**COVID-19 RISK ASSESSMENT**

The table below should be used as a guide to help control risks associated with COVID-19, it does not replace specific risk assessments that should be undertaken. Any risk assessment should be regularly reviewed in line with government advice and changes to working practices.

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| **School: St Edward’s CE Primary School** | **Date of Assessment: 3.7.20** |
| **Assessed by (name): Rachel Lacey (Headteacher)**  **Approved by (name):** | **Date of Review:** **Ongoing** |

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| **Risk Type** | **Issue/Hazard** | * **Measures to Minimise Risk** | **Actions and comments** |
| Classroom | **Pupils, staff, visitors** | * Each class to be kept separate from other classes to reduce risk of transmission. Staggered arrival, break, lunch and end of day will support this. * Pupils to work at desks facing the front when working independently. Year 2 upwards DfE guidance states it is not feasible for pupils/staff to remain 2 metres apart so common sense to be used. * Surfaces to be clear so that enhanced cleaning can take place * Staff working across groups to be especially vigilant over social distancing. If you have another adult, allow them to have close contact. | SMT to coordinate room assessment and identify space use requirements. |
| Break and lunchtime arrangements | **Pupils, staff, visitors** | * Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering. Children to eat in the dinner hall remaining in small classes with limited contact with other classes. * Staff lunch times to be staggered in line with group time lunch and allocated rooms to be used to support social distancing. | SMT to issue directives to staff |
| Toilets and washing facilities | **Pupils, staff, visitors** | * Only one class at a time to access toilet facilities and pupils to be accompanied. * As staff toilets are singular, only one staff member at a time can access. * Toilets to be cleaned more frequently across the day. | SMT to issue directives to staff |

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| First Aid and caring for a child with symptoms of Covid-19 awaiting collection | **Pupils, staff, visitors** | * If a child/staff member needs first aid, no PPE needs to be worn other than gloves as long as no symptoms of COVID 19 are present. * Where students present symptoms of Covid-19, they should be moved to the room identified where they can be kept in until parents or carers come to collect them. The room has;   + A door you can close   + A window you can open for ventilation   + A separate bathroom they can use – STAFF TOILET TO BE CONED OFF IF THIS IS NEEDED)   + PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained * All staff and pupils in close contact with the suspected case (within 2m) to self-isolate until Covid-19 tests have taken place | Appropriate PPE  Heads to issue directives to staff |
| Managing suspected cases of Covid-19 | **Pupils, staff, visitors** | * When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending the setting will have access to a test if they display symptoms of coronavirus, and will need to get tested in this scenario. * Where the child or staff member tests negative, they can return to their setting with the rest of their group and the fellow household members can end their self-isolation. * Where the child or staff member tests positive, the rest of their class within the setting should be sent home and told to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that class subsequently develops symptoms * Cleaning protocol – To be managed by Premises Team * Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. * Wear disposable gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. * Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. * If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. * Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. |  |

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| Introducing virus into the school environment from outside | Pupil drop off and collection | * Pupils may only be brought to school by one parent/carer and must be dropped at their allocated entrance where a member of staff will welcome them. Each parent will be allocated an entrance to school and have an allocated time to drop their child off/collect each afternoon to enable social distancing * Parents will not be allowed to congregate at the school gates or playground to ensure social distancing and will be asked to move on from drop off/collection immediately. Any concerns can be phoned through to the office. | Parents will need to support us with this in keeping to time.  Parent letter outlines expectations |
| Visitors to reception areas | * Request that individuals communicate with them initially via telephone or email. * Maintain a distance of 2m where possible. * Ensure good ventilation of office type environments * Clear signage and instructions on entry * Limit number of to visitors to school | Visitors not permitted unless essential  Visitor checklist in use |
| Visitors for meetings | * Consider how to use technology for meetings e.g. video / teleconference facilities. * Where you need to meet maintain a distance of 2m where possible | Remote meetings in use |
| Deliveries | * Any deliveries to be dropped outside the door, where possible | Purchasing essential items only |
| Volunteers | * Hold any meetings via video / teleconference facilities, where possible. | Governor meetings held remotely |
| Staff | * Wash hands regularly for at least 20 seconds. Catch coughs/sneezes in a tissue and wash your hands again. * Maintain a 2-metre distance from colleagues/members of the public * Keep up to date with government guidance at <https://www.gov.uk/coronavirus> |  |
| Cleaning | * Increase cleaning regimes of regularly contacted areas e.g. door handles, light switches,toilets etc. * Ensure thorough cleaning of buildings before they reopen. * Ensure compliance with infection control guidance around cleaning regimes. | Cleaning increased and appropriate protocols in place |
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| Spreading the virus within buildings | Virus passed to others on hands | * On entering the workplace wash hands with soap and water for at least 20 seconds * Wash hands on a regular basis * Where possible, avoid sharing stationery and other equipment, * Build in regular healthy practice of hand washing with children in school * If you hot desk, wipe the area before and after use with a detergent wipe * Shared resources in schools should be limited and where necessary – toys in EYFS/Y1 or technology devices, cleaned thoroughly after use. * Any reading books exchanged are stored for 72 hours before being put back on shelves * Buildings should be limited to designated areas for usage when not fully accessed, so that all those working in them keep a 2m distance when at all possible, supporting the thorough cleaning regime required. * DfE guidance states that face masks do not need to be worn in school. Some staff may feel more comfortable wearing one and this will be individual choice. | Guidance issued to staff and protocols in place |
| Virus passed to others with a sneeze or cough | * Catch any coughs or sneezes in a tissue, bin it and wash your hands (or in your elbow if you have no tissue and then wash hands, etc.) * Try not to touch your face and eyes | Guidance issued to staff and protocols in place |
| Staff | * Regularly clean your work area including keyboards and mouse. * Wash hands regularly for at least 20 seconds. Catch coughs / sneezes in a tissue and wash your hands again. * Maintain a 2-metre distance from colleagues/members of the public * Keep up to date with government guidance at <https://www.gov.uk/coronavirus> | Guidance issued to staff and protocols in place |
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| Spreading the virus from the school into the community | Spread of germs | * Wash hands before leaving the school * Follow Government advice | Guidance issued to staff and parents and protocols in place |
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| Illness/ symptoms identified | Staff member/pupil or household member becoming ill | * In the event of a pupil, staff member or member of their household becoming ill the headteacher must be contacted and informed * A 7-day isolation period for individuals who have been symptomatic. * Any other member of the household must self-isolate for 14-days (see table and flowchart) * Keep up date with the latest government guideline: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> * In line with HR procedures, all staffing absences including self-isolating staff should be shared with the school. * Where possible and appropriate keep in touch with staff members who are in self-isolation and include them in communications * See the isolation grid | Guidance issued to staff and protocols in place |
| Premises Staff | * Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. * Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be disposed of securely. * Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. * If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. * Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. | Heads requested to notify parents of pupils in each group and staff of all suspected cases so the protocols in the column to the left can take place (staff and children) |
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| Staff member/pupil re-entering the work place/school after period of self-isolation | Staff member/ pupils | * A 7-day isolation period for individuals who have been symptomatic. * Any other member of the household must self-isolate for 14-days (see table and flowchart) * Keep up date with the latest government guideline: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> | Guidance issued to staff and protocols in place |
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| Vulnerable groups at risk | Children with safeguarding and welfare needs, including children with a child in need plan or child protection plan children with special guardianship orders) and child arrangement orders  Looked after children (LAC)  Young carers (young people who are caring for a parent who may be disabled or a sibling) | * For those children who are being supported by children’s social care and have to isolate, support and continue to liaise with families, including undertaking necessary visits whilst taking appropriate infection control measures. * All planned and required meetings take place with the existing timescales. * Child Protection Conferences continue to run with participation from partners, the child and the family. * All planned visits are expected to be followed, though adaptations will be made because of these exceptional circumstances. The purpose of these visits remains to ensure the child is safe and social workers need to assure themselves of this. * Social workers will continue to work with vulnerable children in this difficult period and should support these children to access provision. | Guidance issued to staff and protocols in place |
| Low morale | Reduced well-being of staff | * Inform all staff of current situation on a regular basis * Regular checking in with staff and open lines of communication * Staff to immediately inform headteacher if unwell, any symptoms are shown * Where staff have agreed to take on additional duties and responsibilities, support them in their new roles. * Maintain regular contact with staff who might be working from home or self-isolating | Guidance issued to staff and protocols in place |