

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:	September 21 2020
Service / Function:	Primary Schools	Location:	West Meadows

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. 	<ol 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) 	<ol style="list-style-type: none"> DW - SLT JS – SLT/ DM MS Caretaker MS ICE visited 1/6/20 – report arrived 10/9/20 MS Daily staff room protocol of dishwasher use DW Met MS 2/9/20 – daily checks ongoing

		<ul style="list-style-type: none"> • Increased cleaning regime. • Communal areas 	<ol style="list-style-type: none"> 3. Building checklist updated daily by site caretaker 4. Ensure school Legionella checks are up to date 5. Ensure contractor (ICE Plumbing) Legionella checks have been complete or if not due are scheduled 6. Ensure schools have self-assessed against the criteria provided by the contractor (ICE Plumbing) in respect of Legionella 7. Ensure equipment that holds water e.g. dishwashers, combination ovens etc. are run through on a full cleaning cycle at least once per week 8. Complete the prestart building checklist. Any concerns reported 9. Ensure fire / security alarms are fully operational and in working order 10. Update keyholder information and consider the use of remote monitoring or alternative providers if reliant upon staff. 11. Ensure luminaires and emergency lighting is fully operational 12. Review the fire risk assessment 13. Ensure the fire log book is up to date 14. Ensure all people in the building are aware of fire/emergency arrangements 15. Conduct a fire drill within the first few weeks of wider re-opening (September) following 	<ol style="list-style-type: none"> 9. MS – through Caretaker App – ICE report 24/7/20 10. Key holder list remains same as 22/5/20 11. MS – checks with App – ICE report 24/7 – Actions addressed by DW 12. FRA next due Feb 22. 13. Last review July 20 14. Frequent drills conducted throughout the year – see log 15. Drill 7.9.20 announced. Unannounced drill 22/9 16. Standard routine in place-drilled for, however use of class locks being costed see FM meeting notes 17. Extinguishers serviced 18. JS has returned to work 1/9/20 – cleaning managed by MS 19. Timetable shared with staff wc 06.7.20 – questions around ICT suite 20. NA 21. No increase to risk – MS routine of building lockup -DM
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			<p>social distancing as appropriate. Re-evaluate the findings and implement actions</p> <ol style="list-style-type: none"> 16. Check access control and lockdown procedures are still operational 17. Ensure additional specialist equipment (needs dependant) has been serviced (as part of the routine service cycle) and is fit for purpose 18. Increase cleaning capacity with contractors or staff 19. Timetable / structure the school day to allow for additional cleaning 20. Check for any damage to all known asbestos. Not part of routine cycle. A check is required before prestart. 21. 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 22. Reception areas – posters, 2m marks, no communal pen for signing in 23. Staff room – protocol for fridge, kettle and eating areas 24. Office equipment – protocol for sharing resources i.e. photocopier, pens, staplers etc 	<p>& DW also aware – main gates locked in AM</p> <ol style="list-style-type: none"> 22. Reception areas – entry sign use no pen – santiser for use 23. Staff room –reduced occupancy through rota max 4 24. Office equipment – protocol for sharing resources i.e. photocopier, clean-use-clean signage in place
Infection Control	Infection of coronavirus	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have 	<ol style="list-style-type: none"> 1. Inform children, young people, parents, carers or any visitors, such 	

	<p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<p>coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <ul style="list-style-type: none"> • 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) 	<p>as suppliers, not to enter the setting if they are displaying symptoms of coronavirus (following the COVID19 guidance for households with possible coronavirus infection)</p> <ol style="list-style-type: none"> 2. 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 3. 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 4. Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing. Ensure adequate signage 5. Ensure sufficient supply of soap and hand sanitiser by contacting supply chain 6. Provide training and continue to model good hand washing practice in line with government guidance 7. Provide training and continue to model respiratory hygiene promoting ‘catch it, bin it, kill it’. 8. 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’. 9. Ensure staff are aware and have been informed of their 	<ol style="list-style-type: none"> 1. Families are informed home page website item, plus twitter as routine 2. Handwash facilities available in each class space – additional hand sanitizers in each class 3. Staff notice board - - clean -use-clean for shared resources – INSET 2nd September 20 4. Main school entry signage/sanitiser station and all school users as routine 5. MS caretaker daily checks 6. Staff to revisit process with pupils Wed 3 sept 20 and then weekly 7. Staff to revisit process with pupils Wed 3 sept 20 and then weekly 8. Caretaker daily check of paper towel 9. Staff briefing Inset 2nd.sept.20 10. COSHH for sanitiser obtained with HSE guidelines -S.Fogg 11. Staff briefing Inset 2nd.sept.20 12. Caretaker store 13. School hall is only planned multi-occupied space, cleaning routine shared INSET 2.9.20 – Dinners in bubbles – cleaned after each serving
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			<p>responsibility for cleaning and continual upkeep of hygiene standards</p> <ol style="list-style-type: none"> 10. Ensure risk assessments are in place for any chemicals which are used and all staff have had the relevant training / guidance 11. Ensure staff are aware of practices to ensure equipment is appropriately cleaned between use (different children / groups of children) 12. Designate a room for storage 13. 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 14. 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. 15. Identify which windows are available to open and aid ventilation. (Safeguarding and fire procedures must not be compromised) 16. 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 17. Any mechanical ventilation and/or recirculatory systems should be set to full fresh air. If this is not 	<ol style="list-style-type: none"> 14. MS & Cleaners daily cleaning routine, staff follow clean-use-clean for equipment 15. All class windows are safe to operate 16. As appropriate – this will be monitored for closing during fire drills Autumn term 17. Switched off July 2020 18. No mechanical ventilation 19. Staggered start and entry points shared with parents WC06.7.20, website and again 1/9/20 20. Timetabled start has been in place for Summer term and has worked well , this was scaled up for the September start back – one way system reversed at home time – newsletter and modelling 21. shared with parents WC06.7.20 Inform staff of their group protocol for drop-off/pick-up 22. Daily collection routine 23. Daily collection routine 24. Contractors via school arrangement only Rota shared with staff WC 13.7.20 25. MS to liaise with contractor
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			<p>possible they should be switched off.</p> <ol style="list-style-type: none"> 18. Continue chemical store ventilation 19. Timetable and inform parents of their staggered drop-off and pick-up times 20. 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. 21. 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. 22. Inform children of their individual drop-off / pick-up protocol 23. Inform staff of their group protocol for drop-off/pick-up 24. 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. 25. Arrange more frequent collection of clinical/offensive waste 	<ol style="list-style-type: none"> 26. INSET briefing update 2/9/20 27. INSET briefing following meeting with kitchen 28. Reinforce safe use of toilets in Assemblies & class discussion 29. DW to include in written piece to both staff and parents
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			<p>26. Inform staff and produce a rota for frequent emptying of bins during the day</p> <p>27. Timetable staggered lunch breaks and inform everyone involved of the arrangements</p> <p>28. Plan how to limit the number of children using facilities such as toilets at the same time</p> <p>29. 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>	
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. • 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 	<ol style="list-style-type: none"> 1. 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 2. 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. 3. 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. 	<ol style="list-style-type: none"> 1. PPE materials in place in each classroom, weekly review of stock levels as informed by staff to DW & MS 2. YPO ordering weekly turn-around in ordering 3. Reception area disabled changing facilities room identified, limiting movement around school 4. First-aiders update briefing to consider confidence 2nd sept 20 5. Adopt the mantra more PPE is better than no or less PPE, 6. DW meet staff 1:1 – option to refer to OH

		<p>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>	<ol style="list-style-type: none"> 4. Complete a first aid needs assessment and ensure timetables and rotas are planned with sufficient levels of relevantly qualified, confident and qualified individuals. 5. Adopt the mantra more PPE is better than no or less PPE 6. Meet with all staff shielded earlier in yr 	
Vulnerable group (children)	Infection of the coronavirus to vulnerable children	<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. 	<ol style="list-style-type: none"> 1. Ensure that educational provision is in place for pupils unable to attend setting due to being advised to shield. 2. Home learning platform to be in place and staff and pupils trained to use in Autumn term. 3. Implement a system to monitor engagement with home learning platform. 	<ol style="list-style-type: none"> 1. Pupils have access to staff planning through school website – Google Classroom meeting 24 Sep 2. Pupils have Google classroom learning in place October 2020 for home-learning requirements. Staff are trained in its use 3. Monitoring via curriculum leader & MC

Vulnerable Groups (employees)	Infection of the coronavirus to vulnerable adults	<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. 	<ol style="list-style-type: none"> 1. Ensure all staff have received and have signed the employee guidance document and that this followed at all times 2. 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. 3. Referral to OHU/disability risk assessment will be carried out where appropriate. 4. Employees/pupils should not attend school if they have symptoms. Employees should inform their headteacher immediately who will arrange for a test via HR. 5. Pregnancy RA updated 	<ol style="list-style-type: none"> 1. DW - Received and audited 2. No current employees requirement 3. 1 member of staff referred Sep 17 2020 4. Community informed of process via website, twitter, INSET Sep 2020 5. 25 week RA Meeting 12 Oct 2020
Living with someone in a vulnerable group	Transmission of the coronavirus	<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. 	-individual risk assessments for these pupils	No families made us aware as yet, Inclusion leader will assess on family attendance basis

Visitors to site	Infection Control	Visits can be made to school by professionals for Education and SEN purposes.	<ol style="list-style-type: none"> 1. Ensure a room is available for visitors which is cleaned in between each visit. 2. Ensure visitors wash their hands on arrival and when leaving 3. No volunteers on site at present unless approved by the CEO 4. No visitor should be allowed to walk around school 5. Any visitor not following protocol must be asked to leave site immediately 6. Meetings should be carried out virtually where possible 	<ol style="list-style-type: none"> 1. Visitor meetings held in Heads office 2. Sanitiser at entrance to school sign-in in place 3. As documented – PADs and EAL/SEN support 4. Pre-authorized visitors only 5. Reactive procedure – DW 6. MS Teams for staff meetings in place and operational
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 contact, such as passing in a corridor, is low risk. • 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 	<ol style="list-style-type: none"> 1. Identify pupil/staff bubbles with typically a class forming a 'bubble'. In EYFS, a bubble may be all pupils within the EYFS setting. 2. Either mark a one-way circulation route throughout school or separate corridors with dividers 3. Ensure signage is in place to support the new systems and ways of working 4. Organise classrooms and other environments to seat all pupils from Year 2 upwards facing forwards and spaced as far as possible 5. Adults should try to socially distance from pupils where possible 	<ol style="list-style-type: none"> 1. A class is defined as a bubble inc EYFS 2. Walk on left circulation, reduced movement on site 3. DW /DM– 1june maintained and updated Sep 2020 4. Each class (Y2-Y6) has forward facing tables, 5. Staff informed via briefing 2nd Sept 2020 6. DW items removed e.g extra chairs as far as is practicable 7. Items removed and stored – especially affects EYFS rooms 8. DW - each pupil has own stationary pack and communications made to prohibit items from home

		<p>people who could be asked to isolate should someone in a group become ill with coronavirus</p> <ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 6. Remove all unnecessary items from all rooms before re-opening 7. Remove soft furnishings / hard to clean items before re-opening 8. Where practically possible provide each pupil and member of teaching staff with personal equipment which is used regularly (e.g. pens, pencil, whiteboard etc) not to be used by others 9. 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 10. Inform staff not to change seating arrangements. Children should use the same desk at all times 11. Document plans to adhere to government guidance for cleaning in non-healthcare settings 12. Review PE curriculum / playtime activities with no contact sports to be played 13. Consider working spaces and groupings for interventions. Interventions to be run within a bubble of pupils where possible. 	<ol style="list-style-type: none"> 9. staff informed of 72hour rule for items sent home 2/9/20, 10. DW - <i>inset meeting info shared 2nd sept 20</i> 11. 12. DW CG – staff informed 02/09/20 rota to stagger playtimes reducing contact in place 13. Identified intervention spaces are assigned to class immediately outside class doors only 14. Behaviour policy consulted with stakeholders and govts July 20 – review with staff Sep 20 15. BMBC PADS have assessed risk of instrument playing and planned accordingly – EO to liaise with Alex Francis 16. Books sent home & paper-based material will be with 72hr delay to reissuing in school 17. MS from 1st June- routine fill/replace 18. DW MS check -routine 19. Cleaning routines 20. Via INSET briefing 2 Sept 2020 21. DW SJ KJ as far as practicable 22. Caretaker, outside signage in place
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			<p>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.</p> <p>14. Review and share behaviour policy with staff, parents and pupils</p> <p>15. 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.</p> <p>16. Consider arrangements for books/home learning resources</p> <p>17. Hand sanitizer in each classroom, hall and entrance</p> <p>18. Daily checklist completed</p> <p>19. Cleaning schedules</p>	<p>23. Caretaker, outside signage in place</p> <p>24. Return to school expectations shared via website/twitter wc 06/7/20 – this RA will also be available via website policy section</p> <p>25. Return to school expectations shared via website/twitter wc 06/7/20 – this RA will also be available via website policy section</p> <p>26. Return to school expectations shared via website/twitter wc 06/7/20 – this RA will also be available via website policy section - additionally shared via first September assembly</p> <p>27. Return to school expectations shared via website/twitter wc 06/7/20 – this RA will also be available via website policy section</p>
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			<p>20. Staff aware of cleaning requirements</p> <p>21. Removal of soft furnishings</p> <p>22. Markers showing walkway directions</p> <p>23. 2 M apart markers</p> <p>24. Communicated to staff</p> <p>25. Communicated to parents</p> <p>26. Communication to pupils</p> <p>27. Risk Assessment completed</p>	
Lack of Awareness	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> • Communication • Supply staff 	<ol style="list-style-type: none"> 1. Staff to be provided with guidance pack, that includes expectations, protocols etc and this should be re-iterated on a regular basis 2. Parents to be to be provided with guidance that includes expectations, protocols etc 3. Posters 4. Induction provided on arrival re guidance pack, protocols within school 	<ol style="list-style-type: none"> 1. Induction on staff return INSET Sept 2nd 2. As communicated 6th July website/twitter 3. DW DM Caretaker – in place 1st June and then maintained 4. DW/LI induction – single central record gov monthly sign-off, children via assembly on wed 3rd Sept

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

Dan Wood

Date	21/09/2020
CEO Signature	
Date of planned review (not to exceed 12 months)	21/10/2020
Date of planned full re-assessment (not to exceed 24 months)	