

Covid-19 Risk Assessment

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of COVID-19 has decreased and as a result of their they are asking schools to plan to welcome more children back in to school. In particular, APs are being asked to focus on a return to school for children in reception, Y1 and Y6. <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

The risk assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff and children.

- A reliable and adequate supply of suitable PPE for the small number of occasions where this is necessary (see below)
 - o If a child becomes unwell with the symptoms of COVID-19 and needs direct personal care until they can return home – in this instance a facemask should be worn by the supervising adult if a 2-metre distance cannot be maintained. If contact is necessary then gloves, apron and mask should be worn (Emergency PPE packs).
 - o Emergency PPE packs will be available if required in the unlikely event of an RPI

Date reviewed & updated: 04/06/2020

General Health and Safety - Sanitisation of building				
Risk Area	Hazard	Mitigation	Recording	Responsible Person
Cleaning	<p>Virus could be present on hard surfaces in the school building which could be a source of transmission.</p> <p>If the virus is present and staff or children come in to contact with this, then they could become infected with COVID-19.</p>	<p>All staff and pupils to wash hands on entering and exiting the building: Staff to use disabled toilet in reception as they enter the building Pupils to use the sink located in their classroom base.</p> <p>To reduce the cleaning area and to allow for the areas used to have a daily deep clean, only key areas will be accessible for the pupils throughout the day. Any areas not being used will be locked with a no entry sign on the door. If a room in a locked area needs to be accessed by staff, they MUST be responsible for wiping down surfaces themselves before locking the room/space again as they leave.</p> <p>Ensure soap and water/hand sanitiser (if accessible) is available and that all ensure hand cleanliness on entry into classrooms.</p> <p>All staff and pupils to wash hands frequently throughout the day as part of the daily routine. This should include the following</p> <ul style="list-style-type: none"> • Entry to the building • Before eating • After eating • Before leaving the class base to access other areas of the school • When returning to the class base having accessed the outdoor area or other areas of the school • After using the toilet • Before exiting the building to get in the taxi <p>Enhanced cleaning regime to be in place between am/pm sessions – this to be done every day by Carlton cleaners 12-12.30pm</p> <p>Staff to be provided with appropriate cleaning sprays and cloths, in order to wipe down surfaces/door handles throughout the day. Bottles to be left on reception desk at the end of the day and will then be fully refilled for the following day</p> <p>Ensure that tables are wiped down thoroughly with cleaning spray or wipes after each use or if moved by staff/students.</p> <p>Surfaces that children are touching throughout the day such as doors, tables and chairs and resources such as toys, books, bikes and rackets are wiped clean by staff as regularly as possible.</p> <p>Other areas such as sinks, toilets, door handles and light switches are cleaned more regularly by Carlton cleaning in the am, midday and pm cleaning slot.</p> <p>Electronic entry systems are only used by staff who have card and do not need to touch the screen. Any visitors use a paper sign in sheet rather than the usual electronic entry system.</p> <p>**If a child or member of staff display symptoms, Paul Dunwell must be notified immediately as bins/ rubbish for that day must be disposed of appropriately following the recommended guidelines**</p>		<p>Team Leader</p> <p>Admin</p> <p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p>

		<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked by premises team and additional supplies requested as necessary. Disposable tissues are available in each room.</p> <p>Consideration given to how play equipment is used ensuring it is wiped clean between groups of children.</p> <p>Outdoor equipment must only be used if it is wiped down before and after use.</p> <p>Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) need to be removed.</p> <p>Shared materials and surfaces are cleaned and disinfected more frequently.</p> <p>Pupils to have their own pack of equipment provided on the desk and these are not to be shared with others</p> <p>Pupils using electronic devices will keep the same device for the day and this will be wiped clean at the end of the day.</p>		
<p>Sanitisation practices of occupants / Visitors</p>	<p>Staff, pupils or visitors may be COVID-19 positive and not be aware of this.</p> <p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>Ensure that cleaning spray or wipes are available in each classroom and encourage use throughout the day.</p> <p>Pupils will be reminded to 'catch it, bin it, kill it' Sneezing into a tissue, NEVER into hands. Wash hands immediately after. Used tissues to be put in a bin immediately.</p> <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used but only if soap and water are not available. This is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION.</p> <p>Sinks and toilets will be sanitised in the middle of the day clean in addition to the normal cleaning routine.</p> <p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p> <p>Lunch to be eaten in the classroom at individual tables spaced 2m apart</p> <p>Children not to bring personal items in from home as this will reduce possible spread of the virus. Lunch boxes are permitted but these must be stored in the classroom and wiped down on arrival and after lunch.</p> <p>Staff, children and visitors will be reminded to wash their hands on arrival at the premises and at points throughout the day (see bullet points above) and not to touch face with hands that are not clean.</p> <p>Pupils reminded of how to wash hands thoroughly with liquid soap & water for a minimum of 20 seconds. Posters displayed by all sink areas to act as reminders Staff should supervise young children to ensure they wash their hands for 20 seconds</p>		<p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p> <p>Parent/carers</p>

		<p>Some of our pupils, may need more frequent reminders to wash hands or/and how to do this properly. It is important staff remind and support such need. Also, indicate in the "Handover book", any issues of this nature.</p> <p>Follow Hand Washing protocol below https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p>		
Spread of Coronavirus	Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.	<p>Visits to the school to be limited to essential ones only.</p> <p>Staff to only attend the school if they are on the rota unless they have permission from a member of SLT</p> <p>Staff who would normally work across more than one school have been allocated a base school and will only attend that school</p>		Admin staff to communicate via intercom and only allow invited visitor into the building
H&S and behaviour protocols	<p>Staff may not have appropriate knowledge on virus transmission and risk.</p> <p>New systems in school that staff are unfamiliar with could cause confusion.</p> <p>Pupils may not be in their normal classrooms</p>	<p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>All staff and children to be shown the new protocols for entering, moving around and leaving the school.</p> <p>Contract of expectations signed by all parent/carers</p>		SLT All
Fire procedures	<p>Staff and pupils may not be able to maintain social distancing if required to leave the building in an emergency</p> <p>All staff and pupils gathering at fire assembly point could make social distancing more difficult</p> <p>Not all normal staff on site and therefore staff with identified as Fire Marshalls may not be present and normal fire evacuation plan may fail</p>	<p>Staff to try to maintain social distancing and remain within class bubble. Fire drill to take place to practice this</p> <p>Updated Fire Evacuation Plan to be completed with identified areas for each class bubble to ensure groups don't mix</p> <p>Updated Fire Evacuation Plan to identify Fire Marshalls for each Team. Team leader to discuss with Team</p>		All
First Aid	Not all staff on site due to rota or staff illness may mean that the normal number of designated First Aiders are not available.	Each Team to have at least 2 designated First Aiders		All

	If First Aiders need to administer First Aid social distancing may not be possible	PPE to be worn in the event that a pupil requires First Aid		
Availability of safety equipment / supplies	Staff member may come in to contact with a child who is displaying symptoms of COVID-19.	<p>Emergency PPE kits will be available and need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus in school when the pupil cannot be left alone in the designated isolation room</p> <p>Two isolation rooms have been identified</p> <ol style="list-style-type: none"> 1. Meeting room in reception (if used window should be open and door closed with supervising member of staff sat in reception area) 2. Family Room – (if used windows should be open and door closed with supervising member of staff sat in corridor outside the stationary store room) <p>PPE should be worn by the staff if a distance of 2 metres cannot be maintained e.g. administering first aid (not Covid-19 related) or RPI is required to keep a pupil safe. If contact with the child is necessary, then gloves, an apron, a face mask and plastic goggles should be worn by the supervising adult.</p> <p>Access to PPE (Emergency PPE pack- located in reception and primary shared area)</p>		All
Physical Environment				
Social distancing requirements - maximum occupancy/capacity in different parts of the building	<p>We may have too many people in the building for social distancing practices to be observed and therefore increase the potential risk of transmission if a person is asymptomatic.</p> <p>Some of our pupils may not understand the social distance or forget when in close proximity to others (staff and peers)</p>	<p>Children not to have close contact with each other (maintain social distancing). This must be supported by very clear expectations and gentle reminders.</p> <p>Tables will be spaced 2m apart in class bases</p> <p>Maximum number of people for each space as follows</p> <ul style="list-style-type: none"> • Classroom/class base – 6 (3 pupils and 3 adults) • Hall – 8 (6 pupils and 2 adults) • MUGA – 8 (6 pupils and 2 adults) • Office – 3 • Staff wellbeing room – 1 <p>Poster with number to be displayed on each area to act as a reminder.</p> <p>School maximum capacity to be determined and not exceeded (this will be frequently reviewed every 2 weeks).</p> <p>Only one child at a time to go into the toilets. Staff to supervise sanitisation after use.</p> <p>Staff working in offices are adequately distanced.</p> <p>Avoid unnecessary staff gatherings.</p> <p>All non essential visitors to be discouraged at this time.</p> <p>Assemblies not to go ahead until further notice.</p> <p>If pupil numbers increase above 10 (Government guidance for primary is 15), then protocols will be introduced to avoid cross contamination.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p>		<p>All staff and pupils</p> <p>SLT to determine numbers</p> <p>Staff to encourage and aid pupil's social distance</p> <p>All staff to be mindful of their own distance.</p>
Use of different entrances, exits,	Pinch points may cause people not to be able maintain social distance; this could contribute to	Start and end of the day		All staff

<p>corridors, outdoor areas etc</p>	<p>potential spread of COVID-19 if someone is carrying this.</p>	<p>Pupils to enter and exit the school by the left-hand side gate (facing the school) and enter via the external classroom doors</p> <p>External entrances to classrooms are used where practical.</p> <p>If pupils/groups want to access the hall they will go outside and enter the external door near the catering kitchen and then access the hall.</p> <p>Pupils not to have access to the reception, office or main corridor area</p> <p>Consideration given to which lessons or classroom activities could take place outdoors.</p>		
<p>Drop off/collection protocols</p>	<p>Parents/carers collecting pupils may break social distance guidance.</p> <p>Private taxi hire may not follow social distance guidance</p> <p>Pupils could try and leave site at drop off and pick up without staff guiding them in</p>	<p>All parents and taxis to observe social distance protocols. Transport staff and pupils to wait in vehicles until asked to move to drop-off/pick-up area.</p> <p>Parents and taxi drop-off and pick-up protocols planned to minimise adult to adult contact.</p> <p>Staff member(s) to be present before drop off and pick up to remind those dropping off of social distancing measures and help direct the young people</p> <p>Staff to position in welcoming position in order to safely direct pupils through the correct entrance and discourage any pupils trying to leave site</p> <p>Visitors only allowed to enter reception, when social distancing can be maintained.</p> <p>Pupils to leave class base only when pick-up transport has arrived.</p>		<p>All staff</p>
<p>Ventilation</p>	<p>Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.</p>	<p>Ventilate spaces with outdoor air</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Note: Fire doors must not be propped open unless they have a self-closing hold open device fitted.</p> <p>Designated isolation room(s) to have windows open and to remain open if in use.</p>		<p>Estates team will indicate which doors can be propped open and those that have to remain shut</p> <p>All staff</p>
<p>Timetabling</p>	<p>Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.</p>	<p>If pupil numbers increase above 10, a rota/timetable for use of shared spaces such as hall/MUGA and outdoor area will be established</p> <p>Pupils to remain at the same desk within classrooms.</p> <p>Only identified class bases and shared learning spaces to be used in order to reduce movement and aid the clearing regime.</p> <p>Pupils to have their set of stationary/equipment (provided by school and not used by any other pupil).</p> <p>The majority of staff work with a set group of pupils</p>		<p>SLT</p> <p>All staff to follow instructions and support</p>

Common space management	Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.	<p>Ensure that common space is not used by multiple groups (when pupil numbers exceed 10) of children without adequate cleaning in between.</p> <p>Ensure common areas are frequently cleaned.</p>		All
Quarantine facilities	Individuals may develop symptoms of COVID-19.	<p>Pupils, parents, carers or any visitors, such as suppliers, are told not to attend or enter the school if they are displaying any symptoms of coronavirus.</p> <p>If a member of staff develops symptoms of Covid-19 whilst at work they will be sent home immediately</p> <p>If a pupil develops symptoms of Covid-19 whilst at school they will be isolated immediately in one of the identified areas. Parents will be contacted immediately to collect them.</p> <p>Two isolation rooms have been identified</p> <ol style="list-style-type: none"> 1. Meeting room in reception (if used window should be open and door closed with supervising member of staff sat in reception area 2. Family Room – (if used windows should be open and door closed with supervising member of staff sat in corridor outside the stationary store room) <p>Emergency PPE is available for staff supervising pupils</p> <p>Anyone displaying symptoms is now able to access a test. They will be advised to self-isolate for 7 days whilst awaiting test results. Their fellow household members should self-isolate for 14 days.</p> <p>Where the pupil or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</p> <p>Where the children or staff member tests positive, those who have had contact will be advised to go home and self-isolated for 14 days. This could also, result in the school provision having to change or in some cases closed for up to 14 days.</p>		All
Staffing				
	Staff may come in to contact with many people thus potentially exposing greater risk if any of those people are COVID-19.	<p>If pupil numbers exceed 10, the majority of staff will remain with identified group and will rarely be asked to work with other groups or/and pupils.</p> <p>Staff are encouraged to maintain social distance protocols</p> <p>All to remain vigilant about potential symptoms of COVID-19 and highlight these.</p> <p>All to maintain all safety protocols in school and at home</p>		All
	Staff may be unwell, shielding and we may have insufficient numbers to be able to safely cater for the pupils on site.	<p>Staffing plans/rotas to be reviewed every 2 weeks or before if required.</p> <p>Staff teams should provide capacity for up to 10 pupils with some resilience built in to manage staff absence</p>		SLT

		<p>Risk assess each pupil to ensure support required is possible based on staff ratios (review staffing and pupils every 2 weeks or before if required)</p> <p>Have consideration for the ratio of adults to pupils to allow sufficient tolerance for absence.</p> <p>Ensure that transition back to school for pupils is done on a gradual basis and risk assessed.</p> <p>Pupil identified as high risk may access a bespoke part-time provision.</p>		
	<p>Staff may be classed as clinically, extremely vulnerable or may live in a household with someone who is clinically extremely vulnerable.</p>	<p>Staff who have been classed as clinically extremely vulnerable are not expected to attend work and can work from home.</p> <p>If a staff member lives in a household with someone who is extremely clinically vulnerable they will be asked to take extra care following social distancing guidance and following the risk assessment. The role for individual staff will be discussed with them and where possible a role which is lower risk will be identified.</p> <p>If social distancing can't be adhered to or a lower risk role is not available then it may be agreed that they will remain working from home.</p> <p>If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they are able to attend school. However, this will be arranged on an individual basis, with "flexible consistency" applied to every scenario.</p> <p>Staff who are pregnant or others with specific health conditions may be able to work from home where possible but medical evidence may be required.</p>		<p>All</p>
<p>Possible or confirmed infection</p>				
	<p>Someone on school site may develop symptoms</p>	<p>Everyone is advised not to attend school if they are displaying symptoms.</p> <p>Temperature taken of every pupil on arrival.</p> <p>If anyone develops symptoms, the Team Leader MUST be notified ASAP, along with the Executive Team (LA-D, SJ, SC). The Exec team will notify Paul Dunwell</p> <p>If anyone develops symptoms of coronavirus, they are sent home and advised to self-isolate for 7 days. All encouraged to take test for verification purposes.</p> <p>Where the test is negative, they can return to school and their household members can end their self-isolation.</p> <p>Where the test is positive, the rest of the class should be sent home and advised to self-isolate for 14 days.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a pupil is awaiting collection, they must be isolated in a designated isolation room, where possible adult supervision should be behind a closed door. If this is not possible</p>		<p>All</p>

		<p>and at least 2 metres cannot be safely achieved, PPE (PPE Emergency pack) must be worn by staff.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use the reception toilet. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. If it cannot be cleaned, it must be closed, locked, Team Leader informed and logged in the cleaning log.</p> <p>If a designated isolation room is used, this must be logged in the "Cleaning log" and cleaned thoroughly before it can be used again by someone else.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>		
Services				
Home-school transport	Less control over school transport and the arrangements of the private hire vehicles who may be transporting other passengers.	<p>Transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.</p> <p>SLT to request lone transport if concerns that social distancing cannot be achieved, where pupils are transported in groups.</p> <p>Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupil and they remove seatbelt or demonstrate unsafe behaviour.</p>		LA Transport
Catering and food management	Risk of pupils not maintain social distancing during nurture breakfast and lunchtime.	<p>Nurture breakfast to be eaten at pupils' individual desks</p> <p>Pupils to have own identified cups for drink. If there are concerns of a mix up, then cup must be thoroughly washed.</p> <p>Lunchtime – food to be eaten at pupils' individual desks</p> <p>Lunch trolley to be left outside the catering kitchen door and collected by a member of the staffing team and taken to the zone. Pupils remain seated at individual desks and lunch to be served by one member of staff (wearing apron and gloves). Member of staff to return the trolley to outside the catering kitchen door.</p>		All staff
Estates and cleaning teams	There could be insufficient cleaners to keep the building safe.	Assurances sought that cleaners are available; early notification where this is not the case and a judgement call to be made by SLT about the safety or otherwise of the building in the absence of the cleaning.		Estates Team SLT