

Covid-19 Risk Assessment Summary Statement New York Primary School (September 2020)

In light of the ongoing Covid-19 pandemic, the Department for Education published guidance on the 2nd July 2020 to assist schools in their planning to safely re-open to all year groups from September 2020. This guidance instructs schools to conduct a Covid-19 risk assessment which has resulted in the implementation of control measures that will ensure we provide an environment that is as safe as is reasonably practicable and in line with current government guidance.

New York Primary School are committed to the health, safety and wellbeing of our pupils, colleagues, visitors and contractors. Throughout the pandemic we have worked closely with our Local Authority partners to risk assess our premises and activities in order to develop and embed control measures and systems of work that minimise the risk of transmission of coronavirus (Covid-19).

Our risk assessment was originally developed in May 2020 to enable the progressive re-opening of school to all year groups and key-worker pupils from the 1st June 2020. Since that time our risk assessment has been subject to continual review and updates as further government guidance became available.

This document sets out a summary of the results of our COVID-19 risk assessment and demonstrates our commitment to provide a safe environment for the education of our pupils and a workplace for our colleagues who are working in, and will be returning to, their normal work setting. It highlights examples of the measures we have adopted to ensure pupils, staff, visitors and contractors attending New York Primary School can do so safely.

Our risk assessment follows the Health and Safety Executive's Five Steps to Risk Assessment which includes:

- Identifying the hazards
- Deciding who can be harmed and how
- Evaluating the risks and deciding on precautions
- Recording the findings and implementing them
- Reviewing the risk assessment and updating it where required (i.e. where guidance has changed)

We have developed our risk assessment in consultation with key stakeholders within the school, including our Governing Body, our staff, parents and pupils and our trade union representatives. The risk assessment is a 'live' document which continues to be reviewed on a regular basis following changes in guidance and taking on board feedback from staff, pupils, parents and visitors.

We appreciate that some of our parents and carers may have concerns about their children returning to school, but we would like to reassure you that we have acted on professional advice; we have consulted with relevant bodies; and we have taken all reasonable steps to ensure the environment is as safe as possible.

Summary of Results

The table below provides a summary of New York Primary School risk assessment. This has been summarised from the live whole school document which has been written using guidance and advice from DfE, PHE, HSE and in consultation and communication with staff, governors, unions and parents.

Category of Risk	Who is at risk?	Control Measures to minimise risk
<p>Hygiene</p> <p>Deep Clean of site undertaken</p>	<p>All</p>	<ul style="list-style-type: none"> ● Implementation of an effective infection control program which includes: <ul style="list-style-type: none"> ○ Regular handwashing and continue to remind pupils of effective washing - classroom protocols ○ Cleaning/sanitising stations at key areas within the school ○ Lego system for toilets ○ Elbow door opening protocol ○ Sanitising items from home including packed lunch bags, book bags, bikes, scooters ○ Protocols for safe, sanitised storage of masks and mobiles ○ An increased cleaning regime for regular touch points and resources used during teaching activities ○ Immediate response to individuals showing COVID-19 related symptoms ○ Clear desk policy implemented ○ Reduced handling of paperwork ○ Locked doors of rooms not in use ○ Tissue bins in use and waste disposal protocols ○ TAs responsible for replenishment of essentials (paper towels, tissues etc) ○ Individual items allocated to avoid sharing equipment

		<ul style="list-style-type: none"> ○ Limitations to PE activity and protocols for equipment use ○ New water bottles for all with cleaning protocols ● Review of ventilation within the school to ensure there is a constant flow of outside air circulating
Symptoms on school premises	All in contact	<ul style="list-style-type: none"> ● procedures in place to deal with symptomatic individual ● Small reception room as isolation area ● PPE allocated ● Clear protocols communicated with and agreed by staff including office staff ● NHS test and trace procedures followed ● subsequent cleaning procedures ● All First Aid Kits and PPE fully stocked with named personnel responsible for upkeep. ● All FA staff watch the Resuscitation Video.
Social Distancing	All	<ul style="list-style-type: none"> ● Introduction of a class/year/corridor group bubble which minimises the amount of contact between individuals on site ● Social distancing for staff and pupils who can follow social distancing requirements ● Introduction of one-way systems ● Adaption to classrooms including removal of furniture and changing of desks to prevent face to face ● Minimising the amount of staff who provide support to pupils ● Changes to the structure of the school day to ensure integrity of bubbles (e.g. staggering entrance/exit, toilet breaks, break times, lunch times) ● Zoned areas of access and protocols to clean equipment after use ● Signage to remind all staff, pupils and visitors of key COVID-19 control measures that are operating on site ● Designated areas for access and entry ● Occupancy posters on meeting rooms ● TA guidance for supporting pupils ● New socially distanced fire evacuation procedures and trial. ● No whole school events including assemblies (only by class)

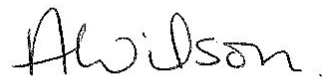
Vulnerable pupils	Specific	<ul style="list-style-type: none"> ● Individual Risk Assessments for specific pupils (many EHCP) shared with teachers and parents. Include staff with health issues who have shielded. ● Specific PPE packs for specific pupils
Well being	Specific	<ul style="list-style-type: none"> ● Daily activity to support mental health and wellbeing of pupils. Resources and activities for staff. ● PPE available to all staff ● Behaviour policy amended, consideration to additional protocols for pupils whilst maintaining NYPS standards.
Visitors	Contact individuals	<ul style="list-style-type: none"> ● New visitor protocols. Social distancing priorities. Limited nature of visitors. Individual risk assessment for individual visitors into school. ● Staff not permitted to visit other sites without assessment of host risk assessment - opt for TEAMS and ZOOM ● Office records of visitors, pupils and staff for NHS Test and Trace ● Appointment system for parents only
Contingency Planning	Specific staff and pupils	<ul style="list-style-type: none"> ● outline contingency procedures in place should key staff or pupils need to isolate or become symptomatic ● Ready to go Remote Learning should local lockdown reoccur ● Evacuation protocols to contact parents re local outbreak
Curriculum	All	<ul style="list-style-type: none"> ● Amendments to curriculum activities to ensure safety (e.g. increased outdoor activities, changes in the way lessons are delivered)
Travel	All using transport and public transport	<ul style="list-style-type: none"> ● Protocols for storing masks and outer clothing ● Car share staff to adhere to above ● Bikes and scooters permitted with allocated storage determined. (encourage healthy access)

New York Primary School continues to work closely with the Local Authority and it's partners to ensure we act on all advice and guidance as it becomes available in order to provide the safest possible environment for everyone within our school. We appreciate your patience and cooperation as we move forward through this challenging period. Should you have any concerns, please do not hesitate to contact Mrs J Shaw, Headteacher, on 0191 814 1788.

Signed

Handwritten signature of J. Shaw in cursive script.

Headteacher

Handwritten signature of A. Wilson in cursive script.

Chair of Governors