

Schools - Covid-19

This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Directorate:	Schools	Date of Assessment:	11th November
Service / Function:	Primary Schools	Location:	St. Mary's Primary School

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. 	<ul style="list-style-type: none"> The headteacher is responsible for managing the premises and in their absence another suitable senior leader is required to be on site Identify a member of staff within school to be responsible for further school risk assessments as a result of implementing adjustments. E.g. opening windows doors (potential flight risk / entry for public) Building checklist updated daily by site caretakers Ensure school Legionella checks are up to date 	<p>JM to be on site if LS isn't – 11/11</p> <p>LS/JM/PB – 11/11 LS/PB to review Fire Risk Assessment and report back to Trust 13/11</p> <p>Weekly – 11/11 PB Weekly flushing,</p>

		<ul style="list-style-type: none"> • Increased cleaning regime. • Communal areas 	<ul style="list-style-type: none"> • Ensure contractor (ICE Plumbing) Legionella checks have been complete or if not due are scheduled • Ensure schools have self-assessed against the criteria provided by the contractor (ICE Plumbing) in respect of Legionella • Complete the building checklist. Any concerns reported • Ensure fire / security alarms are fully operational and in working order <ul style="list-style-type: none"> • Update keyholder information and consider the use of remote monitoring or alternative providers if reliant upon staff. • Ensure luminaires and emergency lighting is fully operational • Review the fire risk assessment • Ensure the fire log book is up to date • Ensure all people in the building are aware of fire/emergency arrangements • Conduct a fire drill within the first few weeks of wider re-opening (September) following social distancing as appropriate. Re-evaluate the findings and implement actions <ul style="list-style-type: none"> • Check access control and lockdown procedures are still operational 	<p>See ICE logbook for schedule – next water sample Oct '20 ICE LS/JM/PB will action any jobs highlighted on report LS/JM/PB meet 2/11 to complete review</p> <p>23rd July emergency lighting to be updated ICE</p> <p>18th August full fire alarm to be serviced</p> <p>Keyholder list in place – PB, LS and JM</p> <p>Checked on 23rd July by PB. Actions followed up then reviewed 11/11</p> <p>Staff all informed of arrangements on INSET Day 1st September LS</p> <p>Fire Drill to take place 8th Sept – 3 mins 23 seconds</p> <p>Additional Fire Drill to take place 16/11</p> <p>All staff reminded of Lockdown procedures on INSET day by LS/JM</p>
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			<ul style="list-style-type: none"> • Increase cleaning capacity with contractors or staff • Timetable / structure the school day to allow for additional cleaning • Check for any damage to all known asbestos. Not part of routine cycle. A check is required before prestart. • Consider the impact of increased ventilation against security measures (i.e. windows/doors open increases risk / likelihood of access in and out of the building. Safeguarding and security) and take action to nullify • Reception areas – posters, 2m marks, no communal pen for signing in • Staff room – protocol for fridge, kettle and eating areas • Office equipment – protocol for sharing resources i.e. photocopier, pens, staplers etc 	<p>Gaps between sitting at lunchtime for cleaning in between arranged LS/PB discuss ordering more cleaning spray 11/11 Additional wipes bought 4/11</p> <p>Staff made aware of need to wipe tables in classrooms at lunch</p> <p>Following usual timetable for checks</p> <p>Staff all reminded to keep windows open and fire doors closed – 16th October September LS</p> <p>Staffroom – rules to continue – reiterated on 11th Nov via email to all staff Photocopier to continue to be wiped down after use – 11th Nov</p>
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<p>Infection Control</p>	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. • Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • Cleaning frequently touched surfaces often using standard products (such as detergents and bleach). • Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<ul style="list-style-type: none"> • Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying symptoms of coronavirus (following the COVID19 guidance for households with possible coronavirus infection) • Assess that sufficient handwashing facilities are available and where these are required. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Inform everyone that shared resources (where individual resources are not possible) are to be used with a clean, use, clean regime. Wash hands / sanitise, use the resource and wash hands / sanitise again • Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing. Ensure adequate signage • Ensure sufficient supply of soap and hand sanitiser by contacting supply chain • Provide training and continue to model good hand washing practice in line with government guidance • Provide training and continue to model respiratory hygiene promoting 'catch it, bin it, kill it'. • Ensure an initial order has been placed and processes are in place to re-order tissues in order to continue with the 'catch it, bin it, kill it'. • Ensure staff are aware and have been informed of their responsibility for cleaning and continual upkeep of hygiene standards 	<p>Parents been made aware of this by letter w/b 13/7. Parents not allowed in the building.</p> <p>All classrooms have sinks. 11th Nov stock of sanitiser checked and more ordered from Fleetfield and Trust</p> <p>All staff reminded of this on 11th Nov Via email</p> <p>Children reminded to do this as part of new school culture on 2nd Nov and regular reminders Signage in each classroom New soap dispensers are in each classroom Children reminded of this on return in Sept – staff reminded to do so 2nd Nov</p> <p>Staff reminded to inform SLT about low stock on 16th Oct</p> <p>Completed by PB 22md May ... reviewed 27/8</p> <p>The joint use of equipment will be minimal, staff reminded on email 11th Nov Caretakers room and cleaners to be storage room</p>
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			<ul style="list-style-type: none"> • Ensure risk assessments are in place for any chemicals which are used and all staff have had the relevant training / guidance • Ensure staff are aware of practices to ensure equipment is appropriately cleaned between use (different children / groups of children) • Designate a room for storage • Timetable should not use rooms for multiple purposes. Where this is a necessity documented arrangements for cleaning and infection control are required and must be produced beforehand. This includes the school hall • Develop a timetable and rota for cleaning of items which are touched, e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. • Identify which windows are available to open and aid ventilation. (Safeguarding and fire procedures must not be compromised) • All non-fire doors to be propped open, where safe to do so (Safeguarding and fire procedures must not be compromised) to limit the use of door handles and increase ventilation 	<p>Timetable reviewed by LS and JM (21st Oct) this to continue after half term Hall only to be used for lunches, PE outside no whole school Collective Worship sessions Staff informed INSET LS</p> <p>Continue with procedures in Autumn Term Staff made aware of importance of outdoor learning and ventilation at INSET by LS Reinforcement of this before colder weather (w/b 5th OCT)</p>
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			<ul style="list-style-type: none"> • Continue chemical store ventilation • Timetable and inform parents of their staggered drop-off and pick-up times • Mark a one-way drop-off/pick-up route for parents. Including distancing lines. Entry and exit should not use the same route to avoid 'going against the flow of traffic' and to limit or eliminate any contact, including where possible passing. • Inform parents and display signage for drop-off/pick-up arrangements, e.g. 1 parent only; no access to the building without prior appointment; where to wait; no gatherings. • Inform children of their individual drop-off / pick-up protocol • Inform staff of their group protocol for drop-off/pick-up • Identify required contractors and other professionals and make arrangements for when/if contractors/professionals need to be on site. Plans must include how school will ensure social distancing from the contractor/professional by use of either use of barriers, zonal occupancy or out of occupied school hours works. The plans should not compromise other factors. 	<p>Chemical store ventilation checked – 17/7 LS/JM Via letter (16/7) and school website Review of one way system 19th Oct largely positive changes made to Year 2 and 3 procedures. Year 2 in/out through Infant porch Year 3 in/out through KS2 corridor Letter sent to parents 19th Oct to start on 20th</p> <p>Parents asked to wear masks at drop off and pick up from 19th Oct. also only one parent only. Pupils made aware of this change on 16th Oct</p> <p>HT, Office Staff and caretaker to reinforce this when making arrangements to visit and reminded once on site. Office staff reminded on INSET day Where possible professional meetings online or after school with appropriate social distance</p>
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			<ul style="list-style-type: none"> • Inform staff and produce a rota for frequent emptying of bins during the day • Timetable staggered lunch breaks and inform everyone involved of the arrangements <ul style="list-style-type: none"> • Plan how to limit the number of children using facilities such as toilets at the same time <ul style="list-style-type: none"> • Inform children, parents, carers and adults that outdoor equipment must not be used and safely segregate/block access to outdoor equipment. Outdoor equipment must not be used unless school can ensure it is appropriately cleaned in line with government guidance for non-healthcare settings 	<p>Reminder of this on 16th Oct JM/LS Review of this 19th Oct – to continue as is after half term All staff informed of arrangements for staggered breaks on INSET Day by LS/JM Additional meeting held with SMSA's on 1st – JM and LS</p> <p>Revert back to boys and girls toilets, closer supervision, one in, one out system. Parents reminded about not bringing things in from home via letter 16/7.</p> <p>Additional cleaning of equipment. Outdoor climbing frame out of bounds – children reminded 2nd Sept and staff on INSET Day LS</p>
PPE (including face masks/coverings)	Spread of infection (coronavirus)	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. 	<ul style="list-style-type: none"> • School must place an additional order for PPE. This order should include sufficient stock of PPE for children whose care routinely requires PPE and any PPE requirements for potential first aid or individuals displaying symptoms 	<p>Additional Hand Sanitiser purchased Audit of PPE 21st Oct shows enough</p>

		<ul style="list-style-type: none"> If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. <p>From 5th Nov for the period of the 2nd National Lockdown, CEO stated that she would fully support any staff member who feels at this time a little safer wearing a mask when working closely with children</p>	<ul style="list-style-type: none"> Have a stock monitoring process in place for PPE and facilities to re-order. Re-order volumes and timescales should factor in lead times and supply chain issues. Prepare a room to be used as an isolation room for anyone displaying symptoms. The room should be prepared giving particular concern to cleaning and hygiene. Any routes to toilets or exit from the building should not be used by others. Complete a first aid needs assessment and ensure timetables and rotas are planned with sufficient levels of relevantly qualified, confident and qualified individuals. Adopt the mantra more PPE is better than no or less PPE Staff deemed critically extremely vulnerable have been medically suspended for the period of the lockdown For staff with additional vulnerabilities, additional mitigation to be put in place 	<p>Face Shields to be ordered for dealing with specific children by SLT by end of summer break</p> <p>Staff reminded of importance of being proactive in ordering w/b 19th Oct all staff reminded of need to inform SLT when PPE begins to run out By LS/JM</p> <p>SEN room to be used as Isolation Room all staff informed 1st Sept. Disabled toilet to be used at isolation toilet. Used on 19th Oct successfully. No changes needed</p> <p>Additional staff have completed online first aid training – certificates added to personal files 3 day first aiders available in school in case of emergency</p> <p>LS/JM discussion with RM 5th Nov to highlight staff needing to be suspended. 5th JM speaks to staff to medically suspend them 5th JM reorganised lunchtime cover using staff already working in that bubble This to be reviewed at end of Lockdown</p>
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<p>Vulnerable group (children)</p>	<p>Infection of the coronavirus to vulnerable children</p>	<ul style="list-style-type: none"> • A small number of pupils will still be unable to attend in line with public health advice because they are self isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). • Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who remain on the shielded patient list can also return to school. • If rates of the disease rise in local areas, children from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September. 	<ul style="list-style-type: none"> • Ensure that educational provision is in place for pupils unable to attend setting due to being advised to shield. • Home learning platform to be in place and staff and pupils trained to use in Autumn term. • Implement a system to monitor engagement with home learning platform. 	<p>As of 17th July school is unaware of any pupil falling in to this category. If this happens, as agreed with the Trust, an online Learning Platform Google Classroom will be used. Preparations all made for this, homework started being used from 19th Oct. Children from Year 3 shown how to use it in school. Staff trained 14th Oct</p> <p>By 11th Nov Google Classroom being actively used by school to provide learning for pupils who are isolating. This information shared with Governors 10/11/20</p> <p>All staff trained 8th Oct, additional school specific training 14th</p> <p>Inform parents of the online platform, in the event of a closure.</p>
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<p>Vulnerable Groups (employees)</p>	<p>Infection of the coronavirus to vulnerable adults</p>	<ul style="list-style-type: none"> All groups of vulnerable employees can attend work when their shielding letter expires as long as the guidance from Government is followed as detailed in this risk assessment. 	<ul style="list-style-type: none"> Ensure all staff have received and have signed the employee guidance document and that this followed at all times If an employee has a current letter from their GP/Specialist advising they should not attend work/should only attend work with additional adjustments refer to HR. During second Lockdown, staff deemed clinically critically vulnerable medically suspended Referral to OHU/disability risk assessment will be carried out where appropriate. Employees/pupils should not attend school if they have symptoms. Employees should inform their headteacher immediately who will arrange for a test via HR. 	<p>LS and JM to hold a return to work meeting arranged with staff who were deemed medically suspended on 1st September to share changes and expectations for the Autumn Term</p> <p>1 to 1 meetings held with staff who had previously been shielding 1st ... 3rd September – LS/JM paper work sent through to Trust LS/JM discussion with RM 5th Nov to highlight staff needing to be suspended. 5th Nov JM speaks to staff to medically suspend them</p> <p>LS/JM/JA complete any paperwork for staff not attending school, return to work meetings held when staff return</p> <p>Reminder to all staff regarding not attending school if they have symptoms – 16th Oct</p>
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<p>Living with someone in a vulnerable group</p>	<p>Transmission of the coronavirus</p>	<ul style="list-style-type: none"> • If a child or a member of staff lives with someone who is in any of the vulnerable groups including those who are pregnant, they can continue to attend school where the guidance from Government is followed as detailed in this risk assessment. 	<ul style="list-style-type: none"> • Staff informed that they can return to work 	<p>Both staff have attended virtual staff meetings and received staff handbook for September 8th July</p>
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Visitors to site	Infection Control	<p>Visits can be made to school by professionals for Education and SEN purposes.</p>	<ul style="list-style-type: none"> • Ensure a room is available for visitors which is cleaned in between each visit. • Ensure visitors wash their hands on arrival and when leaving • No volunteers on site at present unless approved by the CEO • No visitor should be allowed to walk around school • Any visitor not following protocol must be asked to leave site immediately • Meetings should be carried out virtually where possible 	<p>Schools aims to severely minimise visitors during school day. HT office to be used</p> <p>Handsanitiser on entrance desk, visitors asked to use it on entry and exit ongoing – checked by LS and JM 11/11</p> <p>Phonecalls to be made to existing volunteers first week in Sept – JM</p> <p>Any visitor informed of this on arrival – office staff</p> <p>Trust meetings, SEN meetings, Governors meetings SEN Annual Reviews, virtual during Autumn Term. Staff meetings socially distant in classroom</p>
Class/groups sizes	Infection of the coronavirus	<ul style="list-style-type: none"> • Reduce contact between people as much as possible e.g. only mix in a small, consistent group and that small group stays away from other people and groups. • Keep groups / bubbles apart wherever possible, however brief, transitory 	<ul style="list-style-type: none"> • Identify pupil/staff bubbles with typically a class forming a ‘bubble’. In EYFS, a bubble may be all pupils within the EYFS setting. 	<p>Classes will function as bubbles from start of Autumn Term. EYFS work with 3 Key Workers Staff reminded of importance of not mixing bubble via email 11th Nov</p>

		<p>contact, such as passing in a corridor, is low risk.</p> <ul style="list-style-type: none"> • For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here. • For primary schools, implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing • Staggered arrival and departure times • Meeting needs of EHCP pupils • Pupil resources 	<ul style="list-style-type: none"> • Either mark a one-way circulation route throughout school or separate corridors with dividers • Cloakrooms not used, pupils encouraged not to bring school bag, all belongings to be held in classrooms • Ensure signage is in place to support the new systems and ways of working • Organise classrooms and other environments to seat all pupils from Year 2 upwards facing forwards and spaced as far as possible • Adults should try to socially distance from pupils where possible • Remove all unnecessary items from all rooms before re-opening • Remove soft furnishings / hard to clean items before re-opening • Where practically possible provide each pupil and member of teaching staff with personal equipment which is used regularly 	<p>External one-way system to be used – share with parents via letter 16/7 21st Oct all staff using One way system – alterations working well</p> <p>Within school, corridors used by staff, but pupils only to use the toilet. All exiting of the building through, fire exits except year 3 through Junior door and Year 2 through Infant porch from 20th Oct. Change working well 11th Nov</p> <p>Refresh of signage 2nd November – JM Classroom organisation working well</p> <p>Staff reminded of this again 16th Oct ... via email 11/11</p> <p>Each pupil to be given own personal equipment on first day in Sept, pupil reminded not to share, Parents informed by letter not to bring items in from home.</p>
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			<p>(e.g. pens, pencil, whiteboard etc) not to be used by others</p> <ul style="list-style-type: none"> • Implement procedures for shared resources. Other resources, such as maths / science equipment which may need to be shared between bubbles should be cleaned after each use or placed into isolation for 72 hours • Inform staff not to change seating arrangements. Children should use the same desk at all times • Document plans to adhere to government guidance for cleaning in non-healthcare settings • Review PE curriculum / playtime activities with no contact sports to be played • Consider working spaces and groupings for interventions. Interventions to be run within a bubble of pupils where possible. If not possible, pupils from the same key stage only can be placed in same intervention group. Pupils should be spaced to socially distance within the group and area used and equipment to be cleaned after use. • Review and share behaviour policy with staff, parents and pupils 	<p>In majority of cases, individual bubbles with have own equipment – including PE kit, boxes in the library for isolation purposes – staff informed INSET day</p> <p>INSET Day – staff informed not to regroup pupils. LS/PB discuss best approach for this</p> <p>RSY met with JM early June to formulate plan – each class to have resources. This to be adapted for whole school return. Additional equipment to be ordered in Sept where necessary – LS informs RSJ 17/7</p> <p>Vast majority of interventions to remain in class and in classroom – staff informed 1st Sept by LS</p> <p>Behaviour Policy updated by SLT 17/7.</p>
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			<ul style="list-style-type: none"> • Consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Consider arrangements for books/home learning resources • Hand sanitizer in each classroom, hall and entrance • Daily checklist completed • Cleaning schedules • Staff aware of cleaning requirements 	<p>Shared with all staff 1st September by LS 15/7 JM/CB update SEN RA's for 3 pupils, Shared with staff working with these pupils on INSET DAY Further SEN RA's to be completed</p> <p>LS to speak with Music Service before return to school. Music service to start in school w/b 21st – classes to be in 2 groups of 16. Small group tuition to start again but only within class bubbles. No whole assemblies to occur during first half of Autumn Term – LS/JM to follow any additional Govt and Trust guidance</p> <p>Class bubbles have own library, books returning to school quarantined – staff informed 15/7</p> <p>PB to continue with daily checks – LS/JM monitor weekly More ordered 11/11</p> <p>All staff reminded about cleaning schedules</p>
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			<ul style="list-style-type: none"> • Markers showing walkway directions • 2 M apart markers • Communicated to staff • Communicated to parents • Communication to pupils • Communiation with Governors • Risk Assessment completed 	<p>LS/JM remark the outside direction walkways 27/8 ... redone 2nd Nov ... w/b 23rd Nov</p> <p>All information shared with staff via meeting 1sty July and updates before close of term Parents informed via letter 16th July and reminded before return to school via Twitter and school website Governors to be given update of current position at meeting on 6th Oct</p> <p>SEN RA completed during w/b 13th July</p>
Lack of Awareness	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> • Communication • Supply staff 	<ul style="list-style-type: none"> • Staff to be provided with guidance pack, that includes expectations, protocols etc and this should be re-iterated on a regular basis • Parents to be to be provided with guidance that includes expectations, protocols etc • Posters • Induction provided on arrival re guidance pack, protocols within school 	<p>JM shares guidance pack to staff w/b 6th</p> <p>Parents informed by letter 16th July and reminder via twitter and website before return to school</p> <p>Posters to be refreshed before start to school in September</p>

Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature –	Lee Spencer, Jack Moore
Date	11th Nov 2020
CEO Signature	Mel Priestley
Date of planned review	2nd December 2020
Date of planned full re-assessment	w/b 4th January 2021