

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, special schools are being asked to work towards a phased return of as many children as we can safely do so without the need to focus on a specific year group. <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.
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- A reliable and adequate supply of suitable PPE for the small number of occasions where this is necessary (see below)
 - o Children whose care routinely already involves the use of PPE due to their intimate personal care needs should continue to receive their care in the same way
 - 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.
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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>Ensure that hand sanitiser is available at entry points to the school with one-way system in place.</p> <p>Enhanced cleaning regime to be in place – this to be done every day.</p> <p>Ensure soap and water/hand sanitiser is available and that all ensure hand cleanliness on entry into classrooms.</p> <p>Ensure that dining tables and chairs are wiped down thoroughly with antibacterial spray or wipes after each use by staff.</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal by class staff. Staff to wipe down tables in classes with antibacterial solution at the end of the day. Staff to ti bin liner from bags and place outside of classroom for Mark to collect.</p> <p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use by admin staff.</p> <p>Bins for tissues and other rubbish are emptied throughout the day where necessary.</p> <p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked 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 appropriately cleaned between groups of children using it by staff.</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. Each pupil has his/her own pack of equipment provided on the desk and these are not shared.</p> <p>Multiple groups do not use play equipment simultaneously.</p> <p>Pupils using electronic devices will keep the same device for the day and this will be cleaned at the end of the day.</p>		<p>Mark</p> <p>School cleaners</p> <p>Mark</p> <p>School staff</p> <p>Jayne</p> <p>Cleaning staff and support from class staff</p> <p>Admin staff</p> <p>Mark</p> <p>Mark/Jayne</p> <p>SLT</p> <p>All staff</p> <p>Teaching staff to decide</p>

				<p>Teaching staff to decide</p> <p>School cleaning staff supported by school staff</p> <p>All</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>Ensure that anti-bacterial spray or wipes are available in each classroom and encourage use throughout the day.</p> <p>Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after. Used tissues to be put in a bin immediately.</p> <p>Staff, children and visitors will be reminded to wash their hands before leaving home, on arrival at the premises and before eating/drinking, after using the toilet, and not to touch face with hands that are not clean.</p> <p>The 'catch it, bin it, kill it' approach is promoted.</p> <p>Reminder to wash with liquid soap & water for a minimum of 20 seconds.</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 regularly sanitised throughout the day. This needs to be done first thing in the morning, after breaks and after lunch at least; staff will need to supervise the children doing this after each use.</p> <p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p> <p>Lunch is eaten in the classroom. Children should wash their hands beforehand.</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.</p> <p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.</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>		<p>All staff</p> <p>All</p> <p>All staff</p> <p>All</p> <p>All</p> <p>Cleaners and support staff</p> <p>Jayne – is this possible?</p> <p>All staff</p> <p>Class staff</p> <p>Parents, staff to monitor</p> <p>Staff</p>

	<p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues. Bins for tissues should be emptied throughout the day.</p> <p>Consider how to encourage young children to learn and practise these habits through games, songs and repetition.</p> <p>Some children and young people with special educational needs and disabilities may require additional support in following public health advice or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.</p>		
<p>Spread of Coronavirus</p>	<p>Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.</p>	<p>Visits to the school to be limited to essential ones only.</p>		<p>Admin staff to communicate via website and restrict visitor entrance</p>
<p>H&S and behaviour protocols</p>	<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>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 moving around school with one-way system.</p> <p>Staff to follow PPE guidance for administering first aid and follow handwashing protocol.</p> <p>Ensure that sufficient First Aiders are on site at all times.</p> <p>Ensure that Fire Marshalls are available on site at all times and are familiar with the school site.</p>		<p>SLT</p>
<p>Availability of safety equipment / supplies</p>	<p>Staff member may come in to contact with a child who is displaying symptoms of COVID-19.</p>	<p>PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus in school and needs direct personal care until they can return home. A face mask should be worn by the adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>Access to PPE to be available where there is contact with diagnosed or suspected person with covid-19.</p>		<p>All staff</p>

Physical Environment			
<p>Social distancing requirements - maximum occupancy/capacity in different parts of the building</p>	<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>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>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between different groups.</p> <p>Risk assessments to be in place for all children unable to maintain social distance protocols.</p> <p>All classes to have specified maximum number of students identified and this number to be displayed on the classroom door.</p> <p>School maximum capacity to be determined and not exceeded.</p> <p>Children to have 2 metre distance between their desks.</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>Drama/sports/PE outside visitors to be discouraged at this time.</p> <p>Numbers of staff using staff room are limited or the use of staff room is staggered to ensure social distancing is maintained.</p> <p>Assemblies not to go ahead until further notice.</p> <p>No classes to be combined.</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 students</p> <p>SLT to determine numbers</p> <p>Staff to encourage and aid children's social distance</p> <p>All staff to be mindful of their own distance.</p> <p>Class teacher.</p>
<p>Use of different entrances, exits, corridors, outdoor areas etc</p>	<p>Pinch points may cause people not to be able maintain social distance; this could contribute to potential spread of COVID-19 if someone is carrying this.</p>	<p>External entrances to classrooms are used where practical.</p> <p>One-way system to be in operation in school for all staff to avoid corridor crowding.</p> <p>Consideration given to which lessons or classroom activities could take place outdoors.</p>	<p>Teachers to consider external classroom door use. SLT to support.</p> <p>SLT to devise one way system.</p> <p>Teachers</p>
<p>Drop off/collection protocols</p>	<p>Gathering of people in school grounds could restrict 2 metre social distance protocols – these people come from different places and so the risk of people being in contact with others is greater.</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. Staff from each bubble group to collect pupils from drop-off point and supervise to classroom?</p>	<p>Notice to parents and staff on doors – admin.</p> <p>Letter to parents – SLT</p>

		<p>Parents and taxi drop-off and pick-up protocols planned to minimise adult to adult contact.</p> <p>Markings outside to indicate social distance lines.</p> <p>People not allowed into the school building.</p> <p>One-way system for all leaving the building.</p>		Mark
Ventilation	Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.	<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>		All staff
Timetabling	Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.	<p>Ensure that children are taught in the same groups (bubbles).</p> <p>Ensure that children work at the same desk rather than moving to different desks.</p> <p>Break times are staggered so that all children are not moving around the school at the same time and are not in the playground at the same time.</p> <p>Ensure that children are taught in only the same classroom rather moving to different classrooms.</p> <p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building.</p> <p>Children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</p> <p>Children use the same classroom or area of a setting throughout the day. Children are seated at the same desk each day if they attend on consecutive days. Children use their own equipment when they attend (provided by school and not used by any other pupil)?</p> <p>Staff are rarely asked to work with different groups.</p>		<p>SLT to lead</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.	Ensure that common space is not used by multiple groups of children without adequate cleaning in between.		All staff
Quarantine facilities	Individuals may develop symptoms of COVID-19.	Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.		All

		<p>Whilst they are waiting to be collected children should be in a separate, ventilated room where possible. If it is not safe for the child to be left alone then staff member should wear PPE.</p> <p>If anyone develops symptoms of coronavirus, they will need to go home and are advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <p>Where the child 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, the rest of their class should be sent home and advised to self-isolate for 14 days.</p>		
Staffing				
	<p>Staff may come in to contact with many people thus potentially exposing greater risk if any of those people are COVID-19.</p>	<p>Children and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups.</p> <p>The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff.</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>		<p>All</p>
	<p>Staff may be unwell, shielding and we may have insufficient numbers to be able to safely cater for the students on site.</p>	<p>Ensure that we ‘future-plan’ the current cohorts of children in school with sufficient staff to manage.</p> <p>Limit the number of children in school at any time to allow resilience to the staffing around this.</p> <p>Have consideration for the ratio of adults to children to allow sufficient tolerance for absence.</p> <p>Ensure that admission of higher numbers of children is done so on a gradual basis.</p> <p>Children to have part time offer to enable continued provision for all where possible.</p>		<p>SLT</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 child or staff member lives in a household with someone who is extremely clinically vulnerable if stringent social distancing cannot be adhered to, they are not expected to attend school.</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.</p> <p>Staff who are pregnant or others with specific health conditions may be able to work from home where possible providing medical evidence is provided. Where it is not possible for</p>		<p>All</p>

		staff to work from home then we will risk assess on an ongoing basis to ensure that reasonable safety precautions are embedded.		
Possible or confirmed infection				
	Someone on school site may develop symptoms	<p>Everyone is advised not to attend school if they are displaying symptoms.</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 child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection; if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</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> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		All
Services				
Home-school transport	Less control over school transport and the arrangements of the private hire vehicles who may be transporting other passengers.	Transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.		School transport

		<p>Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting child with complex needs who need support to access the vehicle or fasten seatbelts.</p> <p>School has sight of the school transport risk assessment.</p>		
Catering and food management	Risk of children being in the dining room and circulating with other children.	Food to be eaten in classrooms where possible. If this is not possible then enhanced hygiene protocols in the dining room (i.e. tables and chairs wiped with antibacterial products).		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.		Jayne