

Title: Covid-19 Risk Assessment

CASTLECROFT PRIMARY SCHOOL

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	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you</p>	<p><u>Barriers / screens</u></p> <ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors <p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water (ideally warm water) in place in all departments. 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. Pupils are supervised 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 e.g. on entry, staffroom, all classes Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and 	M	<p>Office screen to be kept closed when talking to parents</p> <p>Hand sanitiser available at entry/exit</p> <p>Staff to teach correct hand-washing techniques to children in their bubble</p> <p>Posters for staffroom and classrooms</p>	OFFICE	ALL ACTION TO BE DONE BY SEPT 1ST	<p>✓</p> <p>✓</p> <p>✓</p>

		<p>wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office 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. (See lunchtime below) • Parents informed of hygiene expectations and to advise that it's 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"> • Where possible, pupils sit at same desk each day which is thoroughly cleaned at the end of each day. • Cleaners are employed by the school / sourced 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. • The amount of toys for the children to play with will be limited to assist cleaning at end of each day/week. • Children to be provided with their own pack of essential school equipment. • Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. • Increase focus 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. 		<p>PD</p> <p>PD</p> <p>BUBBLE STAFF</p> <p>BUBBLE STAFF</p> <p>AD</p> <p>SMT</p>	<p>Purchase and distribute tissues</p> <p>Check stock of yellow bags</p> <p>Empty bins at the end of morning and afternoon sessions</p> <p>Spare tables removed from classrooms to limit cleaning</p> <p>INSET DAY 1st June – staff to remove soft toys and furnishings that are difficult to clean</p> <p>INSET DAY 19th JUNE – staff to prepare rooms for new bubble rota including Reception pupils</p> <p>Arrange meeting with cleaning staff</p> <p>Establish monitoring routine</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
--	--	--	--	--	---	--

	<p>Social Distancing</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 or 1 metre plus where necessary. • Children organised into class bubbles. • Children in one bubble will not be allowed to mix with children in another bubble. • The same teacher/staff members are assigned to each bubble and stay the same during the day and week as far as possible. • Within each bubble the children will be allowed to interact with each other but not with children in other bubbles. • Desks will be front-facing in rows with the exception of Nursery, Reception & Year 1 • Children use same classroom throughout the day with thorough cleaning of rooms at the end of the day. • Staggered start/finish times, lunch/break times and the movement of pupils around school to reduce large groups of children gathering. • Parents discouraged from gathering at school gates by staggered arrival and leaving times and using different entry/exits points around school. • Children to use designated entry/exit points for all class bubbles as per rota. • One bubble to use a cloakroom: Years R, 2, 3 & 5; another bubble keep coats in class: Years 1, 4 & 6. • Reception, Years 1, 3 & 5 arrive at 9.00, leave at 3.15; Years 2, 4 & 6 arrive at 9.15 and leave at 3.30 		<p>AD</p> <p>BUBBLE STAFF</p> <p>PD</p> <p>PD</p> <p>AD</p>	<p>Letters, texts, e-mails with updated information and reminders</p> <p>Rearrange classroom furniture – INSET DAYS 1st & 2nd SEPT</p> <p>Establish list of teaching bubbles with allocated staff, lunchtime arrangements and SMT supply cover details in case of staff absence as well as details of staggered start and finish times</p> <p>Display posters for each bubble classroom base and for key points around school and at exit/entry points</p> <p>Parent letters and texts to be sent out prior to full reopening</p> <p><i>See APPENDIX B - Arrangements for Pupil Return.</i></p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
--	---	--	---	---	--

- Children will not gather on playground at start/end of day but will come straight into school and leave quickly at the end of the day.
- Staff reminded daily of the importance of social distancing both in the workplace and outside of it.
- Review of work schedules for staff who work across the school in multiple classes to reduce interaction with extra bubbles.
- Conference calls to be used instead of face to face meetings where possible.
- Social distancing also to be adhered to in staffroom.
- Staffroom to not be used by more than 6 staff at a time; management checks to ensure this is adhered to.
- Parents reminded about only one parent to collect their child/ren.
- Parents reminded to socially distance when dropping off and collecting their children.
- Parents not allowed into school building beyond office reception area
- PE lessons: children to wear PE kits all day; outdoor lessons mainly; avoiding contact games; cleaning of equipment after use.
- Library: access to books will be via a customised Book Box prepared by Librarian for each class; books will go into 72 hour quarantine on their return.
- Out of Hours Club: audit of needs completed; 3 separate bubbles created in Year 1, Year 3 & Year 5; same member of staff per bubble where possible; additional hours payments to be made where necessary.

	<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School limits any activities which involve the passing of items around a class i.e. food, 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 to be avoided. • 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. 			
	<p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <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. • If anyone becomes unwell with a new continuous cough, high temperature or loss of taste/smell 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. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • 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 Public Health Authority to discuss the case, identify people who have been in contact with them and will 		<p>AD</p> <p>SMT</p> <p>SMT</p> <p>SMT</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
		<p>Distribute current guidance See APPENDIX A - SCENARIOS</p> <p>Identify isolation room: using MALVERN ROOM – staff member to remain outside with PPE available</p> <p>Identify isolation toilet: the toilet directly outside NURSERY</p> <p>Establish effective protocol to alert cleaning staff if these areas are used</p>		

take advice on any actions or precautions that should be taken.

Controlling other users of building (visitors / contractors)

- 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.
- Contractors to provide evidence of their own risk assessments; no entry to building if displaying symptoms; use of designated toilet
- All visitors asked not to enter building if displaying symptoms and to use hand-gel prior to entry
- Copies of this Risk Assessment to be sent to visiting professionals prior to their arrival

Emergency procedures

- 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.



Update emergency contact details on SIMS

OFFICE



Teacher / staff shortage	<p>Personal Protective Equipment (PPE)</p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other 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> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p> <p>Face covering optional in school for staff and pupils; masks and face visor available for staff use. Staff who work between bubbles encouraged to wear PPE for their own protection.</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 (that meets a minimum standard of FFP2), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • 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. • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. 	<p>SMT</p> <p>OFFICE</p>	<p>✓</p> <p>✓</p>
	<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. 	<p>If there are any shortages of teachers, then SMT will be allocated to lead a group.</p> <p>Establish effective absence monitoring and reporting protocol</p>		

		<ul style="list-style-type: none"> Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Will try to use staff team to cover absence but will use agency staff where necessary. 					
Impact on physical and mental health		<ul style="list-style-type: none"> Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. 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 has 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. School to carry out an audit of pupils' mental health needs during September; these needs will be met by a range of strategies including class PSHE, personal counselling, and referral to other professionals. 	M	Staff consultations to identify vulnerable staff members	AD		✓

	Name	Position	Signature	Date	Review Date
Risk Assessor	Paul Dimmock	Senior Manager		11.09.20	09.10.20
Line Manager	Andy Dyall	Head Teacher		11.09.20	09.10.20