants to support SEN pupils daily through either zoom or phone call with their learning ➤ Fo those pupils with SEN that are receiving on site provision, the inclusion manager will ensure that their needs and individual targets are being met.
Governors oversight	Could lead to school failing to meet statutory requirements	Pupils, school ,Community	L	<ul style="list-style-type: none"> ➤ Governing body continues to meet virtually ➤ Governor body agendas are structured and head teachers report includes updates on how the school is

				continuing to meet its statutory obligations in addition to covering the school response to covid-19
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