

## 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](http://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:	<b>Schools</b>	Date of Assessment:	<b>May 2020</b>
Service / Function:	<b>Primary Schools</b>	Location:	West Meadows 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"> <li>Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place.</li> <li>Fire Risk Assessment to be reviewed and the Fire log-book is up to date.</li> <li>Legionella checks are to be up to date.</li> <li>Electrical, gas and ventilation systems checks are up to date.</li> </ul>	<ul style="list-style-type: none"> <li>The headteacher is responsible for managing the premises and in their absence another suitable senior leader is required to be on site</li> <li>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)</li> </ul>	DW/MS Complete 21 <sup>st</sup> May  DW/MS Complete 21 <sup>st</sup> May  MR/LS by 28 <sup>th</sup> May

		<ul style="list-style-type: none"> <li>• Increased cleaning regime.</li> <li>• Communal areas</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly building checklist to be submitted (essential caretaker checklist covid19)</li> <li>• Ensure school Legionella checks are up to date</li> <li>• Ensure contractor (ICE Plumbing) Legionella checks have been complete or if not due are scheduled</li> <li>• Ensure schools have self-assessed against the criteria provided by the contractor (ICE Plumbing) in respect of Legionella</li> <li>• Complete the prestart building checklist. Any concerns reported</li> <li>• Ensure fire / security alarms are fully operational and in working order</li> <li>• Update keyholder information and consider the use of remote monitoring or alternative providers if reliant upon staff.</li> <li>• Ensure luminaires and emergency lighting is fully operational</li> <li>• Review the fire risk assessment DW MS</li> <li>• Ensure the fire log book is up to date</li> <li>• Ensure all people in the building are aware of fire/emergency arrangements</li> <li>• Conduct a fire drill before 15<sup>th</sup> June for each group. Re-evaluate the findings and implement actions</li> <li>• Plan a secondary fire drill for each group to see if findings have been resolved. Use a different time of day / timetable / rota to test wider staff understanding</li> <li>• Check access control and lockdown procedures are still operational</li> <li>• Increase cleaning capacity with caretaker &amp; staff</li> </ul>	<p>MS by 28<sup>th</sup> May</p> <p>MS ongoing to the plan</p> <p>MS arranged ICE to visit by 6<sup>th</sup> MS once checks completed by ICE</p> <p>MS/DW completed by 22<sup>nd</sup> May Information shared by LS to MR 22<sup>nd</sup> May</p> <p>All to be checked by 6<sup>th</sup> June DW MS</p> <p>Fire drill carried out 12<sup>th</sup> May 45 seconds - DW Security alarm last checked 21<sup>st</sup> May and ongoing MS Keyholder list remains the same as of 22<sup>nd</sup> May Updated 19<sup>th</sup> May DW All staff informed of fire drill to take place</p>
--	--	--	--	--

			<ul style="list-style-type: none"> <li>• Timetable / structure the school day to allow for additional cleaning</li> <li>• 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</li> <li>• Reception areas – posters, 2m marks, no communal pen for signing in</li> <li>• Staff room – protocol for fridge, kettle and eating areas</li> <li>• Office equipment – protocol for sharing resources i.e. photocopier, pens, staplers etc</li> </ul>	<p>on 2<sup>nd</sup> June – after informing pupils of exits in new classrooms on the 1<sup>st</sup> Secondary route shared – as planned MS/DW Additional drills planned for when more children arrive 15<sup>th</sup> June DW</p> <p>Lockdown procedures to continue – staff reminded of this DW</p> <p>Additional cleaning taking over half term by MS GH Staff informed of additional duties 21<sup>st</sup> May DW</p> <p>Site checked by 1<sup>st</sup> June Main gates to be locked after last group arrive – DW MS Wipes to be left by copier – staff to clean down</p>
--	--	--	--	---

				after use – staff communication 21/5. Notice to be added DW
Infection Control	<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"> <li>• 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.</li> <li>• 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.</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• Cleaning frequently touched surfaces often using standard products (such as detergents and bleach).</li> <li>• Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> </ul>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• 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</li> <li>• 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</li> <li>• Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing. Ensure adequate signage</li> <li>• Ensure sufficient supply of soap and hand sanitiser by contacting supply chain</li> <li>• Provide training and continue to model good hand washing practice in line with government guidance</li> <li>• Provide training and continue to model respiratory hygiene promoting 'catch it, bin it, kill it'.</li> <li>• Ensure an initial order has been placed and processes are in place to re-order</li> </ul>	<p>All staff made aware in staff communication 21<sup>st</sup> May DW</p> <p>Each classroom has sinks and designated toilet. Hand sanitiser and soap in these areas check 1/6 DW Further sanitiser ordered through MP 27/5 – delivery 28/5 time tba</p> <p>All staff made aware in staff communication 21<sup>st</sup> May – DW</p> <p>To be ordered by 22 May DW JS</p> <p>All staff made aware in staff</p>

			<p>tissues in order to continue with the 'catch it, bin it, kill it'.</p> <ul style="list-style-type: none"> <li>• Ensure staff are aware and have been informed of their responsibility for cleaning and continual upkeep of hygiene standards</li> <li>• Ensure risk assessments are in place for any chemicals which are used and all staff have had the relevant training / guidance</li> <li>• Ensure staff are aware of practices to ensure equipment is appropriately cleaned between use (different children / groups of children)</li> <li>• Designate a room for storage</li> <li>• 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</li> <li>• 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.</li> <li>• Identify which windows are available to open and aid ventilation. (Safeguarding and fire procedures must not be compromised)</li> <li>• 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</li> <li>• Any mechanical ventilation and/or recirculatory systems should be set to full fresh air. If this is not possible they should be switched off.</li> <li>• Continue chemical store ventilation</li> </ul>	<p>communication 21<sup>st</sup> May – DW</p> <p>All staff made aware in staff communication 21<sup>st</sup> May – DW</p> <p>All staff made aware in staff communication 21<sup>st</sup> May – DW</p> <p>Been completed by MS (ongoing) Staff informed by 8/6 All staff made aware in staff communication 21<sup>st</sup> May and reminders given regularly</p> <p>Central store caretakers room – banks of equipment in each classroom 22/5 No dual use of rooms</p>
--	--	--	---	---

			<ul style="list-style-type: none"> <li>• Timetable and inform parents of their staggered drop-off and pick-up times</li> <li>• 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.</li> <li>• 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.</li> <li>• Inform children of their individual drop-off / pick-up protocol</li> <li>• Inform staff of their group protocol for drop-off/pick-up</li> <li>• 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.</li> <li>• Arrange more frequent collection of clinical/offensive waste</li> <li>• Inform staff and produce a rota for frequent emptying of bins during the day</li> <li>• Timetable staggered lunch breaks and inform everyone involved of the arrangements</li> <li>• Plan how to limit the number of children using facilities such as toilets at the same time</li> </ul>	<p>Hall not being used for lunches. PE outside</p> <p>Timetable devised by DW 20<sup>th</sup> May – shared with all staff 20 May</p> <p>Ongoing from lockdown. All returning staff told this on 20<sup>th</sup> May</p> <p>Staff made aware of importance of outdoor learning and ventilation in staff communication - DW opportunities for clarification ongoing Plans made w/b 11<sup>th</sup> May and shared with parents via letter/ web/ twitter and staff in staff comms 20 May DW</p> <p>Staggered start times, only one</p>
--	--	--	--	---

			<ul style="list-style-type: none"> <li>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</li> </ul>	<p>parents, siblings discouraged from attending. Via letter DW/MC/DM Signage in place by 1<sup>st</sup> June Signage already printed DW DM 22/5</p> <p>Via letter 21<sup>st</sup> May and staff communication DW</p> <p>Via letter 21<sup>st</sup> May and staff communication</p> <p>Via staff communication 21<sup>st</sup> May, all children informed on their first day on site 1<sup>st</sup> June ... 11<sup>th</sup> June or ad hoc for Key Worker children</p> <p>Parents informed in letter 19<sup>th</sup> May – nothing being brought in from home.</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"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• School must place an initial 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</li> <li>• 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.</li> <li>• 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.</li> <li>• Complete a first aid needs assessment and ensure timetables and rotas are planned with sufficient levels of relevantly qualified, confident and qualified individuals.</li> </ul>	<p>All PPE has been ordered. DW JS</p> <p>DW MS to re-order as needed through JS – order placed 20/5</p> <p>DW MS speaks to office staff regarding need to be proactive in ordering w/b 18<sup>th</sup></p> <p>All staff reminded of need to inform SLT when PPE begins to run out – staff communication</p> <p>Isolation Room will be Learning Mentor’s office</p>
Shielded and clinically vulnerable children	Infection of the coronavirus to vulnerable children	<ul style="list-style-type: none"> <li>• For the vast majority of children coronavirus is a mild illness. However children <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield.</li> <li>• These children are not expected to attend school, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people</li> </ul>	<ul style="list-style-type: none"> <li>• There are no children returning to school / Key workers who are classed as clinically extremely vulnerable.</li> </ul>	<p>Ongoing discussion with parents who have been made aware need to inform school</p>



		<p>are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> <ul style="list-style-type: none"> <li>• Children should not attend school if they have symptoms or are self-isolating due to symptoms in their household.</li> </ul>		SENCO (early May) updated by 6 <sup>th</sup> June – DW/KJ
Shielded and clinically vulnerable adults	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> <li>• Clinically extremely vulnerable employees (advised by their clinician or through a letter) are advised not to work outside the home.</li> <li>• Employees to follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a> for more advice.</li> <li>• Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> have been advised to take extra care in observing social distancing and should work from home where possible. To support this school may ask staff to support remote education, carry out lesson planning or other roles which can be done from home.</li> <li>• If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have</li> </ul>	<ul style="list-style-type: none"> <li>• Agree what work can be completed at home</li> <li>• Risk assessment completed</li> <li>• Referral to OHU where necessary</li> </ul> <ul style="list-style-type: none"> <li>• Referral to OHU where necessary</li> <li>• Staff guidance document</li> </ul>	<p>Staff who fall under this group – discussions with DW when letters arrived DW completes HR paperwork and sends to KS by 1<sup>st</sup> June</p> <p>DW informs this group to speak to GP and obtain a letter – received by 1<sup>st</sup> June, shared with HR. Further discussions to take place by 8<sup>th</sup> June regarding referral to OHU – DW/JH then staff members</p>

		<p>to spend time within 2 metres of other people, school must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <ul style="list-style-type: none"> <li>• Employees should not attend school if they have symptoms or are self-isolating due to symptoms in their household.</li> </ul>		<p>Staff made aware of this in staff comms w/c 18 May and following policy DW</p>
<p>Living with a shielded or clinically vulnerable person</p>	<p>Transmission of the coronavirus</p>	<ul style="list-style-type: none"> <li>• 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 can continue to attend school.</li> <li>• If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, the child is not expected to attend. They should be supported to learn or work at home.</li> </ul>		<p>Individual conversations held with parent and DW week beginning 18<sup>th</sup> May and will continue as need arises</p>
<p>Class/groups sizes</p>	<p>Infection of the coronavirus</p>	<ul style="list-style-type: none"> <li>• Reduce contact between people as much as possible e.g. only mix in a small, consistent group</li> </ul>	<ul style="list-style-type: none"> <li>• Identify pupil/staff bubbles</li> </ul>	<p>Rota and bubbles created. 19 May DW</p>

		<p>and that small group stays away from other people and groups.</p> <ul style="list-style-type: none"> <li>• Where possible keep children in those small groups 2 metres away from each other. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</li> <li>• For pre-school children in early years settings, the staff to child ratios within <a href="#">Early Years Foundation Stage</a> (EYFS) continue to apply as set out here.</li> <li>• For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> <li>• Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.</li> <li>• Avoid contact with anyone with symptoms</li> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings</li> </ul>	<ul style="list-style-type: none"> <li>• Either mark a one-way circulation route throughout school or separate corridors with dividers</li> <li>• Ensure signage is in place to support the new systems and ways of working</li> <li>• Organise classrooms and other environments to maintain space between desks (ideally 2m apart)</li> <li>• Remove all unnecessary items from rooms before re-opening</li> <li>• Remove soft furnishings / hard to clean items before re-opening</li> <li>• Where practically possible provide each desk with personal equipment not to be used by others</li> <li>• Inform staff not to change seating arrangements. Children should use the same desk at all times</li> <li>• Document plans to adhere to government guidance for cleaning in non-healthcare settings</li> </ul>	<p>Keep left signs on the corridor. 22 May DW DM</p> <p>Video to be uploaded to website to share with parents Classrooms organised w/b 18<sup>th</sup> and competed by 22<sup>nd</sup> Soft furnishings removed by 19<sup>th</sup> May - All teachers</p> <p>Each child has their own desk with personal equipment and exercise books. Coats, bags etc will remain with the child and they will not use cloakroom space to ease entry into school / create more space. w/c 18 May – all teachers</p> <p>Key worker groups will be 15</p>
--	--	---	--	--

		<ul style="list-style-type: none"> <li>• Minimising contact and mixing</li> <li>• Staggered arrival and departure times</li> <li>• Meeting needs of EHCP pupils</li> <li>• Pupil resources</li> </ul>	<ul style="list-style-type: none"> <li>• Agree maximum number of pupils in school with CEO – max number 50 (currently approx. 22 if all in)</li> <li>• Hand sanitizer in each classroom, hall and entrance</li> <li>• Daily checklist completed</li> <li>• Cleaning schedules</li> <li>• Staff aware of cleaning requirements</li> <li>• Removal of soft furnishings</li> <li>• Markers showing walkway directions</li> <li>• 2 M apart markers</li> </ul>	<p>max at any one time and these groups will not mix outside of their own bubble.</p> <p>Staggered start and end times are in place. 19 May DW</p> <p>Maximum numbers agreed with MP by phone 21<sup>st</sup> ... shared with Trust board 21<sup>st</sup></p> <p>In classrooms and hall before 1<sup>st</sup> June</p> <p>Ongoing Cleaning schedules shared with staff via email and with cleaning staff before return DW 22/5 Desks and resources set up completed 22/5</p>
--	--	---	--	--

			<ul style="list-style-type: none"> <li>• Communicated to staff</li> <li>• Communicated to parents</li> <li>• Communication to pupils</li> </ul> <ul style="list-style-type: none"> <li>• Risk Assessment completed</li> </ul> <ul style="list-style-type: none"> <li>• One child per desk</li> <li>• Personal resources i.e. book, pen, ruler, pencil</li> <li>• No sharing of equipment</li> </ul>	
Lack of Awareness	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> <li>• Communication</li> </ul> <ul style="list-style-type: none"> <li>• Supply staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be provided with guidance pack, that includes expectations, protocols etc</li> <li>• Parents to be to be provided with guidance that includes expectations, protocols etc</li> <li>• Posters</li> </ul> <ul style="list-style-type: none"> <li>• Induction provided on arrival re guidance pack, protocols within school</li> </ul>	<p>Document produced in school – to be shared by 6<sup>th</sup> June</p> <p>Guidance in letter shares 21<sup>st</sup> May. DW</p> <p>Additional guidance to be put on school website and twitter 22/5/20</p> <p>DW - GC</p> <p>Posters to be put up around school – entrance doors, within the building, on the school external gates/fencing, reminders for children of importance of</p>

				hand washing above each sink 22/5/20 DW/ DM/ JS
--	--	--	--	--

<b>Manager's Assessment Acceptance Statement</b>	
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	<b>Dan Wood</b>
Date	<b>22<sup>nd</sup> May 2020</b>
CEO Signature	
Date of planned review (not to exceed 12 months)	
Date of planned full re-assessment (not to exceed 24 months)	