

KGPS Risk assessment –Addendum February 2021 FULL RETURN TO SCHOOL 8<sup>th</sup> MARCH 2021



The risk assessment will be reviewed as and when the Government make any further changes to current guidelines.

This Risk Assessment addendum has been written following guidelines published by the Government for full return of schools on March 8<sup>th</sup>.

The link can be found **HERE**:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools coronavirus operational guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

This addendum should be read alongside the full Risk Assessment and Lateral Flow Device Addendum

All previous routines before the current lockdown will be re-established:

- Staggered start and finish times for Year Groups
- BC and ASC to resume to enable parents to return to work
- Where possible, children and staff to remain in class “bubbles” except outside where “Year Group” bubbles will be maintained
- Curriculum delivery can continue including Music, PE and peripatetic music lessons
- Hot lunches served in Dining room for EYS, Year 1 and Year 2. KS2 will have lunches delivered to classrooms
- All external visitors can continue to come to school providing school hygiene protocols are followed and covid questionnaire is completed.
- Large mixed bubbles will not be allowed indoors eg- Assemblies/concerts etc.

Hazards -RISK	Who might be harmed and why	Controls in place already	Further Actions school needs to implement	Who will carry out this actions	When these actions will be carried out
<b>Health and safety checklist incomplete and school is non-compliant</b> <b>MEDIUM</b>	Children and Staff Premises not safe	Site team and SBM have ensured key H+S checks have been carried out during partial closure and key systems are all operational to ensure safety for all staff and children on site. The following have been updated: <ul style="list-style-type: none"> <li>• Hot and cold-water systems – unused water outlets will be flushed prior to wider opening</li> <li>• Gas safety – certificates in place</li> <li>• Fire safety – all alarms have been tested</li> <li>• Fire Risk Assessment updated to reflect new arrangements</li> <li>• Kitchen equipment</li> <li>• Alarm system</li> <li>• Ventilation</li> <li>• Asbestos – up to date survey and reg</li> <li>• Lift Service</li> </ul>	Site team to ensure essential equipment and key systems are all operational to ensure safety for all staff and children on site	John/Michael/Bin	Week Beg 1 <sup>st</sup> March
<b>Risk of increased transmission of virus</b>	Staff and Children	Parents advised to walk where possible- Pupils to travel on foot or scooters/bikes	Communication to parents – reminder that “school streets” will also be operational	Reena	Week Beg 1 <sup>st</sup> March

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due to journeys to and from school <b>HIGH</b>		Staff not permitted to car share apart from with members of own school bubble No use of taxis without PPE. Use face masks on public transport.	Communication to staff re car-sharing- not permitted unless from the same bubble- via Friday briefing notes	Reena	26 <sup>th</sup> Feb
			IRA's with vulnerable staff to remind use of PPE on public transport	Bin	Week Beg 1 <sup>st</sup> March
			Reminder to parents of bubble times for drop-off and collection and masks must be worn on school site	Reena	26 <sup>th</sup> Feb
Spread of Covid 19 <b>HIGH</b>	Staff not wearing visors/masks and not following hygiene protocols, not maintaining social distancing Staff not ensuring ventilation	Staff informed about requirement for wearing PPE, social distancing and maintaining hygiene through frequent hand washing PPE has already been issued to all staff (Visors/masks ets) Established hygiene routines in place Staff communal areas have social distancing controls in place Visors do not provide as much protection as masks <b>As per Gov guidance:</b> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a> <b>Page 17</b> "All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the	Ensure staff awareness and vigilance in keeping safe through wearing shields/masks and maintaining social distancing Advise staff that shields do not provide same protection as masks- masks should be worn in corridors/communal areas in preference to shields Advise staff to take breaks in empty rooms	Reena	26 <sup>th</sup> Feb
			Ensure all staff have visors/masks/PPE and adequate stocks are in place of hand gel/soap	Aman	Week Beg 1 <sup>st</sup> March
			Ensure staff have staggered breaks to avoid overcrowding in communal areas	Bin/Eileen	Week Beg 1 <sup>st</sup> March
			Ensure signage/posters in place to remind staff to maintain social distancing/hygiene	Already in place	
			Ensure all areas are well ventilated and windows are kept open	All staff John to open windows in communal areas every morning	On-going

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		<p>number of interactions or changes wherever possible.”</p> <p><b>PPA teachers</b> are permitted to continue with provision and move between classrooms ensuring social distancing between other adults ( 2M) and wearing of PPE where appropriate</p> <p><b>HLTA's</b> are permitted to teach in <b>any</b> year group bubble as long as they follow hygiene protocols and maintain 2m social distancing between other adults.</p> <p><b>SLT</b> can continue with coaching in different classes providing they keep their distance at the back of the classroom and avoid close contact with other adults ( 2 m distance) Coaching can also be carried out via MS Teams if required.</p> <p><b>All adults</b> can provide small group interventions with children from different bubbles providing hygiene protocols are followed and 2 m social distancing maintained between Adults</p>			
<p><b>Spread of Covid 19</b> <b>HIGH</b></p>	<p>Children and Staff not following hygiene protocols, not maintaining social distancing</p>	<p>Children already have established hygiene practices in place. Gel stations and sinks in place to provide adequate hygiene control Bubbles of “ Year “ groups will be maintained Bubble timings to remain the same to ensure continuity and understanding for all</p>	<p>Staff to remind children of hygiene protocols on return to school</p> <p>Parents reminded about covid symptoms and protocol for suspected cases ( do not send children to school if any symptoms are displayed</p> <p>Children will not be allowed to mix outside of their Year group bubbles indoors and breach their bubble.</p> <p>Reminder of lateral flow testing to staff</p>	<p>All teachers</p> <p>Reena/Bin</p> <p>All Staff</p> <p>Reena/Bin</p>	<p>Monday 8<sup>th</sup> March</p> <p>26<sup>th</sup> Feb</p> <p>On-going</p> <p>26<sup>th</sup> Feb</p>

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Spread of Covid 19 MEDIUM	Staff and Children Spread of coronavirus through lack of cleaning	Established cleaning controls in place already 2 cleaners on site during day ensuring common surfaces , toilets and work surfaces are regularly cleaned Controls in place for shared resources All children have own packs in classrooms Cleaning equipment is provided at shared equipment such as photocopiers, computer suites	Reminder to staff to ensure equipment in staffroom ( kettles, microwaves, fridges ) must be wiped down after use	Reena/Bin	26 <sup>th</sup> Feb
			Cleaners on site given new briefing on requirements to ensure understanding	John	Week Beg 1 <sup>st</sup> March
			Ensure adequate stocks of cleaning materials	Aman	Week Beg 1 <sup>st</sup> March
			Teachers to ensure children have own resources packs	All teachers	Week Beg 1 <sup>st</sup> March
Spread of Covid 19 MEDIUM	Staff and Children BC and ASC – bubbles are breached through loss of control of social distancing	Numbers of children established who require wrap around provision. School has identified adequate staff available for provision Adjusted timings for provision to allow staff to manage new protocols for social distancing BC starts at 8.15 ASC closes at 5.00pm	Children to be allocated own “ year Group” table to ensure social distancing is maintained and bubbles not breached Tables to be set up in Main Hall and labelled	Eileen/Aman/John	Week Beg 1 <sup>st</sup> March
			BC/ASC staff to be trained with understanding of change in provision for children- no games between bubbles. Children to remain at “ bubble table” Ensure staff understanding of permissible activities to maintain “bubbles”	Eileen	Week Beg 1 <sup>st</sup> March
			The arrangements for wrap around provision will be reviewed to ensure distancing can be maintained.		
Spread of Covid 19 MEDIUM	Staff and Children TCB bubbles are breached	TCB already working as “ Bubble” within the unit	Ensure children and staff working within “ bubble”	Reena/Joanne M/Leanne	Week Beg 1 <sup>st</sup> March
			TCB provision to be reviewed- if inadequate levels of staffing , liase with Brent to discuss options incl closure	Reena/Joanne M/Leanne	On-going
Spread of Covid 19 MEDIUM	Staff and Children Parents/Visitors to school do not follow school protocols to reduce covid -19 risk of infection	Established routines in place for external visitors. Staff ensure all visitors complete Covid-19 questionnaire prior to visitors Office staff are notified of booked visitors Arrangements already in place to limit parents requirement to come to office	SENCo's/Pastoral teams limit non-essential visitors- only essential visitors allowed	Bin to communicate to SENCO's/Pastoral team	Week Beg 1 <sup>st</sup> March
			Ensure office staff communicate covid-19 protocols to visitors/parents	Bin	Week Beg 1 <sup>st</sup> March

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		<p>Lettings will be paused during this period until 31<sup>st</sup> March or earlier if Gov advice changes</p> <p>Kumon can continue in Green building as before as it is classed as a ASC.</p> <p>All school events that would involve external agencies/visitors have been cancelled/re-arranged</p>	<p>External Tutors will take small groups from split classes for Interventions</p> <p>Tutors will be reminded to maintain social distancing where possible, wear PPE and ensure the children wash/gel hands before and after sessions before going back into class</p> <p>External regular tutors will have access to school Lateral Flow Testing</p>	Bin/Jo	Catch-up sessions tbc
<p><b>Spread of Covid 19</b> <b>MEDIUM</b></p>	<p>Staff and children</p> <p>Staff come into work displaying covid sigs</p> <p>Parents send children to school who are displaying covid signs</p> <p>Parents return from countries requiring quarantine restrictions</p>	<p>Regular communication to staff and parents has been carried.</p> <p>Posters in different languages displayed for parents which communicate covid signs</p> <p>The school has communicated to Staff and Parents the importance of NOT coming into school if they display signs of Covid-19:</p> <p><b>a new, continuous cough</b></p> <p><b>a high temperature,</b></p> <p><b>a loss of, or change in, their normal sense of taste or smell (anosmia)</b></p> <ul style="list-style-type: none"> <li>• 30/11/2020- Symptoms alert ( Communicated to parents and staff) now includes:</li> <li>• a new continuous cough</li> <li>• a temperature</li> <li>• loss of smell or taste</li> <li>• head aches</li> <li>• extreme tiredness or fatigue</li> <li>• sore throat</li> <li>• nasal congestion</li> <li>• muscle or joint pain</li> <li>• skin rash</li> <li>• Diarrhoea</li> </ul>	<p>School to send reminder to parents about covid signs. Some have not been advertised officially but have led to positive confirmation of covid;</p> <p>Staff reminded about covid signs and NOT to come to school if any of these symptoms are displayed</p> <p>Pastoral Team identify children who have left the country and are planning to return. Ensure quarantine laws have been followed before return to school</p>	<p>Reena</p> <p>Reena</p> <p>Pastoral Team</p>	<p>26<sup>th</sup> Feb 5<sup>th</sup> March</p> <p>26<sup>th</sup> Feb 5<sup>th</sup> March</p> <p>Week Beg 1<sup>st</sup> March</p>

