

**September 2020**

**Risk Assessment to Manage the Infection and transmission of Covid 19 & To Keep Pupils and Staff Safe**

Covid 19 is transmitted from symptomatic and asymptomatic \*\* people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects or surfaces.

*\*\* those who carry the virus and might or not might be symptomatic*

Hazard Identification	RAG 1	Eliminating Actions	Action	Responsible & Action plans	RAG 2	Review
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<p>Transmission of Covid 19 through respiratory droplets – coughs, sneezes, spitting. (Social Distancing)</p> <p>“Catch it, bin it, kill it”</p>	<p>Substantial</p> <p>6</p>	<p>Adults and children/young people follow government guidance <i>Use a tissue to sneeze, cough into and dispose immediately</i> <i>Cough into inside of elbow if tissue unavailable</i> <i>Wash hands immediately afterwards</i> <i>If known spitter – use PPE</i> <i>Regular hand-washing for at least 20 seconds or hand sanitiser</i> Observe social distancing – adults to remain two metres apart</p>	<p>1.Signage and instructions on how to safely cough, sneeze, dispose of tissues, safely.</p> <p>2.Pedal bins for tissue etc. disposal</p> <p>3.Wash hands for at least 20 seconds. Agreed regular times throughout the day to handwash.</p> <p>4.Adult and pupil sanitisation on entry to school and regularly across the day.</p> <p>5.Signage and floor markings to indicate 1-1.5 metre rule</p> <p>6.One-way systems in place across the school</p> <p>7. Safe use of the staff room and common areas, i.e specific number of people at any one time – needs to be part of the rota system</p>	<p>1.Premises Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>2. Premises</p> <p>3. Premises Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>4.Premises</p> <p>5. Premises</p> <p>6. Premises</p> <p>7. Premises</p>	<p>Moderate</p> <p>3</p>	<p>Weekly</p>
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<p>Insufficient tissues, soap, sanitiser, paper towels PPE to ensure reduced transmission of Covid 19 through Contact with contaminated objects or surfaces.</p> <p>Ensure enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p><b>Substantial</b></p> <p><b>4</b></p>	<p>Ensure steady and consistent supply of tissues, PPE, soap, sanitiser, pedal bins</p> <p>Cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of</p> <p>rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal</p> <ul style="list-style-type: none"> <li>• Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas</li> <li>• Plan for the daily removal and safe disposal of rubbish</li> <li>• Schedule frequent cleaning of resources (e.g. books, toys) shared within groups</li> <li>• Schedule the isolation or cleaning of resources (e.g. books, toys) shared between groups</li> <li>• Purchase additional standard cleaning</li> </ul>	<p>Cleaning schedule in place – premises teams responsible for common areas/toilets.</p> <p>Admin and premises teams responsible for ensuring all cleaning products are in place.</p> <p>Teachers, teaching assistant ensure equipment and surfaces are cleaned regularly</p> <p>Covered by current risk assessment</p>	<p>1-3 Business Manager and Premises Officer</p>	<p><b>Moderate</b></p> <p><b>3</b></p>	<p>Weekly</p>
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<p>Transmission of Covid 19 through close contact with people.</p> <p>Working alongside children and young people who cannot social distance. (Social Distancing)</p>	<p><b>Substantial</b></p> <p><b>6</b></p>	<p>Minimise adult and pupil movement across the school.</p> <p>Reduce pupil numbers in the school.</p> <p>Change school day to avoid staff breaks 9am-2.30pm</p> <p>Assess pupils ability to understand social distancing and decide strategies to minimise social distancing and teach pupils how to use social distancing</p> <p>Ensure all adults understand the 2 metre social distancing rule and support pupils to begin to learn how to use the 2 metre distancing rule.</p> <p>Use PPE where appropriate for general work across the school.</p> <p>Specific PPE for intimate care – toilet changes.</p>	<p>1.Reduce movement across the school through the concept of ‘social bubbles’ No gatherings – lunch in classrooms, no assembly Strict rota system in place for breaks</p> <p>2.Use signage and floor markings to indicate the 1-1.5 metre rule</p> <p>3.Strategies to teach children/young people to social distance</p> <p>4.Class room environment to reflect 2 metre rule.</p> <p>5.Halve class sizes</p> <p>6.Sufficient supply of PPE where appropriate</p> <p>7. Reduce contact points and adult social gatherings in the school</p>	<p>1. Social Bubble planning, rotas, staffing SLT &amp; middle leaders.</p> <p>Premises</p> <p>2. Premises</p> <p>3. Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>4. Premises Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>5. EHT</p> <p>6. All adults</p>	<p><b>Moderate</b></p> <p><b>3</b></p>	<p>Weekly</p>
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<p>Transmission of Covid 19 through direct contact with suspected infected persons</p> <p>Ensure anyone in the school who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), must be sent home. Put in place a procedure for anyone becoming unwell.</p> <p>Parents/carers understand pupils cannot attend school and follow government guidelines if pupils show symptoms at home</p>	<p><b>Substantial</b></p> <p><b>6</b></p>	<p>Designated room for pupils.</p> <p><b>Pupils moved to designated room and parents/carers informed to collect pupils immediately</b></p> <p>Adults sent home immediately Both adults and pupils remain away from school until the results of the test. If negative inform the school the test is negative. If the test is positive follow current government advice on self-isolation and inform the school.</p> <p>If positive the school will collapse the social bubble, informing all parents/carers and staff. Will follow government advice on self-isolation. advised to self-isolate for 14 days and arrange to have a test to see if they have COVID-19.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. –</p> <p>Test arranged for adults</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to</p>	<p>1.Pupils taken immediately to designated room with two adults. Adults to wear PPE.</p> <p>2. Head of School to immediately phone home for pupil to be collected, or call 999</p> <p>3. Adults to be sent home immediately – at least 1 additional member of staff needed to arrange immediate cover.</p> <p>4. Family, adults to apply for a test.</p> <p>5. Social Bubble to be collapsed – Head of School to inform parents/carers</p>	<p>1.Primary and secondary teaching &amp; learning risk assessments All adults.</p> <p>2.Primary and secondary teaching &amp; learning risk assessments All adults, Head of School</p> <p>3. Head of School</p> <p>4. Business Manager</p>	<p><b>Moderate</b></p> <p><b>3</b></p>	<p>Weekly</p>
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Transmission of Covid 19 through Contact with contaminated objects or surfaces	<b>Substantial</b>  <b>6</b>	<p>Clean hands more thoroughly than usual. Ensure all adults follow government guidance on washing hands for at least 20 seconds and regularly sanitising equipment.</p> <p>Removing soft furniture/ equipment that cannot be sanitised</p> <p>A system is in place for home to school communication which does not require books going from home to school.</p>	<p>1. Remind Adults and children/young people to follow guidance above to wash hands regularly using signage in each classroom and across the school showing how to wash hands and the time needed, having a handwashing routine in place, teacher planning to show when, who, how pupils will be supported to wash their hands or use sanitiser.</p> <p>2. Premises team to remove all equipment and surfaces that cannot be cleaned regularly across the day. Teachers to remove books</p> <p>3. Teachers to ensure all pupils have an individual resource pack so pencils, etc. are not shared.</p> <p>4. Teachers and teaching assistants to sanitise equipment and resources in the classroom regularly across the day</p> <p>4. Home school phone calls instead of home to school books</p>	<p>1. Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>Premises team risk assessment</p> <p>2. Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>3. Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>4. Primary and secondary teaching &amp; learning risk assessments All adults, SLT</p>	<b>Moderate</b>  <b>3</b>	Weekly
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Staff anxiety about returning to work and the transmission of Covid 19 through close contact with people and transmission of Covid 19 through respiratory droplets – coughs, sneezes, spitting.	<b>Moderate</b> <b>4</b>	<p>Support all staff to travel to school as safely as possible.</p> <p>Offer all staff the opportunity to wear face masks if they would like to do so</p> <p>Clearly explain risks and how those risks have been mitigated.</p> <p>Induction to how we all work using the social bubble concept for Phase 1 of welcoming our pupils back to school.</p> <p>Phased return so all staff gradually acclimatise to travelling and working in school.</p> <p>Recognising vulnerable staff group and risk assessing in line with guidance.</p>	<p>1. Start and finish times to be outside the normal rush hour times. Parking exception through council permits Additional space for bikes.</p> <p>2. Consistent supply of PPE, particularly face masks for all staff to use if they feel it appropriate to do so.</p> <p>3. Full risk assessments in place across the school given to all staff.</p> <p>4. Staff induction day</p> <p>5. Work rota in place to ensure gradual return to work.</p>	<p>1. Start finish time -EHT Parking exception – Business Manager/ Admin team</p> <p>Premises risk assessment and on-going planning for PPE</p> <p>EHT – SLT – Middle leaders</p> <p>EHT – SLT – Middle leaders EHT – SLT – Middle leaders</p>	<b>Moderate</b> <b>Medium</b>	Weekly
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<p>Parental anxiety of pupils returning to school and Transmission of Covid 19 through close contact with people and Transmission of Covid 19 through respiratory droplets – coughs, sneezes, spitting.</p>	<p><b>Substantial</b> <b>6</b></p>	<p>Parents/carers understand how we will keep pupils and adults safe and adhere to the school's policies and procedures and adhere to them.</p> <p>Explain risk assessments and how we are keeping children as safe – explaining social distance</p> <p>Initial and on-going communications with parents/carers explaining how and when pupils will be welcomed back to school.</p> <p>Timings of school day explained.</p> <p>Drop-off and pick up points identified and explained</p> <p>Expectation that a pupil with covid symptoms would not attend school</p> <p>Process for collecting pupils who show covid symptoms</p>	<p>1. Parents/carers informed of cohorts being invited back to school, as well supporting vulnerable pupils and families who need to be in school.</p> <p>2. Explaining to parents/carers how we will be supporting pupils in school and at home throughout phase 1.</p> <p>3. Inform parents/carers that for phase 1 &amp; 2 the school day will be reduced and that to minimise all contact across the school the drop-off and pick up points will be the same for all.</p> <p>4. Parents/carers must immediately collect pupils from school when showing covid symptoms.</p>	<p>1. EHT/SLT/Admin</p> <p>2. EHT/SLT/Admin</p> <p>3. EHT/SLT/Admin</p> <p>EHT/SLT/Admin</p>	<p><b>Moderate</b> <b>3</b></p>	<p>Weekly</p>
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