



## Medina Risk Assessment – September 2021

This risk assessment should be read in conjunction with key Department for Education guidance including the following:

July 2021 [School Operational Guidance July 2021](#)

BUILDING & HEALTH & SAFETY				
Area of Risk		Actions prior to opening	By whom	Done
Contamination school	-	<ul style="list-style-type: none"> <li>• Tape marking in corridor to aid social distancing – ensure still fit for purpose</li> <li>• Ensure additional cleaning products and resources available e.g. hand sanitizer</li> <li>• School site to be cleaned to ensure high touch points and key areas are well sanitized</li> <li>• Pedestrian pathway to be marked to indicate one way system to aid social distancing</li> <li>• Pastoral room to continue as an isolation' Covid' room.</li> <li>• All staff to be made aware of Risk Assessment prior to September start</li> </ul>	AB  HP	
BUILDING & HEALTH & SAFETY				
Area of Risk		Actions when open	By whom	Done
Contamination school	-	<ul style="list-style-type: none"> <li>• Water fountains back in operation</li> <li>• Library to re-open</li> <li>• Strict supervision and teaching of hand washing – particularly important to re-teach handwashing after the holiday</li> <li>• Hand washing/sanitizing to continue – start of day and before and after break and lunch time.</li> <li>• Interior doors and windows to be kept open to ensure the room is well ventilated and that a comfortable teaching environment is maintained</li> </ul>	AB  HP/RH  All staff	

<b>Contamination- visitors to school</b>	<ul style="list-style-type: none"> <li>All visitors to use hand sanitizer on arrival</li> <li>Regular visitors e.g. Sp &amp; lang/Ed Psych/Music teachers to be informed of current risk assessment</li> </ul>	All staff	
<b>Contamination - classrooms</b>	<ul style="list-style-type: none"> <li>Each classroom to have alcohol gel, for sanitizing</li> <li>Pupils to continue to bring water bottles to school</li> <li>Surfaces to be kept clear of unnecessary clutter to aid cleaning throughout the day</li> </ul>	AB  Class teachers	

<b>CHILDREN</b>			
<b>Area of Risk</b>	<b>Actions</b>	<b>Staff</b>	<b>Notes/Done</b>
<b>Contamination general</b> -	<ul style="list-style-type: none"> <li>Classrooms kept clutter free so surfaces are easy to wipe clean</li> <li>Children who require close contact 1:1 support will be covered by the 'Intimate Care Policy.'</li> </ul>	Class teachers	
<b>STAFF</b>			
<b>Area of Risk</b>	<b>Actions</b>	<b>Staff</b>	<b>Notes/Done</b>
<b>Contamination – prior to opening</b>	<ul style="list-style-type: none"> <li>All staff to be made aware of the current risk assessment</li> </ul>	All staff	



**PARENTS**

Area of Risk	Actions	Staff	Notes/Done
<b>Contamination</b>	<ul style="list-style-type: none"> <li>• Parents to be informed of September arrangements</li> <li>• Class emails to be reinstated on 2<sup>nd</sup> September 2021. Parents to be encouraged to email @admin for non-classroom issues</li> <li>• Parents to be encouraged to, drop child at the top of the path in the mornings and in 'drop off zone' at the bottom of the path.</li> <li>• At the end of the day, parents to wait in clearly identified class collection areas</li> <li>• Parents to be encouraged to communicate to school by the email system and use payments system</li> <li>• If a child develops any symptoms of the virus – (see above) they must keep the child off school and take the child to be tested.</li> </ul>	<p>HP</p> <p>All staff</p>	

**Updates in light of school closure Jan 2021**

Area of Risk	Actions	Staff	Notes/Done
<b>Contamination</b>	<ul style="list-style-type: none"> <li>• Natural ventilation – windows should be open enough to provide constant background ventilation and opened more fully during breaks. Internal doors can be kept open to create a through flow of air and comfortable teaching environment</li> </ul>	<p>HP</p> <p>All staff</p>	

Updates March 2021 following updated school operational guidance February 2021			
Area of Risk	Actions	Staff	Notes/Done
<b>Contamination</b>	<ul style="list-style-type: none"> <li>• Unsure what Covid Infection levels will be in September therefore we are keeping appropriate control measures in place as stated in '<a href="#">Schools COVID-19 Operational Guidance</a></li> <li>• Good ventilation reduces the concentration of the virus in the air which reduces risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area. It is important to keep the room well ventilated and a comfortable teaching environment is maintained. While pupils are outside at break and lunch, purge the air space.</li> <li>• At Medina, we will continue to test on Monday and Thursday mornings and staff must follow the agreed reporting system. Staff must continue to test even if they have had the vaccine. Staff must not test if they have had Covid 19.</li> </ul>	<p>HP</p> <p>All</p>	

### What happens if a child has suspected symptoms?

- Child to be moved to the Pastoral room where they can be isolated – depending on the age of the child appropriate adult supervision. Sign on door to be used and taken off when cleaned. PPE should be worn by staff dealing with the child Parents must be immediately phoned and asked to collect. When they arrive they must collect from the playground
- If the child in isolation needs the toilet they must use the mens'/disabled toilet and this cannot be used until cleaned. Men will have to use the ladies toilets during this time.
- If they are seriously ill call 999
- If a child has suspected symptoms parents must follow the guidance and ensure the child is tested and must not return to school until a negative result is presented. If there is a positive result the child cannot return for at least 7 days and not until they do not have symptoms other than a cough.

**Staff member who has suspected symptoms**

- If any member has suspected symptoms they must go for a PCR test
- If results are negative they can return to school as soon as reasonable possible
- If result is positive they must follow the guidelines

**Signed: H Payne (Headteacher)      July 2021.**

### Outbreak Management Plan

- If we have several confirmed cases within 14 days, the school will contact Alison Critchley (LA) 07399009346 and/or DFE helpline 08000468687 for advice
- Acting on advice the school may implement bubbles and additional systems to ensure the school is as risk free as possible
- The school would resume the systems/arrangements that were outlined in September 2020 Organisation Plan (see below)

### September 2020 Organisation Plan

<b>To enforce social distancing staggered start times</b>		
<b>Bubble/Class</b>	<b>Arrival Time</b>	<b>Notes</b>
Y5/Y6	8.45-8.55	<ul style="list-style-type: none"> <li>• HP &amp; RH on duty every day</li> <li>• TAs at doors ensuring sanitizing</li> <li>• Teacher in classrooms</li> <li>• 1xYR TA to meet children at bottom of the path 1x YR TA to meet children on playground</li> </ul>
Y3/Y4	8.55-9.05	
Y2	9.05-9.10	
Y1	9.10-9.15	
YR	9.15-9.20	

<b>To enforce social distancing staggered finish times</b>		
<b>Bubble/Class</b>	<b>Finish Time</b>	<b>Notes</b>
Y5/Y6	3.15	<ul style="list-style-type: none"> <li>• RH on duty at top of path every day</li> <li>• AB/HP on duty on playground/path</li> </ul>
Y3/Y4	3.10	
Y2	3.05	
Y1	3.00	
YR	2.55	

To enforce social distancing staggered break times		
Bubble/Class	Break time	Notes
Y5/Y6	11.00 - 11.15	<ul style="list-style-type: none"> <li>• Break duty rota to be organised within bubble -2 adults per duty</li> <li>• Must wash hands on way out and sanitize on way in or vice versa to avoid corridor/toilet pinch points</li> </ul>
Y3/Y4	10.40 - 10.55	
Y1/Y2	11.00 - 11.15	
YR	11.00-11.15	

To enforce social distancing staggered lunchtimes		
Bubble/Class	Lunchtime	Notes
Y6	12.30-1.10	<ul style="list-style-type: none"> <li>• All lunches to be eaten in class</li> <li>• Teachers to supervise hand washing at start of lunch and sanitizing after lunch. Teachers to settle class with packed lunches and to meet class on the playground to supervise entry back into school</li> <li>• Permissible to watch DVDs when pupils are eating</li> <li>• TAs doing lunch duty -20 mins own lunch</li> </ul>
Y5		
Y4	12.00-12.40	
Y3		
Y2	12.20-1.00	
Y1		
YR	12.20-1.00	

### Notes

No assemblies

Music teachers to be informed