

Wood End Primary School

Covid-19 Risk Assessment – Autumn Term 2020



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and warm water in place – facilities available in classrooms and toilet areas. • Hand sanitisers meeting a minimum of 70% alcohol content sited in any area where washing facilities not readily available (<i>Note; hand gel is no substitute for thorough and effective handwashing</i>) – hand sanitiser to be used and stored according to manufacturer instructions (i.e away from heat sources). • Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands regularly, e.g. before entering and leaving the school. • Stringent hand washing taking place (in accordance with this <u>guidance</u>). • Pupils are supervised regularly by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Pupils are supervised when using hand sanitiser. • Classes to teach children hand washing techniques. Videos shared with children regularly. • Drying of hands with disposable paper towels in all areas except Early Years, disabled toilet (use hand dryers) 	M				

		<ul style="list-style-type: none">• Children to wash hands or use hand sanitiser before and after eating a snack and before and after eating dinner.• Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.• Tissues for each class and available throughout school, ensuring adequate stock levels for each class from the start of each day and are replenished as needed.• Appropriate receptacles for disposal of tissues.• Pupils discouraged from sharing cutlery, cups or food.• Water fountains are out of use. Children to bring water bottles – drinking water available from class taps for refilling bottles.• Parents informed of hygiene expectations and to advise it is discussed with their children.• Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.• Areas are kept well ventilated using natural ventilation where possible.• Staff are discouraged from sharing cutlery and cups. Staff will be allocated cups and cutlery for their own use. These will be kept in an easily accessible place. These items will need to be washed by individuals to prevent use by others. <p><u>Cleaning</u></p> <ul style="list-style-type: none">• Pupils to sit at same desk each day (where possible, furniture that needs to be shared will be shared by children within a bubble) which is thoroughly cleaned at the end of each day.• Furniture that needs to be shared across bubbles ie. dining tables will be cleaned between sittings.• Cleaners are employed via LA SLA to carry out daily thorough cleaning of classrooms and other areas that					
				<ul style="list-style-type: none">• Checks to be made more regularly by LA cleaning supervisor			

		<p>follows national guidance and is compliant with the COSHH policy and the H&S policy.</p> <ul style="list-style-type: none"> • Additional cleaning sourced via LA SLA to carry out cleaning of key areas (toilets / shared resources eg. Laptops, door handles) over lunch time period. • Cleaners made aware of requirements regarding their duties and to be kept informed of any necessary changes. • Increased focus on cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods. • Resources in EYFS which may have been in children's mouths are isolated and sterilised. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All children's cutlery and cups are thoroughly cleaned before and after use. • Surfaces (including classrooms) to be kept clear to facilitate thorough cleaning. • Toilets to be cleaned regularly. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • School sends out regular clear messages that children, parents/carers or any visitors, such as suppliers are not to visit the school site if they or any member of their household are displaying any symptoms of coronavirus (COVID-19). • Implementation of social distancing of adults – maintain 2m distance where possible – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. Rooms allocated for adults only i.e. staff room and offices will have restricted numbers of adults who can be in that space identified on doors. Social distancing also to be adhered to in staff rest 					
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		<p>areas - management checks to ensure this is adhered to.</p> <ul style="list-style-type: none"> • Children within a bubble will not be expected to distance from each other but will be discouraged from making physical contact. (a bubble will be a class group, but may extend to include other class in the same phase i.e. EYFS, KS1, LKS2, UKS2). • Woodes: <ul style="list-style-type: none"> - number will be restricted to 15 -children from different phases will be asked to distance - provision will be restricted to Wood End children only • Desks are arranged to limit face to face contact. • Staggered start time, end of day, lunch and break times and the movement of pupils around school to reduce large groups of children gathering – outdoor areas to be used where possible to maintain social distancing for physical activity. • Separate entry and exit points allocated for different year groups. • Parents discouraged from attending school office with queries – alternative means of communication encouraged e.g. Phone, email. • Staff reminded by posters around school of the importance of social distancing both in the workplace and outside of it. • Conference calls to be used instead of face to face meetings. • Parents discouraged from gathering at school gates. • Guides on corridor floors to support social distancing. • Markers on external path to school office to support social distancing. • Numbers of pupils using toilets to be restricted to aid social distancing. • Additional external gates opened to reduce congestion and limit face to face contact. • Staff on duty at key entrance gates / areas. 					
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		<ul style="list-style-type: none"> • Specific entry points identified for different groups – where same entry point is used, timing will be staggered. • Removable clear perspex screens will be fitted to lunch tables to enable children to sit face to face. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School avoids any activities which involve the passing of items which are difficult to clean, around a class i.e. food making / tasting, touching activities, playdough etc. • Resources to be shared between bubbles e.g. Laptops, must be wiped clean before reuse or quarantined for 48hours e.g. reading books. • School will cease hand shaking of children and visitors. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. Internal non-fire doors to be kept open (dependent on age of pupils). Caretaker to ensure all doors are closed at the end of the day. • Resources to be allocated to groups and not shared between bubbles e.g. PE apparatus. • List of items which can be brought into school by children is provided to parents to prevent cluttering within building. • Resources sent between home and school will be limited • EYFS climbing equipment (plastic / metal) used by EYFS bubble only and quarantined for a minimum of 48 consecutive hours once per week. • KS1 climbing equipment will not be used at all. • Communication via hardcopy is limited to essential use only, other means of communication are given priority i.e. Email and website 					
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		<ul style="list-style-type: none">• Form for gathering information in case of symptomatic persons to be maintained in office. <p><u>Controlling users of building (visitors / contractors / pupils)</u></p> <ul style="list-style-type: none">• The school will inform all visitors of expectations:• Compulsory handwashing / use of gel before entering school.• Any visitors to the school site must be prearranged and would be expected to adhere to school protocols, such as maintaining social distancing, regular handwashing, restricting activity to designated spaces and wearing a face covering whilst on site.• Visitors will be asked to confirm that they are not presenting with symptoms of COVID 19 by completing form.• School staff made aware of expectations for visitors entering site. <p><u>Emergency procedures</u></p> <ul style="list-style-type: none">• All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.• Pupils’ parents are contacted as soon as practicable in the event of an emergency.• Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted.• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. <p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other</p>							
									<p>PPE required if;</p> <ul style="list-style-type: none">• a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising

		<p>settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <ul style="list-style-type: none"> • Staff to wear appropriate PPE when administering first aid as per amended first aid guidelines. Gloves required for minor first aid care, other PPE to be worn dependent on incident/care requirement. • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. • Staff working in classrooms are offered visors. 		<p>adult if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> • 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 (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). 			
Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	M				
Impact on physical and mental health		<ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information (e.g. H&S schools' newsletter May edition wellbeing special) and an open-door policy for those who need additional support. • All staff will be asked to complete an individual risk assessment form. Line managers will hold a meeting with 	M				

		<p>all staff who require adaptations to be considered. (Completed risk assessments will be stored in personnel files).</p> <ul style="list-style-type: none"> • Vulnerable families identified and regular welfare calls made. • Risk assessments to be carried out for children with specific needs or EHCP. • PSHE curriculum to include units to support children with transition back into school. 					
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Other Considerations

Sharing of information with staff	<ul style="list-style-type: none"> • Weekly staff meeting to introduce / review procedures, staff not in attendance to familiarise themselves with minutes from meeting. • File in 'Staff Area' with key documentations relating to risk assessments and interim guidelines • Email notes / text message used where necessary
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	Name	Position	Signature	Date	Review Date
Risk Assessor	J Rutter	Office Manager	<i>J Rutter</i>	13/07/20	20/07/20
				23/07/20	04/09/20
				04/09/20	11/09/20
				11/09/20	16/10/20
Line Manager	S Sharma	Head Teacher	<i>S Sharma</i>	13/07/20	20/07/20
				23/07/20	04/09/20
				04/09/20	11/09/20
				11/09/20	16/10/20