

Coronavirus (COVID-19): Risk assessment

Western Primary School and Scartho Nursery School Federation

Risk Assessment: Western ~Primary School

Assessment conducted by: Kim Leach	Job title: Executive Headteacher	Covered by this assessment: <u>pupils, staff</u> and <u>other relevant individuals</u> .
Date of initial assessment: 19 th May 2020 Date of last assessment review: 5 th March 2021	Review interval: <u>in line with government updates</u>	Date of next review: 31 st March 2021

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). The school needs to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<u>Lack of Health and Safety Policies or Procedures in place</u>	High	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - Local Authority Health & Safety Team • Staff are made aware of the school's infection control procedures in relation to coronavirus • Parents are made aware of the school's infection control procedures in relation to coronavirus via <u>letter</u> and <u>social media</u> – they are informed that they must contact the school as soon as possible if 	<u>Yes</u>	<u>Headteacher</u>	<u>22/05/2020</u>	<u>Low</u>

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> Children are made aware of the school's infection control procedures in relation to coronavirus and are told that they must tell a member of staff if they begin to feel unwell. The <u>School's Confidentiality Policy</u> is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
<p><u>Cross Contamination of Infection</u></p>	<p><u>High</u></p>	<ul style="list-style-type: none"> Hygiene and cleaning procedures in place Posters are displayed throughout the school reminding pupils to wash their hands. Pupils wash their hands with soap at the start of the school day, <u>before and after break times and lunchtimes and at the end of the school day</u> for no less than 20 seconds, and after using the toilets. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Infection control procedures are adhered to as much as possible in accordance with the DfE and LA's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels, disposable gloves, tissues disinfectant wipes, hand sanitiser with at least 60% alcohol content and waste disposal bins are supplied in all classrooms, toilets and entrances and exits. Cleaners will replace these when necessary at the end of a day. If needed during the day staff can access these from the caretaker's cupboard. Children will be monitored by staff when hand washing to ensure that there is a two metre distance between them. Lunchtime supervisors will monitor handwashing procedures during 	<p><u>Yes</u></p>	<p><u>Headteacher</u> <u>Site Manager</u></p>	<p><u>22/05/20</u></p>	<p><u>Low</u></p>

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>the lunchbreak.</p> <ul style="list-style-type: none"> • Pedal bins with lids are supplied in every classroom for tissues, used wipes and used PPE. • Bar soap is not used, in line with the <u>Infection Control Policy</u> – liquid soap dispensers are installed and used instead in classrooms as well as the toilets • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary, and visual posters are displayed in all relevant areas. • Pupils do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the <u>COSHH Policy</u> and the <u>Health and Safety Policy</u>. • The <u>SLT</u> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols, including the use of a sanitising machine. • More frequent cleaning using disinfectant sprays will be done around school during the day – i.e. on door handles • Surfaces and equipment will be disinfected in classrooms when the children at the end of morning sessions and end of the day so that the classroom is ready for the next session of learning. This will be done by a member of staff in each classroom. • The school will be cleaned thoroughly at the end of every day by the cleaning team. • All areas of the premises be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, 				

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>bannisters, shared learning resources or toys, toilets toilet handles, sinks, taps and other areas touched regularly, with additional cleaning during the day as necessary</p> <ul style="list-style-type: none"> As far as is reasonably possible, areas where surfaces that are touched by multiple people regularly such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas there will be disinfectant sprays and wipes, with posters reminding people to disinfect before and after use. The school will use a sanitiser to sanitise classrooms on a regular basis or when necessary If a bubble is sent home with COVID symptoms, the classroom and areas that the children of the class use will be deep cleaned and sanitised prior to the class restarting. All resources and toys can be shared within each bubble and will be sanitised and disinfected at the end of every day. Staff and children will put the toilet lids down prior to flushing. All doors will be wedged open to aid ventilation and reduce the times that handles are used. The Headteacher will ensure that there is sufficient capacity in the cleaning team to enable the robust nature of the cleaning is carried out. Temporary staff will be employed to support if necessary. 				
<u>Infection from symptomatic person</u>	<u>High</u>	<ul style="list-style-type: none"> Staff 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, by e mail or using the white board 	<u>Yes</u>	<u>Headteacher</u>	<u>22/05/20</u>	<u>Medium to High risk remains</u>

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>on the staff room.</p> <ul style="list-style-type: none"> • Any pupil who displays signs of being unwell and shows COVID symptoms will immediately be taken to a specific room and parents will be contacted. This space will be well away from the rest of the school. • The child will be monitored by a named first aider. PPE will be in place in this room. A TA can monitor from outside the room through the glass partition. Parents will take the child home, and get them tested. Siblings will also be sent home and will have to be out of school for 10 days or until the results have been verified. If negative then they can come back to school – if positive then siblings stay away for a total of 10 days. The classes of siblings will be informed that a child has tested positive in another class but that particular class can still come to school. • The school will ask for proof of a negative test prior to letting the children back into school. • The rest of the child's class will not be sent home, including staff. Government guidance will be followed. • If the child tests positive then the whole of the class bubble will be closed and sent home for 14 days. The classroom will be sanitised and deep cleaned. • If there are two or more positive tests at any one time then the school may have to be closed. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of 				

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>the situation by a relevant member of staff.</p> <ul style="list-style-type: none"> • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <u>Administering Medications Policy</u>. • Spillages of bodily fluids and nasal discharges will be cleaned up immediately in line with infection control guidelines and staff will wear PPE at all times. PPE and any tissues / cloths used will be disposed of in the pedal bins which will be double bagged. • Staff will be trained how to remove PPE safely by pinching the gloves by the wrist and peeling them off. Aprons will be removed by snapping straps and rolling them up so the inside wraps around the outside of the apron. • As far as is reasonably practicable each class will have their own dedicated set of toilets which will be monitored to ensure good hygiene at breaks and lunchtimes by staff. • An adult in early years will go down with the child in order to clean the toilet, and sinks after use. • The disabled toilets can either for the children again this needs to be wiped down after use. • Children will be told to place the toilet seat down before flushing. • Urinals will not be used. • Staff will have a dedicated set of toilets in each area of the school. • When staff use the toilets, they should clean the seat, the flush, the 				

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		soap dispenser and taps after use using disinfectant wipes, which will be made available in the toilets The lid of the toilet must be put down before flushing.				
<u>Spread of infection</u>	<u>High</u>	<ul style="list-style-type: none"> PPE will be available to all staff if needed – masks, visors gloves and aprons but especially first aiders and staff who change nappies in Foundation Stage. A risk assessment will be in place for the changing and cleaning children in the Nursery and for those who have medical conditions. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in pedal bins. They will be constantly reminded by staff to do this. Pupils clean their hands after they have coughed or sneezed. Parents are informed via social media not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Children who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school. <p>NOTE: Although adults will adhere to the 2 metre rule where reasonably practicable, there is no guarantee that children will adhere to the control measures to distance themselves from each other or from adults whilst control measures are in place to ensure social distancing the residual risk for spread of infection in this instance remains HIGH.</p>	<u>Yes</u>	<u>Headteacher</u>	<u>22/05/20</u>	<u>Low</u>
<u>Poor management of infectious diseases</u>	<u>High</u>	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the <u>Headteacher</u>. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn where possible and if needed, but staff do not have 	<u>Yes</u>	<u>Headteacher</u>	<u>22/05/20</u>	<u>Low</u>

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>to wear PPE at all times in school.</p> <ul style="list-style-type: none"> The SLT monitors the cleaning standards of school cleaning and will meet with the cleaning team on a daily basis. 				
<u>Lack of communication</u>	<u>High</u>	<ul style="list-style-type: none"> Staff will report immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. Schools keep pupils, staff and parents adequately updated about any changes to infection control procedures as necessary. 	<u>Yes</u>	<u>Staff and Headteacher</u>	<u>22/05/20</u>	<u>Low</u>
<u>Transmission through general use of the building</u>	<u>High</u>	<ul style="list-style-type: none"> Site Safety checks undertaken Water supply in areas not used regularly will be 'ran through' by the caretaker daily; Gas electric and heating systems will be maintained by suitably qualified technicians. This will be managed by the caretaker on a daily basis. If workers have to attend any issues in the school they will be encouraged to attend after the children have gone home. However if this is not possible, safe social distancing and safeguarding procedures will be adhered to and these workers will be monitored by a member of the caretaking team or a member of SLT. The Headteacher will ensure that the fire management plan and fire risk assessment is up to date and applicable to any changes in movement and access. Testing of alarms will continue in the usual manner. The head teacher will identify how social distancing measures are to be observed at evacuation points and will communicate this to all staff, and pupils. The caretaker will check all exterior doors, locks and other access The Headteacher will identify areas of the school that may be used for school activity and inform the staff accordingly. The Headteacher will arrange for any changes to the premises to be made to account for socially distancing measure. 	<u>Yes</u>	<u>Site Manager and Headteacher</u>	<u>22/05/20</u>	<u>Low</u>

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<u>Unsafe learning environment</u>	<u>High</u>	<ul style="list-style-type: none"> • Keeping a safe learning environment for all will be a priority through policies, procedures and safe systems of work • Children will be grouped in whole class group 'bubbles' • Groups will keep to the same classrooms. • The lay out of the classrooms will ensure that the children will share a table with one other and these will be 1+ metres at lease from each other. Two children may sit at a table. • Tables will be set out facing the front. Staff will keep 2 metres socially distant when possible and will work with children from behind and from the side. They will not work face to face. • Children will have their own basket / tray on their table with their own resources. • Movement around the classrooms will be limited and monitored by staff; • Children will not bring in any items at all, apart from their lunchboxes and coats; on PE days the children will come to school in their PE Kits. • Children can use lockers for their lunchboxes and coats only. • Children will be encouraged to bring lunches in disposable bags. • Classes will have designated areas on the playground and school field which will be coned so there is no cross over from other classes. • Outdoor play will be staggered so there is no cross over. • There will be a one way system in place in the school for the children to follow when entering and entering the school or going to the toilet. • Children will be made aware of these systems by staff. 	<u>Yes</u>	<u>Headteacher</u>	<u>22/05/20</u>	<u>Low</u>

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Children can share learning resources or toys with any other child but not in other bubbles. They will be cleaned at the end of the day. • Toys / resources will be disinfected after one class has used them. They then have to be quarantined for 48 hours (72 hours if plastic) prior to the next class using them by staff. This included PE equipment and items such as reading books. • The outdoor play area can be used, but need to be cleaned at the end of the day. • The start of the school day will be staggered and year groups will arrive at different times • Reception and Nursery children will enter at the Reception gate, where they will be met by staff who will take the children into school; • All other children will be met at the pedestrian gate by staff, who will take the children into school; Nursery and Reception children with older siblings (Year 3 – Year 6) can be brought up the Pedestrian walkway and passed onto Foundation Staff. • When all the children are in school, the gates will be locked; • Children will enter the school through different doors and go to their classrooms; • Any parents who bring the children late to school, should ring the School Office from the gate at the top of the Pedestrian Path and the office staff will release the lock so the child only can come into school, and someone will come down to collect the children. • Breakfast clubs will run for working families only and these have to be booked in advance. The school may ask for proof of employment • No bicycles or scooters will be allowed on site. • If parents wish to contact the school, they must contact via e mails, social media or by telephone. Parents will not be allowed on site apart form the end of the date, unless it is an emergency. • Visitors to the school will be by appointment only; • On entry onto the school, they must sanitise hands, provide contact 	<u>Yes</u>	<u>Headteacher</u>	<u>22/05/20</u>	<u>Low</u>

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>details to the office;</p> <ul style="list-style-type: none"> • A specific workroom will be provided for visitors to work from if needed which will be cleaned thoroughly after usage. • All meetings will be socially distanced; adults should keep 2 metres apart from each other and if visitors are working with children they should work from behind – not face to face within the 2 metres and should not work with a child for more than 15 minutes if they are less than 2 metres apart; • Visitors should sanitise their hands as they leave; • There is a designated toilet for visitors; • At the end of the day, times will be staggered. • Reception parents will collect children from the Reception gate where staff will bring the children to them; • In Key Stage one and two, one parent only will enter through the pedestrian gate and enter the playground through the double green gates , following the markings on the ground to encourage social distancing; • Parents will line up along the far side of the playground where marking on the ground will encourage social distancing; • Staff will stand at the doors and return the children to their parents one by one • Parents and children will leave through the single green gate to allow for a one way system. They will leave the school through the carpark (which will not be used for cars at that point.) A member of staff will monitor this. • All doors will be and windows will be wedged open for ventilation • Fire door management will be in place i.e. a sweep of the building daily to ensure doors are closed at the end of the day • Signage in the school will indicated one way systems, no entry and 				

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>the number of persons permitted in the room.</p> <ul style="list-style-type: none"> • There will be no after school clubs that will be accessed by children from differing bubbles; • Supply teachers and coaches can come into school but will work will be bubble specific. 				
<p><u>Unsafe workplace for staff</u></p>	<p><u>High</u></p>	<ul style="list-style-type: none"> • The staffroom will be a one way thoroughfare and signage will indicate which doors are to be used to enter and leave. • 5 persons only will be allowed in the staffroom only. This will be marked by signage. • Chairs will be socially distanced and marked by tape. Spare chairs will be removed • One person only should be at the sink • All equipment in the staffroom will be wiped before and after use using disinfectant wipes. • The fridge will be emptied at the end of every day except for milk and butter. • The hall will be used as a makeshift lunch room. This will be assessed to determine occupancy numbers. • Chairs for this number will be in place and tape will determine positioning. • Staff will be encouraged to contact with the school office or the SLT's office using the schools' internal telephone system or e mail. • If in emergency they have to come to the offices social distancing will apply. • Rooms such as the Medical Room and Photocopying Room will be single occupancy only and signage will indicate this. • All staff will sanitise hands on entry and when leaving. 	<p><u>Yes</u></p>	<p><u>Headteacher All staff</u></p>	<p><u>22/05/20</u></p>	<p><u>Low</u></p>

Identify Hazard	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<u>Emergencies</u>	<u>High</u>	<ul style="list-style-type: none"> • All 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. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date <u>First Aid Policy</u> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • There will be a dedicated first aider on site at all times. Staff will call the school office, using the internal telephone systems if a child is to be sent to the medical room. 	<u>Yes</u>	<u>Head</u>	<u>22/05/20</u>	<u>Low</u>