

<b>Task / Activity:</b>	<b>Schools - Covid-19</b>	<b>Ref:</b>	
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*This risk assessment should be produced in conjunction with the current government guidance as highlighted below:*

[www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

Directorate:	<b>Schools</b>	Date of Assessment:	<b>July 2020 for action September 2020 Revised 28 08 20</b>
Business Unit:	Birkwood Primary School	Manager Responsible for Basic Activity:	Mrs Julie Allen MBE
Service / Function:	<b>Primary Schools</b>	Lead Risk Assessor for Basic Activity:	Mrs Gill Lawson
Location:		Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc)	Above, SLT and H & S Governor

Likelihood of occurrence		
Probable	Possible	Remote
High (H)	H	Medium (M)
H	M	Low (L)
M	L	L

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
School Premises	Initial Risk Level = Medium		Risk Rating following Actions = Low	
1. Schools Premises	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> <li>Undertake a workplace/pre-term inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place</li> <li>Fire Risk Assessment to be reviewed and the Fire log-book is up to date</li> <li>Legionella checks up to date</li> <li>Electrical, gas and ventilation systems check up to date</li> <li>Increased thorough cleaning regime; cleaners on site for most of the school day</li> <li>Ensure good ventilations in all classrooms</li> </ul>	<p>Existing workplace inspection checks have been ongoing throughout lockdown – fire, legionella, electrical etc.</p> <p>Risk Assessment reviewed regularly; revised assessment in light of new guidance.</p> <p>Fire drill to be carried out in second week of new term (<b>10am 09/09/20</b>)</p> <p>Cleaning carried out in line with Covid-19 guidance issued (.gov.uk). Guidance updates shared with all relevant staff and Norse.</p>	<p>Peter Jones</p> <p>Gill Lawson</p>
Infection Control	Initial Risk Level = High		Risk Rating following Actions = Low	

<p><b>2. Infection Control</b></p>	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> <li>• Ensure that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home.</li> <li>• If anyone in the school 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), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for <b>at least 10 days</b> and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</li> <li>• Minimise contact with individuals who are</li> <li>• First Aid procedure/policy updated (addendum) guidance issued to all staff</li> <li>• Additional signage placed around school, procedures communicated to ensure handwashing throughout the day</li> <li>• Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• Sanitising stations established in all learning areas with sanitiser that contains not less than 60% alcohol</li> </ul>	<p>Young children, with complex needs, will be supervised to minimise the risk of ingestion when using sanitising stations. Wipes will be available as an alternative.</p>	<p>Julie Allen</p> <p>Gill Lawson</p>
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		<ul style="list-style-type: none"> <li>• Hands to be washed/sanitised on arrival at school, after breaks, when changing rooms and before/after eating</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Lidded bins placed in all learning areas and procedures established to monitor and empty regularly</li> <li>• Procedures for safe disposal communicated: PPE needs to be double bagged and left in a safe place for 72 hours, when disposable can take place in normal waste. Used PPE equipment to be placed in designated bags</li> <li>• Children advised to cough/sneeze into elbow</li> <li>• Cleaning frequently touched surfaces throughout the day using standard products (such as detergents and bleach)</li> <li>• Cleaning materials placed in all learning areas for regular cleaning of frequently touched surfaces eg desks and door handles</li> <li>• Enhanced cleaning procedures followed at the end of the day. Classroom based staff to ensure cleaning throughout the day of high contact points eg handles, desks</li> <li>• Minimised contact and mixing by altered classroom layouts and timetables for staggered entry to school and break times</li> <li>• Lunchtime arrangements staggered. Staff to collect trolley to deliver to classroom. Black sacks provided to each classroom to collect food cartons/ waste</li> <li>• All school water bottles disposed of; children to bring own water bottles. Disposable cups to be provided for water fountains</li> <li>• Recommendation to daily wash clothes worn in school</li> <li>• Any visitors to school must report to reception as usual and their movement around school and interaction with others to be minimised. By appointment/arrangement only</li> </ul>	<p>Staff to be informed of revised cleaning regime on INSET day 2.09.20</p> <p>Cleaning record for any shared areas to be maintained by relevant staff</p>	
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3. PPE (including face masks/ coverings)	Initial Risk Level = Medium		Risk Rating following Actions = Low	
	Spread of infection (coronavirus)	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>Children whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way</li> <li>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then it is suggested that disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li><b>It is <u>very important</u> to follow the COVID-19 Outbreak Control Plan for Schools</b> which is kept in the Covid-19 Key Documents File in JA's Office</li> <li>Parents/Carers to be encouraged to wear masks whilst on the school site</li> <li>Children must wash their hands immediately on arrival, dispose of temporary face coverings in a</li> </ul>	<p>Reminder to staff on use of PPE to be given in September</p> <p>PPE is available and staff instructed regarding appropriate use PPE Guidance provided to all staff (14/05). Face masks may be worn if desired</p> <p>Covid First Aid procedure advises staff to wear PPE when supporting a symptomatic pupil/colleague: Face mask, Gloves, Safety glasses/visor, apron may be required to be worn</p> <p>If a child becomes ill with symptoms, the 1<sup>st</sup> base would be Mr Froggatt's room, 2<sup>nd</sup> Base, Mrs Allen's room. Where the windows can be opened and access to Reception is with ease. Temperature taken, recorded and parent/carer informed Protective wear must be worn and the parent/carer informed of symptoms, testing strongly advised and reported back to school. Only adults living in the same household should be contacted to collect the child</p> <p>Child to be reassured, kept at a safe 2m distance</p> <p>Toilet access to be Visitor's toilet area, cleaning team informed</p> <p>Staff to be reminded of procedures on INSET DAY 2.09.20</p>	<p>Julie Allen</p> <p>Donna White</p> <p>Ben Froggatt</p> <p>Gill Lawson</p>

		covered bin or place reusable face coverings in a plastic bag they can take home, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice	Teachers to inform children of procedures. Disposable masks to be disposed of in lidded bins in classroom	
<b>4. Staff</b>	<b>Initial Risk Level = Medium</b>		<b>Risk Rating following Actions = Low</b>	
	Infection /transmission of the coronavirus to adults	<p>All staff will return to work from 2<sup>nd</sup> September unless they / or a member of their household is symptomatic or they have been told to self-isolate under track and trace.</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable staff to ensure social distancing and strict hygiene rules are followed.</li> </ul> <p>Minimise mixing of staff around school including:</p> <ul style="list-style-type: none"> <li>PPA time for all teaching staff will be on Friday afternoons with support staff from that class to cover. Teachers will remain in school for their PPA time</li> <li>Support staff will be in the same class all day</li> <li>Staff lunch and break times to be staggered</li> <li>A range of spaces provided to eat lunch – middle meeting room (Upper KS2), Cook it Room (Lower KS2), Staff Room (KS1)</li> <li>Staff meetings to take place in the Hall. Other meetings to take place in rooms appropriate for number of participants to social distance.</li> </ul>	<p>Regular reviews of staffing will be carried out in case of absence, changes to guidance, advice from LA and Public Health etc.</p> <p>Review roles of Clinically extremely vulnerable staff (individual Risk Assessment to be undertaken for AS)</p>	<p>Julie Allen</p> <p>Gill Lawson</p>
<b>5. Pupils</b>	<b>Initial Risk Level = High</b>		<b>Risk Rating following Actions = Low</b>	
	Infection /transmission of the coronavirus to children	<p>Reduce contact between people as much as possible e.g. only mix in a consistent group bubble including:</p> <ul style="list-style-type: none"> <li>Children will be treated as individual "Class Bubbles"</li> </ul>	Children will be asked to limit the amount of equipment brought to school. Each child to be provided with their own resources, none to be shared.	<p>Julie Allen</p> <p>Gill Lawson</p>

		<ul style="list-style-type: none"> <li>• Children will remain as far as possible within their classroom bubble throughout the day.</li> <li>• Where mixing of groups is required to enable the most effective teaching, the groups will be consistent (e.g. Y1 phonics groups)</li> </ul> <p>Ensure social distancing is adhered to as much as possible by:</p> <ul style="list-style-type: none"> <li>• Adults aiming to stay 2 metres away from children, minimise face to face contact and minimise time spent within 1 metre of children</li> <li>• Constant reminders re social distancing, where possible keep children in groups 2 metres away from each other, ideally side to side, rather than face to face</li> <li>• For younger children, the emphasis will be on separating groups and for older children, social distancing</li> <li>• Frequent hand cleaning and good respiratory hygiene practices at regular times throughout the day eg before and after all playtimes, lunchtimes</li> <li>• If rates rise in local areas, children (or family members) from that area, and that area only</li> <li>• Some children no longer required to shield, but who remain under the care of a specialist health professional, may need to discuss their care before returning to school. More advice is available from the Royal College of Paediatrics and Child Health at <a href="#"><u>COVID-19 - 'shielding' guidance for children and young people</u></a></li> </ul>		
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<b>6. Pupils with education, health and care plans or on SEN support</b>	<b>Initial Risk Level = High</b>		<b>Risk Rating following Actions = Low</b>	
	Spread of infection (coronavirus)	<ul style="list-style-type: none"> <li>Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine</li> <li>Teachers and BF to plan meeting children's needs in consultation with parents/carers</li> </ul>	<p>Health care plans up to date</p> <p>BF/GL spoken to parents/carers of children with medical conditions to ascertain extra measures required</p>	<p>Julie Allen</p> <p>Gill Lawson</p> <p>Ben Froggatt</p>
<b>7. Lunchtimes</b>	<b>Initial Risk Level = Medium</b>		<b>Risk Rating following Actions = Low</b>	
	Infection/transmission of the coronavirus	<p>Minimise contact between groups by:</p> <ul style="list-style-type: none"> <li>All classes to eat in the Hall, 5 sittings in extended Bubbles to ensure nutritious daily meal</li> <li>Lunchtime staggered times</li> <li>F2 to use FU outdoor area for lunchtime play</li> <li>One dinner lady allocated consistently to each class</li> <li>1:1 support for SEND children also to be consistent person</li> <li>Zones allocated for outdoor play</li> <li>Zones supervised by consistent staff</li> </ul>		<p>Julie Allen</p> <p>Gill Lawson</p>
<b>8. Classrooms</b>	<b>Initial Risk Level = High</b>		<b>Risk Rating following Actions = Low</b>	
	Infection/transmission of the coronavirus	<p>Maximise social distancing opportunities by:</p> <ul style="list-style-type: none"> <li>Arrange classrooms with forward facing desks and sit side to side</li> <li>Remove unnecessary furniture to increase space</li> <li>Reduce sharing of equipment/resources by having personalised equipment for staff and children</li> <li>Sports equipment and iPads provided for each bubble - regular cleaning to be undertaken,</li> </ul>		<p>Julie Allen</p> <p>Gill Lawson</p> <p>Class teachers</p>

		<p>frequently left out of reach for 48 hours (72 hours for plastics)</p> <ul style="list-style-type: none"> <li>• Supply of hand sanitizers, tissues, anti-bacterial spray, disposable cloths and wipes available in each classroom</li> <li>• Signage within each classroom to encourage infection control</li> <li>• Storage of personal belongings within the classroom on own chair (not in cloakroom area)</li> </ul>	Supply of hand sanitizers, tissues, anti-bacterial spray and wipes to be put on a regular order	Donna White
<b>9. Curriculum/Extra curriculum</b>	<b>Initial Risk Level = Medium</b>	Due to difficulties with social distancing, risk rating varies	<b>Risk Rating following Actions =Low</b>	
	Infection /transmission of the coronavirus	<p>Avoid contact between groups whenever possible by:</p> <ul style="list-style-type: none"> <li>• Avoiding large gatherings such as assemblies, collective worship</li> <li>• No after school clubs (review October half term)</li> <li>• Breakfast club to take place in the Hall with entry through COOK IT room</li> <li>• ICT suite and Hall timetabled for full mornings or afternoons therefore reducing amount of cleaning required and allowing time for cleaning in between use</li> <li>• COOK IT room allocated weekly to bubbles</li> <li>• Reading bus to be used only for borrowing books at time allocated to bubbles and not for class activities</li> <li>• Staff to deliver their own PE and dance</li> <li>• Temporarily suspend educational visits /inter school competitions (review October half term)</li> <li>• Y6 residential postponed until after KS2 SATs</li> <li>• When peripatetic teachers deliver music lessons ensure social distancing, play outside whenever possible, limit groups to 15, position back to back, don't share instruments and ensure good ventilation</li> <li>• Avoid contact sports in PE</li> </ul>		Julie Allen SLT

	Emotional issues related to Covid -19	<ul style="list-style-type: none"> <li>• Each bubble will be allocated their own outdoor equipment</li> <li>• Outdoor learning encouraged through gardening and allocated outdoor PE times</li> <li>• RD and LT to be available for extra support with well-being</li> <li>• LT to support with Thrive activities</li> </ul>		
<b>10. Parents/Carers</b>	<b>Initial Risk Level = High</b>		<b>Risk Rating following Actions = Low</b>	
	Infection of the coronavirus	<ul style="list-style-type: none"> <li>• Deterring of gathering at the gates by parents/carers</li> <li>• Only 1 parent to accompany the child to school</li> <li>• Parents/Carers only to come into school if strictly necessary, by appointment only</li> </ul>	Parents/carers advised in letter of revised arrangements for September one way system for entry and exit	Julie Allen SLT

#### Manager's Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.

#### Related Documents:

First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Confidentiality Policy, Records Management Policy, GDPR Policy, Security Policy, Behaviour Policy, Staff Code of Conduct, Health & Safety Policy, Infection Control Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy

Manager's Signature	<b>Mrs Julie Allen MBE</b>
Date	<b>10<sup>th</sup> July 2020</b>
Date of planned review (not to exceed 12 months)	<b>Reviewed 28<sup>th</sup> September 2020</b> <b>2<sup>nd</sup> October 2020</b>
Date of planned full re-assessment (not to exceed 24 months)	