

**COVID 19 – RISK ASSESSMENT**

**SOCIAL DISTANCING**

<b>HAZARD/RISK</b>	<b>MEASURES IN PLACE</b>
<p style="text-align: center;"><b>CLASSROOM SAFETY</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day.</p>	<ul style="list-style-type: none"> <li>● Children are kept in designated groups as they cannot be expected to socially distance themselves at all times.</li> <li>● Interaction with other groups within the school will be limited.</li> <li>● Hand washing is completed on entrance to the class and between specific activities.</li> <li>● Children are regularly reminded not to touch their faces and not to touch each other.</li> <li>● Children are regularly reminded to wash their hands.</li> <li>● Adaptations to the classroom have been made where possible, to ensure pupils are seated side by side and facing forwards, rather than face to face.</li> <li>● Social distancing marker tape has been used throughout the classroom, as appropriate.</li> <li>● Surfaces have been cleared to enable successful and effective cleaning.</li> <li>● Where possible some classes/activities will be completed outside.</li> <li>● The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school.</li> <li>● Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units.</li> </ul>
<p style="text-align: center;"><b>DROP OFF AT THE START OF THE SCHOOL DAY</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day.</p>	<p><b>Drop off:</b></p> <ul style="list-style-type: none"> <li>● Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>● Parents/carers are not permitted to enter the school site at any time, unless there is an emergency.</li> <li>● Start times have been staggered for each class in order to prevent large numbers of parents/carers congregating outside the school gates.</li> <li>● Start times are designed to enable groups of parents to leave the site before the next group arrive.</li> <li>● Parents/carers are reminded to leave the area once their children have entered the building.</li> <li>● Parents /carers have been advised to ensure that only one parent/carer is in attendance at drop off.</li> <li>● Signage on all school gates and around the building to remind parents of social distancing measures.</li> <li>● Social distancing marker tape in place outside the school gate.</li> <li>● Parents discouraged to talk to have conversations with staff at the school gate, other than a friendly greeting. All messages and queries must be relayed through the school office by telephone or email.</li> </ul> <p><b>Entry to the school:</b></p> <ul style="list-style-type: none"> <li>● Children will be directed from the school gate into the building by senior leaders.</li> <li>● Children will be met at the designated classroom by their teacher.</li> <li>● Parents/Carers are NOT permitted to enter the school building, unless there is an emergency.</li> <li>● Entrance doors are held open, reducing the number of occupants touching the doors.</li> <li>● Hand-wash stations are located at the entrance to the school or classroom. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school.</li> <li>● Good hand washing signage to instruct children how to do this effectively is displayed.</li> <li>● Help is available for children and young people who have trouble cleaning their hands independently</li> <li>● Hand washing demonstrations have been provided to children on how to adequately wash their hands.</li> </ul>

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HAZARD/RISK	MEASURES IN PLACE
<p style="text-align: center;"><b>COLLECTION AT THE END OF THE DAY</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day.</p>	<p><b>Pick up:</b></p> <ul style="list-style-type: none"> <li>● Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>● Finish times have been staggered for each class in order to prevent large numbers of parents/carers congregating outside the school gates.</li> <li>● Finish times are designed to enable one group of parents and children to leave the site before the next group arrive.</li> <li>● Parents are reminded to leave the area once their child/children have been collected.</li> <li>● Parents /carers have been advised to ensure that only one parent/carer is in attendance at collection.</li> <li>● Signage on all school gates and around the building to remind parents of social distancing measures.</li> <li>● Social distancing marker tape in place outside the school gate.</li> <li>● Parents discouraged to talk to have conversations with staff at the school gate, other than a friendly greeting. All messages and queries must be relayed through the school office by telephone or email.</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>● Children will be dismissed from the playground to their parent/carer at the school gate.</li> <li>● Exit doors are held open, reducing the number of occupants touching the doors.</li> <li>● Children are reminded to wash hands as they leave the school building.</li> <li>● Hand-wash stations are located at the exits from the school or classroom.</li> <li>● Help is available for children and young people who have trouble cleaning their hands independently.</li> <li>● Hand washing demonstrations have been provided to children on how to adequately wash their hands.</li> <li>● Good hand washing signage to instruct children how to do this effectively is displayed.</li> </ul>
<p style="text-align: center;"><b>CLASSROOM SAFETY</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day.</p>	<ul style="list-style-type: none"> <li>● Children are kept in designated groups as they cannot be expected to socially distance themselves at all times.</li> <li>● Interaction with other groups within the school will be limited.</li> <li>● Hand washing is completed on entrance to the class and between specific activities.</li> <li>● Shared resources will be cleaned regularly</li> <li>● Pupils will not share frequently used items in the classroom.</li> <li>● Children are regularly reminded not to touch their faces.</li> <li>● Children are regularly reminded not to touch each other.</li> <li>● Children are regularly reminded to wash their hands.</li> <li>● Classroom furniture has been reduced.</li> <li>● Furniture has been rearranged so that children are not sitting too close together.</li> <li>● Social distancing marker tape has been used throughout the classroom, as appropriate.</li> <li>● Surfaces have been cleared to enable successful and effective cleaning.</li> <li>● Where possible some classes/activities will be completed outside.</li> <li>● The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school.</li> <li>● Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units.</li> </ul>

## SOCIAL DISTANCING

HAZARD/RISK	MEASURES IN PLACE
<p style="text-align: center;"><b>SCHOOL ROUTINES</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>● Dining/lunchtime</li> <li>● Playground/break time</li> <li>● Movement around the school</li> <li>● Use of toilets</li> <li>● School uniform</li> </ul>	<p><b>DINING/LUNCHTIME</b></p> <ul style="list-style-type: none"> <li>● Separate lunch times have been designated for groups.</li> <li>● Children will stay in their own group throughout the duration of their lunch and playtime.</li> <li>● Only one student will use a clean lunch space before it is cleaned again.</li> <li>● Tables are wiped clean with appropriate disinfectant before and after each group have their lunch.</li> <li>● Children are advised to clean hands before and after eating lunch.</li> <li>● Dining is organised so that no person sits facing another while eating.</li> <li>● Social distancing marker tape has been used throughout the hall, as appropriate.</li> </ul> <p><b>MOVING AROUND THE SCHOOL</b></p> <ul style="list-style-type: none"> <li>● Movement to different areas within the schools is reduced as much as possible</li> <li>● Suitable external doors are used to move children from one area to another.</li> <li>● Where possible, all spaces are well ventilated using natural ventilation ie. open windows.</li> <li>● Corridors are sterile environments and kept as clear as possible.</li> <li>● We will operate a one-way system on the stairs.</li> <li>● Safe distance signage is displayed around the school.</li> <li>● Social distancing marker tape has been used, as appropriate.</li> <li>● Times are allocated for each year group to reduce the need to pass one another in open spaces.</li> </ul> <p><b>PLAYGROUND</b></p> <ul style="list-style-type: none"> <li>● Separate times or areas (at a safe distance using government guidance) are issued for each separate class group.</li> <li>● Playground is 'zoned' for each group.</li> <li>● Children are only permitted to complete suitable activities within their designated groups.</li> <li>● Playground activities are strictly controlled with structured play.</li> <li>● Social distancing marker tape has been used, as appropriate.</li> <li>● Lunchtime play to be supervised by senior leaders, if required.</li> </ul> <p><b>USE OF TOILETS</b></p> <ul style="list-style-type: none"> <li>● One in one out management of toilets is in place.</li> <li>● Toilet use protocols are managed by teachers.</li> <li>● Use of toilets while outside is managed by staff on duty and is communicated to children.</li> <li>● Additional cleaning routines in place.</li> </ul>
<p style="text-align: center;"><b>SCHOOL STAFF</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school staff.</p>	<ul style="list-style-type: none"> <li>● All staff are required to conform with social distancing measures at all times.</li> <li>● Staff shared areas are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other.</li> <li>● Staff are encouraged to bring a packed lunch and to eat separately from each other, adhering to social distancing measures at all times.</li> <li>● Children will be encouraged to practice social distancing measures from staff, appropriate to their age.</li> <li>● PPE is available in accordance with government guidance.</li> </ul>

## SOCIAL DISTANCING

HAZARD/RISK	MEASURES IN PLACE
<p><b>VISITORS TO SCHOOL</b></p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>● Parents</li> <li>● Contractors</li> <li>● Deliveries</li> </ul>	<ul style="list-style-type: none"> <li>● Parents/carers are not permitted to enter the school site, unless in an emergency.</li> <li>● Parents/carers have been informed to call the school office or email if they have any questions or concerns.</li> <li>● If parents/carers need to drop off items for children, they should be left at the school main entrance for staff to collect. However, this will be actively discouraged.</li> <li>● The SLT will call parents if meetings are required.</li> <li>● School office staff will keep the glass screen in the reception area closed at all times to reduce any risk of infection.</li> <li>● Visitors will only be permitted into the school if they have an appointment.</li> <li>● Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available.</li> <li>● The school contact is required to attend reception in good time to meet their visitor.</li> <li>● Face to face meetings in small room or within 2 metres are not permitted.</li> <li>● Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time</li> <li>● Deliveries will be accepted at designated quiet times only and not during drop off and collection times.</li> </ul>

## PROVISION FOR PUPILS WITH SEND OR EDUCATION & HEALTH CARE PLANS

HAZARD/RISK	MEASURES IN PLACE
<p><b>PROVISION FOR SEND PUPILS</b></p> <p>Adequate provision is not in place to support pupils with special educational needs.</p>	<ul style="list-style-type: none"> <li>● SENDCO to remain in contact with parent/carers of pupils with SEND to review provision.</li> <li>● SENDCO to assess individual pupil needs on a daily basis with the class teacher.</li> <li>● 1:1 support for SEND pupils, as appropriate and within designated groups.</li> <li>● Individual risk assessments in place for pupils with education and health care plans (EHCPs).</li> <li>● SENDCO to brief external partners with new school routines ie. social distancing measures etc.</li> </ul>

## MENTAL HEALTH AND WELL-BEING

HAZARD/RISK	MEASURES IN PLACE
<p><b>MENTAL HEALTH</b></p> <p>Pupils and staff are anxious on their return to school.</p> <p>Pupils and/or staff have had negative experiences during lockdown including bereavement and/or trauma.</p>	<ul style="list-style-type: none"> <li>● There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively.</li> <li>● All staff have access to therapeutic support, if required.</li> <li>● Staff are kept up to date on other related guidance and support in relation to themselves and children such as stress and wellbeing.</li> <li>● All staff to undertake well-being training.</li> <li>● Class teachers to implement daily PSHE sessions.</li> <li>● Class teachers to implement daily 'school values' sessions.</li> <li>● Behaviour management training for all school staff.</li> <li>● Support available for parents – in school and signposting to external agencies.</li> <li>● All staff aware and alert to signs of trauma.</li> <li>● Staff encouraged to continue to manage safeguarding concerns in the usual way.</li> </ul>

## HEALTH AND SAFETY

HAZARD/RISK	MEASURES IN PLACE
<p><b>INFECTION CONTROL</b> Spread/contraction of COVID-19 due to a lack of understanding or implementation of safety measures.</p> <p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic.</p>	<ul style="list-style-type: none"> <li>● The school has informed parents/carers, children, staff and visitors not to enter the school if they are displaying any symptoms of coronavirus or have tested positive in the last 7 days.</li> <li>● If anyone in the school 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 will be sent home and advised to follow the government guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>. This guidance 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. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>● More information about getting tested can be found at <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>● School leaders will work in partnership with the local health protection team and will fully engage with the NHS Test and Trace programme. Further guidance is available at <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing</a></li> <li>● Parents/carers receive guidance on school times for their child and protocols set out for attending the school i.e. should remain at least 1m apart from others, should follow staff members instruction and should not congregate outside the school.</li> <li>● All documents have been uploaded to the school website.</li> <li>● Parents of SEND children or those with care plans have been individually consulted in order that plans are reviewed to include any new safety measures.</li> <li>● Individual risk assessments for SEND children have been prepared, where appropriate.</li> <li>● Staff have been briefed and consulted on school procedures and the plans for re-entry of children.</li> <li>● Briefings will be in place for staff to share information as and when necessary.</li> <li>● Staff have had sufficient training and briefing regarding infection control and school protocols.</li> <li>● Hazard reporting mechanism are in place and easily accessible.</li> <li>● Talks with staff about the planned changes (for example, safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> <li>● There is a clear procedure in place for adults or children who display new symptoms of Covid-19.</li> <li>● If a child, young person or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they will return home. PPE should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>● Any members of staff who have helped someone with symptoms do not need to self-isolate unless they develop symptoms, 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 and Trace.</li> <li>● Parents have been asked to ensure their availability or the availability of an emergency contact, in case their child becomes sick in school.</li> </ul>

## HEALTH AND SAFETY

HAZARD/RISK	MEASURES IN PLACE
<p style="text-align: center;"><b>HYGIENE</b></p> <p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> <li>● All those entering the school are required to wash/sanitise their hands.</li> <li>● Hand sanitisers are placed in prominent positions around the school</li> <li>● Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively.</li> <li>● Children and staff have been shown how to wash hands properly.</li> <li>● Help is available for children and young people who have trouble cleaning their hands independently.</li> <li>● Hand washing is recommended frequently and required at the following times. <ul style="list-style-type: none"> <li>○ Entry and exit from the school</li> <li>○ After using the toilet</li> <li>○ On entry to the dining hall</li> <li>○ Before and after eating</li> <li>○ On entry and exit to the classroom.</li> </ul> </li> <li>● Unnecessary touching of the face is discouraged.</li> <li>● Teachers will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm</li> <li>● Good respiratory hygiene will be promoted using the 'catch it, bin it, kill it' approach.</li> <li>● Toilets and wash stations have single use paper towel for drying hands or hand driers.</li> <li>● All classrooms will have access to additional cleaning materials, tissues, disinfectant spray and wipes.</li> <li>● All children and staff will remove and carefully dispose of face coverings before entering the school.</li> </ul>
<p style="text-align: center;"><b>STAFFING</b></p> <p>Contraction of COVID-19 due to lack of consideration given to vulnerable staff who may be more at risk.</p> <p>Lack of staffing / insufficient staff to pupil ratios and premises staff.</p>	<ul style="list-style-type: none"> <li>● Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation.</li> <li>● Children are suitably supervised at all times, including those pupils with SEND or an EHCP</li> <li>● Premises staff levels are maintained and suitable for the use of the building</li> <li>● Appropriate cleaning and premises staffing levels are in place</li> </ul>
<p style="text-align: center;"><b>PPE</b></p> <p>Contraction of COVID-19 due to lack of PPE.</p> <p>Incorrect use of PPE</p> <p>Government guidance states that 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>	<ul style="list-style-type: none"> <li>● A maintained stock of PPE is available to ensure additional controls.</li> <li>● Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of protective equipment and clarify how this will be managed. (for example, asthma or skin allergies).</li> <li>● Ensure training is provided to all staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of.</li> <li>● Children, young people and 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, young person or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they will return home. PPE should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. If a child is awaiting collection, they will be moved to a room where they can be isolated with appropriate adult supervision.</li> <li>● Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>● Wearing a face covering or facemask in school is <b>not</b> recommended. Ensure that this is made clear to staff.</li> <li>● All pupils and staff who arrive at school wearing face masks must dispose of them properly before entering school premises.</li> </ul>

## SAFEGUARDING

HAZARD/RISK	MEASURES IN PLACE
<p><b>FIRST AID</b> Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>● Dealing with first aid</li> <li>● Lack of trained first aiders</li> <li>● Dealing with a suspected case of covid 19</li> <li>● Inappropriate handling/removal of clinical waste</li> <li>● Intimate care procedures</li> </ul>	<ul style="list-style-type: none"> <li>● There are sufficient first aiders on site in proportion to the number of children, with a particular focus on early years provision.</li> <li>● Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision.</li> <li>● The school has a specific room dedicated for suspected cases of COVID-19.</li> <li>● Occupants (staff or children) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate.</li> <li>● First aiders required to assist this person will wear full PPE including, apron, gloves and mask.</li> <li>● The first aid room will be cleaned frequently and after each use (when first aid care has been provided)</li> <li>● PPE should be used by staff for children who require intimate care.</li> <li>● Staff kept up to date on COVID-19 testing facilities and engage with NHS Track and Trace.</li> </ul> <p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>● Put in a plastic rubbish bag and tied when full.</li> <li>● The plastic bag is placed in a second bin bag and tied.</li> <li>● It is put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>● Waste is stored safely and kept away from children.</li> <li>● Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> <li>● If the individual tests negative, this can be put in with the normal waste.</li> <li>● If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste.</li> <li>● If storage for at least 72 hours is not appropriate, a collection by a specialist clinical waste contractor will be organised.</li> </ul>

## PREMISES

HAZARD/RISK	MEASURES IN PLACE
<p style="text-align: center;"><b>CLEANING</b></p> <p>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>	<ul style="list-style-type: none"> <li>● The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>○ Additional cleaning/sanitising on a twice daily basis throughout the school.</li> <li>○ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys.</li> <li>○ Additional cleaning materials readily available in all areas.</li> </ul> </li> <li>● Classrooms furniture has been reduced, where possible, in order to improve the ability to effectively clean.</li> <li>● Where appropriate, equipment used by the children will be sanitised overnight.</li> <li>● If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned.</li> </ul>
<p style="text-align: center;"><b>STORAGE OF HAZARDOUS SUBSTANCES</b></p> <p>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</p>	<ul style="list-style-type: none"> <li>● Suitable storage and management of flammable hand sanitizer is in place.</li> <li>● All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately.</li> <li>● All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>● COSHH safety training has been completed by all those using chemicals for cleaning.</li> <li>● Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>

## PREMISES

HAZARD/RISK	MEASURES IN PLACE
<b>EMERGENCY EVACUATION</b> Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"><li>● Evacuation plans including the following have been reviewed:<ul style="list-style-type: none"><li>○ Safe assembly of occupants following social distancing requirements.</li><li>○ Safe exit via the nearest final exit.</li><li>○ Training occupants of any changes to evacuation.</li><li>○ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school.</li></ul></li><li>● All other fire system testing and maintenance has continued as normal.</li></ul>

***Please note:***

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.