

| | |
|---|--|
| Description of Activity / Person / Area / Equipment being assessed | Provision of childcare/education during the Covid-19 pandemic. |
| Section(s) / Team(s) covered | All Saints Benhilton Primary School, Sutton |
| Location(s) covered | School Premises |
| Date of Original Assessment | 18/05/20 |

| | |
|---|-----------------------|
| When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment? | 18/05/20 rev 03/09/20 |
| Are staff covered by this risk assessment aware of the controls noted and understand them? | Yes |

| | |
|-----------------------------|---|
| Has action been taken | YES |
| Confirmed by Line Manager? | YES |
| Lead Assessors name (print) | SLT, JJ (Governor), EM - Covid Working Group (CWG) |
| Lead Assessor's signature | GM |
| Date: | 18/05/20 |

| | |
|------------------------|------------------------|
| Has action been taken | YES |
| Manager's name (print) | Karen Stanley-Bristowe |
| Manager's signature | KSB |
| Date: | 18/05/20 |

This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at healthandsafety@kingston.gov.uk.

Review Dates

| Future Review Date (depends on Action Plan findings) | Review Date - Actual | Were Changes Made? | Name of Lead Reviewer | Date Staff updated about change |
|---|----------------------|--|-----------------------|---------------------------------|
| This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19. | 18/05/20 | Government have requested nursery/reception/year 1 and year 6 to return on 1 June. ASB will reopen on 1 June for Reception and Year 1 only. Followed by year 6 on 8 June. | CWG | w/c 18/05/20 |
| | 08/07/20 | Government have requested whole school return in September. ASB will reopen to all pupils on 4 Sept 2020 | CWG | w/c 13/07/20 |
| | | | | |
| | | | | |

Significant Hazards and Current Controls

Risk Rating : if left with High or Medium after the controls, use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

| No | Issue/hazard and what can go wrong | People at risk | Risk Rating before controls – H/M/L | Control measures/ mitigations to be implemented | Risk Rating after controls - H/M/L |
|----|---|-----------------|-------------------------------------|--|------------------------------------|
| 1 | Individuals vulnerable to serious infection coming into school - may be more vulnerable to complications associated with COVID-19. | Staff Pupils | M/H | <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>All staff and pupils are expected to come into school.</p> <ul style="list-style-type: none"> Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Where appropriate individual risk assessments will be drawn up. <p><i>Government Guidance:</i></p> <p><i>From 1 August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly.</i></p> <p><i>This means:</i></p> <ul style="list-style-type: none"> <i>the government will no longer be advising you to shield</i> <i>the support from the National Shielding Service of free food parcels, medicine deliveries and care will stop</i> | L |

Shared Service

| | | | | | |
|---|---|--|---|--|---|
| | | | | <ul style="list-style-type: none"> • <i>NHS Volunteer Responders will carry on delivering the food you buy, prescriptions and essential items to you if you need it</i> • <i>you will still be eligible for priority supermarket slots (if you have registered by 17 July)</i> <p><i>From 1 August, you'll be advised you could go out to more places and see more people, for example, the advice is:</i></p> <ul style="list-style-type: none"> • <i>you can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can</i> • <i>children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back)</i> • <i>you can go outside to buy food, to places of worship and for exercise – keeping 2 metres away wherever possible</i> | |
| 2 | People with symptoms of COVID-19 creating potential for transmission from person to person | Staff pupils visitors contractors | H | <ul style="list-style-type: none"> • Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19 or any respiratory symptoms – eg high temperature, runny nose, coughing, sore throat, loss or change in sense of smell or taste, etc.. • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection • The arrangements for this is discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school'. <ul style="list-style-type: none"> • Poster: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID19_guidance_education_poster.pdf | L |

Shared Service

| | | | | | |
|---|--|--|-----|---|---|
| 3 | <p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</p> | Staff | M/H | <ul style="list-style-type: none"> • All staff and pupils are expected to come into school. • Plans are discussed with staff on a one-to-one basis to enable people to speak about their own situation. • Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. • School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). • The school buys into the Employee Assistance Programme, staff are reminded of its availability to them. • Staff and school have access to official guidance from DfE and Public Health England. | L |
| 4 | <p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p> <p>Essential visitors</p> <p>Use of equipment including pens, keyboards</p> | Staff pupils visitors contractors | H/M | <ul style="list-style-type: none"> • On arriving at school, all staff, pupils and visitors are required to take their temperature (i.e. before entering the school premises, for all pupils), wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. • On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. • Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. • All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. • Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments • Link: guidance on hand hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf • Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. | L |

Shared Service

| | | | | | |
|---|--|--------------------------------------|-----|---|---|
| | Cleaning | | | <ul style="list-style-type: none"> • Pupils and staff are encouraged to close toilet lids before flushing. • First aiders have access to local handwashing facilities/hand sanitiser. • Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others. • Touch screen sign in equipment in reception - all visitors will be asked to apply hand sanitiser before using the screen .. • Increased cleaning of frequently touched surfaces using standard cleaning products. | |
| 5 | <p>Social distancing -</p> <p>Classrooms</p> | <p>Staff Pupils Visitors</p> | M/H | <ul style="list-style-type: none"> • Visitors to the school have been greatly reduced to only those people who need to undertake essential work. • Where possible and appropriate, outside space is utilised for lessons or activities. • Class sizes return to 30. <p><u>Quote from Government Guidance:</u> <u>How to group children</u></p> <p><i>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</i></p> <p><i>However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools.</i></p> <p><i>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the</i></p> | L |

Shared Service

| | | | | |
|--|--|--|---|--|
| | <p>Classrooms and offices</p> | | <p><i>emphasis on bubbles within their system of controls and increase the size of these groups.</i></p> <p><i>In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</i></p> <p><i>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</i></p> | |
| | <p>Classrooms and offices continued</p> | | <p><i>Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</i></p> | |

Shared Service

| | | | | | |
|--|--|--|--|---|--|
| | | | | <p><i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</i></p> <ul style="list-style-type: none"> ● Cohorts (max 60 pupils) are kept together where possible and: ● Pupils are in the same Year groups at all times each day, and different groups are not mixed during the day, or on subsequent days ● Wherever feasible, the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. However, for operational requirements staff are permitted to work across bubbles, but should maintain social distance from pupils as far as reasonably possible. ● Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. ● Where ground floor classrooms/offices have fire exits leading directly outside, these can be utilised as entry points to reduce congestion in the main entry points, at set times. ● Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. ● Pupils and staff are encouraged not to share pens or other stationery items. ● Where possible, those staff not supervising or teaching pupils work alone in each office/room. Where this is not possible, staff maintain the 1 metre distancing rule. ● Ongoing cleaning during the course of the day of tables and door handles etc as well as thorough cleaning at the end of the day. | |
|--|--|--|--|---|--|

Shared Service

| | | | | | |
|---|--|--|---|---|---|
| 6 | <p>Social Distancing - Contact with coronavirus when getting to and from school</p> <p>Drop off and collection times</p> | | M | <p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. To reduce the numbers of pupils and parents gathering outside the school the start and end times will be staggered – see Appendix A.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>To minimise adult to adult contact Parents/Carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> ● Their allocated drop off and collection times, with different groups being given different times ● Parents will not be permitted within the school grounds for the start or end of school ● That only one parent/carer should attend ● Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment ● Parents should follow the Government’s Social Distancing guidance. ● Markings on the pavement at 2m intervals to ensure parents and children wait to drop and pick up at the appropriate distance ● The school regularly checks the Government Advice: ● Link to Government Advice for Schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#contents ● Link to SEND advice: https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance | L |
|---|--|--|---|---|---|

Shared Service

| | | | | | |
|---|--|------------------|-----|---|-----|
| | | | | <ul style="list-style-type: none"> • Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. • Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. | |
| 7 | Social distancing - lunch and school canteens | Staff, pupils | M/H | <ul style="list-style-type: none"> • Review whether it would be practical to have some groups eating lunch outside in good weather. • Staggered lunch times – see Appendix A to reduce the total numbers of people in the hall at any one time. Max of 60 in Main Hall and 25 in New Build. • Queueing for lunch - social distancing rule of 1 m between people applied. • Entrance into the main hall, controlled with maximum number of people allowed in the space at any one time. • Tables and chairs. To be cleaned between sittings. • Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. | L/M |
| 8 | Social distancing - | Staff | M | <ul style="list-style-type: none"> • Protocol set for the use of kitchen and toilet areas - signage for one person at a time with distancing indicators on the floor. • Staff are encouraged to close toilet lids before flushing. • Staff make their own drinks and handle their own food. | L |

Shared Service

| | | | | | |
|---|---|---------------|---|--|---|
| | <p>staff room and staff toilet facilities</p> <p>Meetings</p> | | | <ul style="list-style-type: none"> Meeting rooms have chairs removed to ensure only a max of 10 Staff permitted to ensure social distance can be enabled. Window(s) opened where possible. <p>Staff meetings max 60. Any additional Staff/ Other attendees maybe required to join by video link, to keep numbers below 60.</p> | |
| 9 | <p>Social distancing - movement around school buildings</p> | Staff, pupils | M | <ul style="list-style-type: none"> Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering – see Appendix A. Some windows along corridors are opened to help with general ventilation where possible. Where physically possible, movement around the building is in single file lines to minimise the contact in corridors. | L |

Shared Service

| | | | | | |
|----|--|---------------|---|---|---|
| | | | | <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov • Resuscitation Council Advice: • https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ <p>Medication</p> <ul style="list-style-type: none"> • Staff dispensing medication to students should minimise contact. Staff providing first aid to confirm in writing that they have read and understood how to use and dispose of the appropriate PPE correctly. • Wash hands before and after dispensing the medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • If required, gloves will be worn by staff when giving medication. | |
| 11 | Someone develops COVID-19 symptoms whilst at school | Staff, pupils | M | <p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated in the school office until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron | L |

Shared Service

| | | | | |
|--|--|--|---|--|
| | | | <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up and clean down all contact surfaces – eg doors, seats, etc.</p> <p>If home testing kits are available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person | |
|--|--|--|---|--|

Shared Service

| | | | | | |
|----|--|-----------------------------------|-----|---|-----|
| | | | | <ul style="list-style-type: none"> • Travelling in a small car with an infected person <p>If there's 1 confirmed cases, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> | |
| 12 | Staff changing nappies | Staff | N/A | <ul style="list-style-type: none"> • Staff wear disposable gloves to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. • Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. • Areas / changing mats / beds in use are cleaned before and after use. • Link: Guidelines on Hand Hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf | N/A |
| 13 | Routine cleaning of communal areas of the school estate | Staff/ Cleaning Contractors | M | <p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> • Disposable gloves are provided for staff/contractors (see next bullet point) • Staff wear their usual washable uniform/clothing • Mops are used for the tasks • No jet washing takes place during the current COVID-19 - not under any circumstances • Staff wash their hands when they have finished their task and dispose of the gloves. • Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. Shoes should also be wiped down each evening too. • As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. | L |
| 14 | Cleaning Lifts | Staff | N/A | | N/A |

Shared Service

| | | | | | |
|----|---|-------|---|---|---|
| 15 | <p>Storage and issuing of masks</p> <p>Putting on the masks</p> | Staff | M | <ul style="list-style-type: none"> Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. The following link provides information on donning masks: Link: Advice on Donning masks: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf The following link provides information on how to safely remove the masks and other PPE: Link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf | L |
| 16 | Ventilation | All | M | <ul style="list-style-type: none"> Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Do not use Fans. Where schools have ventilation systems/air handling units/ air conditioning, refer to the following guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association): Link: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf | L |

Shared Service

| | | | | | |
|----|--|-----|---|---|---|
| 17 | <p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>shared equipment, play equipment and toys</p> | All | M | <ul style="list-style-type: none"> • Touch screen sign in equipment in reception - all visitors will be asked to apply hand sanitiser before using the screen . • Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. • Sharing of computers and tablets/ chromebooks is permitted, but items are cleaned after every use. • Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session. • Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. • Easily cleanable toys should be used. Toys (such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used. • Clean toys regularly. Marigold or similar gloves are suitable for this work. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. • A limited number of books per class will be permitted for use. • <u>Pupils are not permitted to bring toys, pencil cases or stationery from home to school.</u> | L |
| 18 | <p>Fire Evacuation</p> | All | | <ul style="list-style-type: none"> • Review fire evacuation procedures to consider if there are busy areas and whether the current assembly point presents social distancing issues. | |
| 19 | <p>Food and drink</p> | All | M | <ul style="list-style-type: none"> • Staff to make own drinks and not to share, foodstuffs, cutlery and cups etc • Caterers to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc. • Pupils are not allowed to swap food from their lunch boxes/plates. | L |

Shared Service

| | | | | | |
|----|---|-----|---|---|--|
| 20 | Communicating with staff and parents | All | | <ul style="list-style-type: none"> • Arrangements and detailed plans have been discussed with all staff. • Keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important. Emphasising their role in terms of the national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures. | |
| 21 | COVID controls declaration | - | - | <ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: • Link: Covid Secure Poster: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf | |

Action Plan for Improvement

| No. | Hazard and what can go wrong | Action required to reduce risk so far as is reasonably practicable | Residual Risk | By Whom | Target Date | Completion Date | Completed By |
|-------------------------------|------------------------------|---|---------------|---------|-------------|-----------------|--------------|
| 2, 5, 6, 7, 9, | Virus transmission. | Staggered start/ end to the school day with separate entrances for each year group Staggered break/ lunch times. Table with the start/end times, staff assigned to each class - see Appendix A | M | All | 04/09/20 | | |
| 4, 8, 10, 13, 15, | Prevention | <ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and tissues/ soap available <p>Follow the government guidance regarding absence periods for sickness</p> <ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - No trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) | L | All | Ongoing | | |

Shared Service

| | | | | | | | |
|-----|---|---|---|-----|---------|--|--|
| 16, | | - Regularly review <i>Core Control Measures</i> and make changes as necessary | | | | | |
| 17, | | Reducing contact situations: | | | | | |
| 19, | | - Worship to be restricted to 30, plus adults and broadcast into the other classrooms. | | | | | |
| 20, | | - Carpet time | | | | | |
| 21 | | - No water based play | | | | | |
| | | - Water fountain prohibited | | | | | |
| | | - School events/ Trips | | | | | |
| | | - Staff room max 10 people to congregate at any time | | | | | |
| | | Consider: | | | | | |
| | | - Any screening measures e.g. use of a non-contact thermometer - at start of school day or when an individual may display symptoms . | | | | | |
| | | - Increase time of exclusion from school for those with symptoms in line with government guidance | | | | | |
| | | - Sending home any children with <u>any</u> symptoms | | | | | |
| | | Additional Cleaning including deeper cleans (already in place) | | | | | |
| | | - Deep cleans (following the advice from public health England who will send in an advisor to inspect and make recommendations). | | | | | |
| | | - Closure of lettings and building use (Brownies) | | | | | |
| | | Reduction or exclusion of visitors | | | | | |
| 11 | Suspected case in school (staff or pupil) | <ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. - Deep clean core areas - Inform staff (especially vulnerable) - Core reminders of hygiene Contact parents – general information about sickness etc. | M | All | Ongoing | | |

Shared Service

| | | | | | | | |
|----|--------------------------|--|---|-----|---------|--|--|
| 11 | Confirmed case in school | <ul style="list-style-type: none"> - Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. - Deep clean of the classroom and school - Inform staff - Core reminders of hygiene (all staff and children) <ul style="list-style-type: none"> ● <i>Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</i> ● <i>The individual will be sent home and asked to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.</i> ● <i>All pupils and adults attending school will have access to a test if they display symptoms of coronavirus, and are encouraged to get a test in this scenario.</i> ● <i>Where the pupil or adult test is negative, they can return to the school and their fellow household members can end their self-isolation.</i> ● <i>Where the pupil or adult test is positive, the rest of their class or group within the school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class group do not need to self-isolate unless the pupil or adult they live with in that group subsequently develops symptoms</i> ● <i>As part of the national testing trace programme, if other cases are detected within the cohort or in the wider setting, public health England local health protection teams will conduct a rapid investigation will advise schools and other settings and the most appropriate action to take.</i> | M | All | Ongoing | | |
|----|--------------------------|--|---|-----|---------|--|--|

Shared Service

| | | | | | | | |
|----|---|---|---|-----|---------|--|--|
| 11 | Suspected case in a family | <ul style="list-style-type: none"> Children in the family to remain at home for a fixed period of time (as advised by DFE/NHS) Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. <i>Increase monitoring of pupils</i> | M | All | Ongoing | | |
| 11 | Confirmed case in a family | <ul style="list-style-type: none"> Children in the family to remain at home for a fixed period of time (as advised by DFE/NHS) Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice. <i>Deep clean of the classroom and school</i> | M | All | Ongoing | | |
| 3 | Teacher shortage | <ul style="list-style-type: none"> Supply / Splitting classes / SLT Cover <i>Where too many – partial closure for certain classes or part time / AM / PM classes</i> | L | CWG | Ongoing | | |
| 3 | Support staff shortage | <ul style="list-style-type: none"> <i>Supply / Prioritise most needy children / classes with remaining staff</i> | L | CWG | Ongoing | | |
| 2 | Protection for most vulnerable children | <ul style="list-style-type: none"> Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat <i>Discuss with parents the initial steps and agree key actions re. isolation/seclusion</i> | L | CWG | Ongoing | | |

Shared Service

| | | | | | | | |
|---|---------------------------------------|--|---|-----|---------|--|--|
| 2 | Staff with health issues (e.g. Heart) | <ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition • <i>Conduct an individual risk assessment and make any reasonable adjustments.</i> | L | CWG | Ongoing | | |
| 2 | Staff with symptoms | <ul style="list-style-type: none"> • <i>Stay at home; follow NHS 111 advice; discuss with HT</i> • <i>Issued with a Home Testing Kit or asked to book a Test asap.</i> • <i>Contact relevant agencies e.g. LA / Public Health England/ Coronavirus helpline 0800 0468687 and follow their advice.</i> | L | CWG | Ongoing | | |
| 2 | Pregnant staff | <ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice; • <i>Conduct an individual risk assessment and make any reasonable adjustments.</i> | L | CWG | Ongoing | | |
| 2 | Kitchen shut down | <ul style="list-style-type: none"> • <i>Parents to provide packed lunches (PPG children offered foodbank vouchers)</i> | L | CWG | Ongoing | | |
| 2 | Site team shortage | <ul style="list-style-type: none"> • <i>Discuss with cleaning contractor cover arrangements in good time</i> | L | CWG | Ongoing | | |
| 2 | Leadership shortage | <ul style="list-style-type: none"> • <i>Access via phone and video link</i> | L | CWG | Ongoing | | |

Shared Service

| | | | | | | | |
|----|-----------------------|--|---|-----|---------|--|--|
| 2 | Admin shortage | <ul style="list-style-type: none"> - Cover with TAs / SLT • <i>Inform parents not to phone unless emergency</i> | L | CWG | Ongoing | | |
| 11 | Other school users | <ul style="list-style-type: none"> • <i>Inform of control measures, including the possibility that a suspension or usage may occur.</i> | L | CWG | Ongoing | | |
| 11 | Long period shut down | <ul style="list-style-type: none"> - Continue learning activities through Google classroom and other digital learning platforms • <i>Possible use of technology to deliver assemblies / stories etc.</i> | L | CWG | Ongoing | | |
| 18 | Fire Evacuation | <ul style="list-style-type: none"> - Risk of fire is greater than virus, therefore normal evacuation will be adhered to and social distancing, as part of a 'bubble', applied at Muster points. | L | CWG | Ongoing | | |

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the "Significant hazards and current controls" page to reflect the improvements made.