

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**. From September schools will be fully open and Headteacher's are asked to ensure that access to a broad and balanced curriculum and managed alongside providing a safe environment for all <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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 schools are set to open to all staff and all pupils from September. 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 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
Insufficient 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>Children will be using shared resources more frequently</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 regularly by staff.</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>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 t be wiped down frequently.</p> <p>Ensure classroom items can be regularly cleaned.</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>Where possible try to encourage separate Key Stage playtimes</p> <p>Ensure electronic devices used by children are cleaned regularly</p> <p>Soft furnishings soft toys that are hard to clean should be removed</p> <p>Shared resources such as sand, playdough and other malleable resources should not be used dye to not being able to maintain appropriate protective measure</p>		<p>Mark</p> <p>Cleaning staff</p> <p>Mark</p> <p>Kitchen/class staff</p> <p>Jayne</p> <p>Mark/Cleaning Staff</p> <p>Jayne</p> <p>Admin Staff</p> <p>All staff</p> <p>Class staff</p> <p>Class staff</p> <p>Class staff</p> <p>Class staff</p> <p>Mark/Jayne</p> <p>Key Stage Leaders and SLT</p> <p>Class staff</p> <p>Teaching staff</p> <p>Teaching staff</p>
Staffing and spread of COVID-19 to staff, children, families, visitors	Staff, pupils or visitors may be COVID-19 positive	<p>Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are now asked to return to work from 1st Sept. Returning</p>		<p>All stakeholders</p> <p>All stakeholders</p>

<p>and contractors.</p> <p>Sanitisation practices of occupants / Visitors</p>	<p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>colleagues will have individual risk assessment and must maintain social distance as much as possible.</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 to be regularly sanitised throughout the day where possible. 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>Lunch is eaten in key stage groups in the dining room. Children should wash their hands beforehand and sanitisation to take place between sittings</p> <p>Children are able to bring some things from home, lunchbox, coats, bags etc</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>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>All staff</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
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<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>		<p>Where possible consistent groups are in place which reduces the risk of transmission by limiting the number of children and staff in contact with each other to only those within the group. We will look to minimise mixing of staff and children where we can but know that this won't always be possible</p> <p>Where staff or children cannot maintain distancing, particularly with younger children the risk is reduced by keeping children in smaller groups where possible</p> <p>The school will operate as one 'bubble' but we will aim to maintain 'sub bubbles' of key stages where possible.</p> <p>It is recognised that younger children and some children with SEND will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>There may be times when adults need to move between key stage groups, they should keep their distance from other adults as much as they can where possible.</p> <p>Adults should avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration</p> <p>Children should where possible be seated side by side e.g. lunchtime, story time, etc.</p> <p>Staff will work side on to children as opposed to face to face whenever possible</p> <p>Educational and care support is provided as normal to children who have complex needs or who need close contact care</p> <p>Large gatherings with more than one Key Stage do not take place where ever possible</p> <p>Where necessary timetabling of shared learning environments e.g. outdoor area, is in place to avoid groups mixing</p> <p>It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>Lunchtimes are arranged to avoid groups mixing and too many children sat at tables where possible</p> <p>Numbers of staff using staff room at one time is limited and lunch breaks will be staggered</p> <p>Outdoor learning is prioritised where possible, maximising distancing between children and paying scrupulous attention to cleaning and hygiene</p>		<p>All staff</p>

		<p>Colleagues to wear face coverings in communal areas (outside of the classroom). Colleagues who teach multiple classes are encouraged to wear visors.</p>		
H&S and behaviour protocols	Staff may not have appropriate knowledge on virus transmission and risk.	<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 https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff to follow PPE guidance for administering first aid and follow handwashing protocol.</p> <p>Face coverings are not necessary when children and staff are mixing in consistent groups, . There may be negative effects on communication and thus education</p>		All staff
Contact with and spread of COVID-19	Staff member may come in to contact with a child who is displaying symptoms of COVID-19.	<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>If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p> <p>If a member of staff has helped someone with symptoms in school or if a child has been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace</p> <p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people</p> <p>Staff and children must not come to school if they are displaying symptoms and must be willing to book a test if they are displaying such symptoms. Parents and staff are asked to inform staff immediately of the results of the test.</p> <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>		All staff

	Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.	Public Health England is clear that routinely taking the temperature of children by the early years provider is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place Visits to the school to be restricted and all visitors to adhere strictly to the school risk assessment and hygiene protocols.		Admin staff to communicate via website and ensure visitors are aware of the requirements.
Physical Environment				
Maintaining adequate social distancing	2 metre social distancing is not possible	Children not to have close contact with each other (maintain as much social distance as we can). This to be supported by clear expectations and gentle reminders. 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. Only one child at a time to go into the toilets. Staff to supervise sanitisation after use. Staff working in offices are adequately distanced where possible. Avoid unnecessary staff gatherings.		All staff and students
Use of different entrances, exits, corridors, outdoor areas etc	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.	External entrances to classrooms are used where practical. One-way system to be in operation in school for all staff to avoid corridor crowding. Consideration given to which lessons or classroom activities could take place outdoors.		One way system to remain. Teacher to continue to consider external curriculum ideas
Drop off/collection protocols	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.	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 to collect children from transport. Parents and taxi drop-off and pick-up protocols planned to minimise adult to adult contact. Markings outside to indicate social distance lines. People not allowed into the school building. One-way system for all leaving the building.		Notice to parents and staff on doors – admin. Mark
Ventilation	Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.	Ventilate spaces with outdoor air If temperatures allow, prop doors/windows open, where safe to do so (bearing in mind fire safety and safeguarding). Note: Fire doors must not be propped open unless they have a self-closing hold open device fitted.		All staff
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

<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>Ensure that children are taught in the same KS groups (bubbles) where possible.</p> <p>Ensure that children work at the same desk rather than moving to different desks when they can.</p> <p>Break times are staggered so that not 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 where this is possible</p>		<p>SLT to lead</p> <p>All staff to follow instructions and support</p>
<p>Quarantine facilities</p>	<p>Individuals may develop symptoms of COVID-19.</p>	<p>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.</p> <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>		<p>All</p>
<p>Staffing</p>				
<p></p>	<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 are encouraged to increase social space where they can</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>Possible or confirmed infection</p>				
<p></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>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>All</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>		
Services				
Catering and food management	Risk of children being in the dining room and circulating with other children.	Enhanced hygiene protocols in the dining room (i.e. tables and chairs wiped with antibacterial products) between Key Stage Sitings.		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