

Wood End Primary School

Title: Covid-19 Risk Assessment



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. Groups of children to be allocated separate basins for handwashing. • Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Stringent hand washing taking place. (in accordance with this guidance). • Pupils are supervised regularly by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Classes to teach children hand washing techniques. • Drying of hands with disposable paper towels. • Children to wash hands before and after eating a snack and before and after eating dinner. • Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (<i>Note; hand gel is no substitute for thorough and effective handwashing</i>) • 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. 	M				

		<ul style="list-style-type: none">• 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 which are emptied throughout the day.• Pupils discouraged from sharing cutlery, cups or food.• 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. <p><u>Cleaning</u></p> <ul style="list-style-type: none">• Pupils sit at same desk each day which is thoroughly cleaned at the end of each day.• Cleaners are employed via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.• Cleaners made aware of requirements regarding their duties and to be kept informed of any necessary changes.• Signs on doors indicate whether room has been used or not – priority given to cleaning used rooms.• Increase 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.• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.• All cutlery and cups are thoroughly cleaned before and after use.					<ul style="list-style-type: none">• Checks to be made more regularly by LA cleaning supervisor
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		<ul style="list-style-type: none">• Surfaces to be kept clear to facilitate thorough cleaning.• Where there is a staffing change between morning and afternoon, adult resource surface will be wiped with viricidal wipe at lunchtime. <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 education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).• Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. Labels on doors indicate how many adults can safely be in a given space.• Class sizes are based around groups of no more than 10 pupils and 2 staff (dependent on room dimensions).• Parents informed if they wish to send their child to school they must contact us so that we are able to make arrangements for staffing / room allocation.• Cohorts are kept together and where ever possible different groups are not mixed.• The same teacher / staff members are assigned to each group and stay the same during the day.• Desks are spaced as far apart as possible.• Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day.• Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering – outdoor areas to be used as much as possible to maintain social distancing.• Staff reminded by posters around school of the importance of social distancing both in the workplace and outside of it.					
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- KS1/KS2 gate
- drop off: 8.45am – 9am
- collect: 3:00pm – 3:15pm

Year 1

- KS1/KS2 gate
- drop off: 9am – 9.15am
- collect: 2:45 – 3pm

Reducing contact point activities

- School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.
- School will cease hand shaking of children and visitors.
- Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down.
- 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). Staff room door to be temporarily left unlocked to limit use of door handle (children on site are carefully supervised). Caretaker to ensure all doors are closed at the end of the day.
- Resources to be allocated to groups and not shared between groups e.g PE apparatus.
- Resources which cannot be washed e.g books, to be allocated for children and not shared with any other. After use, to be taken out of circulation for 10 days.
- List of items which can be brought into school by children is provided to parents to prevent cluttering within building.
- Resources sent home to support remote learning will not be returned to school.
- EYFS climbing equipment (plastic / metal) used by Reception class only and taken out of use for 72hrs consecutively each week.

- KS1 climbing equipment will not be used at all.

Dealing with a suspected case (staff and / or pupil)

- Staff and parents/carers are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any updates to symptoms to be communicated in a timely manner.
- If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. Persons affected will not be allowed back on site until their period of isolation has ended.
- If unwell pupils and staff are waiting to go home, they are instructed to use different toilets (disabled toilet) to the rest of the school to minimise the spread of any potential infection.
- Areas used by unwell staff and pupils (therapy room) who need to go home are appropriately cleaned once vacated.
- Cleaning of an area after a confirmed case or a suspected case of Covid has left the school building will be undertaken in line with this guidance.
- If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.
- If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Local Authority and Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or

		<p>precautions that should be taken. (Follow LA/PHE procedures).</p> <p><u>Controlling users of building (visitors / contractors / pupils)</u></p> <ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. • Restrictions or suspensions of building usage • Children attending other educational settings will need to remain at home for one week prior to returning to Wood End. • Children transferring from key worker group to class group or vice versa must stay at home for one week between transfer. • Pupils in lower priority Year groups (Y2-Y5) to be invited into school for 3 days before the end of term to support their emotional wellbeing and undertake specific assessment activities. Groups to be kept to 10 pupils or less and all other risk assessment controls to be implemented. Entry points and times will be as follows for these groups <ul style="list-style-type: none"> - KS1/KS2 gate - drop off: 8.45am – 9am - collect: 2:45 – 3:00pm <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. 					<p>PPE required if;</p> <ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of
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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. 	H	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 10.</p>			

				If staff shortage occurs, priority groups will be identified and school continue to be closed to others.			
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. • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. • All staff will be asked to complete an individual risk assessment form. Line managers will hold a meeting with all staff who require adaptations to be considered. (Completed risk assessments will be stored in personnel files). • Vulnerable families identified and weekly welfare calls made. • All families to be contacted at least once for welfare checks. • Risk assessments to be carried out for children with specific needs or EHCP. • Remote learning to be provided for children via website to support educational wellbeing. • Food provisions to be made available for families eligible for free school meals during school closure and holidays as necessary. 	M				
Other Considerations							
Sharing of information with staff			<ul style="list-style-type: none"> • Weekly staff meeting to introduce / review procedures • File in 'Staff Area' with key documentations relating to risk assessments and interim guidelines 				

	<ul style="list-style-type: none">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>	19/05/20	05/06/20
				05/06/20	12/06/20
				12/06/20	19/06/20
				19/06/20	26/06/20
Line Manager	S Sharma	Head Teacher	<i>S Sharma</i>	19/05/20	05/06/20
				05/06/20	12/06/20
				12/06/20	19/06/20
				19/06/20	26/06/20