



# COVID-19 Risk Assessment

*Live document*


<b>East Dene Primary School</b>	
Completed:	21 <sup>st</sup> August 2020
Reviewed/Updated:	2nd September 2020
	10 <sup>th</sup> September 2020
	17 <sup>th</sup> September 2020

## Covid-19 Risk Assessment Supporting Guidance for Schools

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from September 2020 schools should welcome back all children.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Title: Covid-19 Risk Assessment – September 2020 							
Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Transmission of Coronavirus (Covid-19) leading to potential ill health & fatality	Staff	<b><u>Barriers / screens</u></b> <ul style="list-style-type: none"> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> </ul> <b><u>Promotion of good personal hygiene</u></b> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water (ideally warm water) in place.</li> <li>Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional posters can be located on the staff server: COVID-19 folder).</li> <li>Stringent hand washing taking place. (in accordance with this <a href="#">guidance</a>).</li> </ul>	L	Screens already in place in the main reception area. Ensure Office staff are aware of expectations when greeting visitors to school	LR	July '20	✓
	Pupils		M	Hand dryers to be turned off in all bathrooms	LR/Caretaker	Sept '20	✓
	Cleaners				Air conditioning to expel air or to be turned off in the relevant classroom	LR/Caretaker	Sept '20
	Contractors						✓
	Visitors to your premises						✓
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying						✓

	<p>health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<ul style="list-style-type: none"> <li>Where appropriate, pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>Reminders &amp; visual prompts will be given to children re: hand washing techniques.</li> <li>Drying of hands with disposable paper towels.</li> <li>Children to wash hands before and after eating a snack and before and after eating dinner.</li> <li>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 are not readily available (<b>Note; hand gel is no substitute for thorough and effective handwashing</b>)</li> <li>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.</li> <li>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.</li> <li>Appropriate receptacles for disposal of tissues which are emptied at lunch time and then again at the end of the day.</li> <li>Pupils discouraged from sharing cutlery, cups or food.</li> <li>Parents informed of hygiene expectations and to advise this is discussed with their children.</li> <li>Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.</li> <li>Areas are kept well ventilated using natural ventilation where possible.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Where practicable, pupils will sit at same desk each day which is thoroughly cleaned at the end of each day.</li> <li>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&amp;S policy.</li> <li>Meet with cleaning contractors to review cleaning arrangement and make any necessary changes.</li> <li>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.</li> <li>Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>All cutlery and cups are thoroughly cleaned before and after use.</li> </ul>	<p>M</p>	<p>Move to flip top bins in all areas across school</p> <p>Air conditioning which recycles air to be turned off in classroom Windows to be open as temperature allows All internal doors to be held open</p> <p>LA cleaners updated risk assessment/virtual meeting with LA cleaners prior to September</p> <p>Anti-bacterial wipes to be provided in key areas such as staff toilets, the photocopier and the sign in screen</p> <p>Staff to be reminded regularly to clean all cutlery/crockery that they use as well as the area where they are eating. Visual reminders displayed in staff room.</p>	<p>LR/JW</p> <p>LR/P Staff</p> <p>KK/LR</p> <p>LR/JW</p> <p>LR/JV</p>	<p>July '20</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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		<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the school if they are displaying any symptoms of coronavirus (COVID-19).</li> <li>Implementation of social distancing to maintain bubbles.</li> <li>Class sizes are based on no more than 30 pupils and 1 teacher and 1 TA where possible.</li> <li>Classes are kept together and where ever possible different classes are not mixed.</li> <li>Where practicable and depending on the needs of the curriculum and pupil group, desks to be arranged facing the front in each room, with distancing as much as possible</li> <li>Ensure distance of 2m (or at least one metre) from pupil seating to teacher seating</li> <li>Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering.</li> <li>Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day.</li> <li>Staff reminded regularly of the importance of social distancing both in the workplace and outside of it.</li> <li>Conference calls to be used instead of face to face meetings where possible.</li> <li>Social distancing also to be adhered to at all times in the staffroom – a maximum of 6 members of staff in the staffroom at any one time. Staffroom to be redesigned to ensure this.</li> <li>Management checks to ensure this is adhered to.</li> <li>One way system into and out of school for children.</li> <li>Parents/carers will not be allowed in school, unless by prior arrangement.</li> </ul>	<p>L</p> <p>M</p> <p>M</p>	<p>Updates for staff, students and parents</p> <p>Class organisation/timetable assessed weekly and updated if necessary</p> <p>Pupils to have their own equipment packs – these to be labelled. All equipment packs to be wiped at the end of each day.</p> <p>Wet playtimes to be held in class bubbles. Additional dining space to be used &amp; staggered lunchtimes – all tables to be cleaned between bubbles. Children to clean their hands before they enter the dining rooms. Changes to timetable to ensure limited movement with opportunity to separate breaks. Intervention rooms to be identified for each phase. Timetable for interventions to be recorded.</p> <p>No whole school assemblies – assemblies will either be class based or virtual. All meetings to be virtual if possible Wherever possible any face to face meetings to take place outside of the school day if face to face required</p> <p>Visitors limited during the school day to essential visitors including, safeguarding, SEND, staff training &amp; building maintenance</p>	<p>LR/JV</p> <p>LR/JV</p> <p>CTs</p> <p>LR/JV + CTs TAs</p> <p>CTs</p> <p>All staff</p> <p>LR</p>	<p>On-going</p> <p>Sept '20</p> <p>Sept '20</p> <p>Sept '20</p> <p>Sept '20 &amp; on-going</p> <p>On-going</p> <p>On-going</p>	<p>✓</p> <p>✓</p> <p>✓</p>
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		<ul style="list-style-type: none"> <li>Parents discouraged from gathering at the school gates –posters to be displayed at the entrance to the school grounds &amp; regular communication with parents to remind them of this.</li> </ul> <p><b><u>Reducing contact point activities</u></b></p> <ul style="list-style-type: none"> <li>Where possible school avoids any activities which involve the passing of items around a class i.e. Food making / tasting, artefact sharing, touching activities etc.</li> <li>EYFS/KS1 – range of equipment/resources available to children to be limited. Equipment/resources to be wiped/cleaned at the end of each day. All soft toys to be removed and sand not to be used.</li> <li>Shared materials and surfaces should be cleaned and disinfected more frequently (shared resources in F1 will need to be cleaned in between am and pm sessions)</li> <li>Pupils to have their own stationery equipment – labelled. Individual stationery packs to be wiped down at the end of each day.</li> <li>General classroom equipment not to be shared across bubbles.</li> <li>Children to bring their own water bottles in to school – these are to be labelled and to remain on the child’s desk.</li> <li>School will cease hand shaking of children and visitors.</li> <li>Any display board in school corridors, which promote or encourage touching due to a sensory element should be temporarily taken down.</li> <li>The use of iPads/Computers to be timetabled for ‘bubbles’ – all ICT equipment should be cleaned after every session with an antibacterial wipe/spray.</li> <li>Any work completed by children is to remain in school and not to be taken home.</li> <li>Reading books are allowed to be taken home. On return these will be wiped and quarantined for at least 48 hours.</li> <li>Homework – where possible the school’s digital platforms (website + Class Dojo app) to be used for setting homework. Where this isn’t possible resources to be shared between home and school are to be limited.</li> </ul> <ul style="list-style-type: none"> <li>Each class to have their own cloakroom area to avoid interaction across bubbles.</li> </ul>	M	<p>Staff on duty at key points advising parents about where and when they should drop off and pick up their children.</p> <p>Additional cloak pegs to be purchased for identified classrooms</p>	<p>LR</p> <p>All Staff</p> <p>PH/JW/ Caretaker</p>	<p>Sept’20</p> <p>On-going</p> <p>Sept ‘20</p>	<p>✓</p>
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	<ul style="list-style-type: none"> <li>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.</li> <li>PE – PE to be undertaken in bubbles only. Any equipment being used is to be cleaned at the end of each session before being returned to the PE store room.</li> <li>PE – outdoor sports to be prioritised where possible. Where not possible, distancing between pupils should be maximised.</li> <li>PE – Contact sports to be avoided.</li> <li>Swimming – none to be undertaken during swimming block 1.</li> <li>No visits out for Autumn Term.</li> <li>No residential visits during Autumn Term.</li> </ul>	M	Where possible activities such as active miles, making break times and lessons active should be introduced.	All staff including L & L staff members	On-going	
	<ul style="list-style-type: none"> <li>Student Toilets – EYFS/KS1 children to use the toilets in their Unit/Classrooms. KS2 children will use the shared toilet cubicles. Posters to be displayed reminding children of good hygiene practices.</li> <li>Staff Toilets – Key contact points (toilet flush, taps, door handles) to be wiped clean after each use. Hand driers to be turned off. Paper towels to be used.</li> </ul>	M	Additional advice for PE ( <a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a> )			
	<ul style="list-style-type: none"> <li>Handling of cash is discouraged from parents/carers and where possible online payments to be made.</li> </ul>	H	Toilets to be cleaned at lunchtime, as well as at the end of each day. Alternate sinks in KS2 bathrooms not in use to enable social distancing,	RMBC cleaners	Sept' 20	✓
	<p><b><u>Dealing with a suspected case (staff and / or pupil)</u></b></p> <ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of taste/smell and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>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.</li> <li>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.</li> <li>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</li> </ul>	M	All parents/carers to be given support and advice when needed re: the new online payment system.	All Staff	On-going	
		M	Medical room (music room) assigned as waiting point Toilets next to the Medical Room to be used by pupils/staff with symptoms. RMBC cleaners to deep clean Medical Room/Toilets after each use	JW/SG	On-going	
		M		LR/Caretaker	On-going	

		<ul style="list-style-type: none"> <li>• If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time.</li> <li>• 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 take advice on any actions or precautions that should be taken.</li> </ul> <p><b><u>Vulnerable Groups</u></b></p> <ul style="list-style-type: none"> <li>• Staff and young people who are clinically extremely vulnerable should follow the government guidance.</li> <li>• Practices will be updated in line with any new government guidance issued.</li> <li>• Any member of staff falling into a group deemed as vulnerable will have their individual circumstances discussed and an individual risk assessment drawn up.</li> </ul> <p><b><u>Controlling other users of building (visitors / contractors)</u></b></p> <ul style="list-style-type: none"> <li>• Visitors will be kept to a minimum and by agreed prior appointment and that they will be expected to follow all instructions from school staff whilst on site</li> <li>• When placing orders for delivery the company will be informed of the school protocol for accepting deliveries.</li> <li>• Any member of staff handling deliveries are to wash their hands thoroughly afterwards.</li> <li>• Only essential items to be delivered to school.</li> <li>• The school will liaise with Engie to ensure regular users are contacted to inform them of usage expectations, which are:</li> <li>• Compulsory handwashing / use of gel before entering school</li> <li>• Restrictions or suspensions of building usage</li> <li>• Not to enter the school site if experiencing symptoms of COVID-19</li> <li>• To maintain social distancing rules at all times whilst on site</li> </ul> <p><b><u>Emergency procedures</u></b></p> <ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	<p>M</p> <p>L</p>	<p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Visitors limited during the school day to essential visitors including, safeguarding, SEND, staff training &amp; building maintenance All contractors/visitors to conform to school expectations as set out opposite.</p> <p>Updated Data Collection Sheet to be sent to all parents at the start of the academic year.</p>	<p>Relevant members of staff</p> <p>LR/JW/SG/ Engie</p> <p>JW/SG</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>	
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	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <p><b>Note:</b> 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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>Staff will be allowed to wear a face covering if they choose to.</li> <li>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</li> </ul> <p><b><u>Administering Medication</u></b></p> <ul style="list-style-type: none"> <li>Children who require administration of medicines should continue to receive care in the same way.</li> </ul>	L	<p>PPE required if;</p> <ul style="list-style-type: none"> <li>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, face shield, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection/face shield should also be worn (<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>).</li> <li>in all instances of First Aid involving bodily fluids full PPE should be worn by the member of staff administering the first aid care.</li> <li>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely by double bagging and placing in the external waste.</li> </ul> <p>If a child’s care plan requires updating then a virtual meeting will be arranged</p>	All Staff	On-going	
				Relevant staff members	On-going	



	<ul style="list-style-type: none"> <li>• No additional PPE is needed because of Coronavirus (COVID-19) for anyone who does not have Coronavirus (COVID-19) symptoms.</li> <li>• If appropriate, staggered times for administering the medication.</li> <li>• Wash hands and ensure the area used is cleaned upon completion.</li> <li>• All waste to be disposed of by double bagging and placing in the external waste.</li> </ul> <p><b><u>Fire Drills/Activation of Fire Alarm</u></b></p> <ul style="list-style-type: none"> <li>• When undertaking a fire drill social distancing should be maintained at all times where possible.</li> <li>• A phased return to be adhered to when leaving and re-entering back into the school premises to maintain social distancing</li> <li>• Staff and pupils to wash their hands as they re-enter the school building</li> <li>• Fire drill to be recorded in the fire precautions log book</li> </ul>	L	where possible with the relevant member of staff and appropriate external parties (school nurse, health worker etc.)	All Staff	On-going	
Teacher / staff shortage	<ul style="list-style-type: none"> <li>• School monitors daily any staff absence.</li> <li>• 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.</li> <li>• Daily report to the HT on number of absences and symptoms.</li> <li>• Weekly summary data for each class to HT.</li> <li>• Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> </ul>	M	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.	LR	On-going	
Impact on physical and mental health	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>• Regular communication of mental health information (e.g. wellbeing school newsletter) and an open-door policy for those who need additional support.</li> </ul>			SLT	On-going	

	Name	Position	Signature	Date	Review Date
<b>Risk Assessor</b>	Louise Ridge	Headteacher		21.08.20	*See front cover
<b>Line Manager</b>	Georgetta Holloway	CLPT			

\*Risk assessment will be reviewed on a weekly basis following the start of the 2020/21 academic year.

**Additional considerations:**

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.