

<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 / 22 09 20 / 03 11 20/ 12 11 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>Undertaken 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; revised from Sept 20 in line with contracted hours. Staff responsible for maintaining cleaning standards throughout the day. All surfaces to be cleaned at lunchtime. Deep clean at end of the day</li> <li>Ensure good ventilations in all classrooms and office environments.</li> <li>No visitors in school including parents/ carers into Reception dropping off instruments etc.</li> <li>Peripatetic music teachers will continue to work in school but must abide to strict guidelines</li> <li>Essential visitors in school only</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 carried out in second week of new term (<b>10.30am 01/10/20</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>Updated 2/09 to show Name, Company, Contact Number for track and trace purposes</p>	Peter Jones  Gill Lawson

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 symptoms suspected, test to be undertaken and self-isolate until results received</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>• 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> </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>Follow advice given by Senior Public Health Adviser, Meigan Oxley and if necessary Public Health England</p> <p>Staff/Parents/Carers advised of main symptoms and advice via Newsletter and phone enquiries</p> <p>Staff informed of revised cleaning regime on INSET day 2.09.20</p> <p>Cleaning materials maintained by GL</p> <p>Cleaning record for any shared areas to be maintained by relevant staff</p>	<p>Julie Allen</p> <p>Gill Lawson</p>

		<ul style="list-style-type: none"> <li>• Sanitising stations established in all learning areas with sanitiser that contains not less than 70% alcohol</li> <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 lunchtime and 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>• Staggered entry to school with a range of entry points</li>   <li>• Lunchtime arrangements staggered, see timetable</li> <li>• All school water bottles disposed of; children to bring own water bottles. Disposable cups to be provided for water fountains</li> </ul>	<p>Entry by FS2 Daffodils reviewed through Reception and collect in Meeting Room to relieve numbers in Reception environment at the beginning and end of the day</p> <p>5 sittings trialled on Day 1 (2/09), however, not effective. Reviewed from 3/09, 4 sittings x 1/2hour in year group bubbles eg Y1, Y1/2, Y2</p> <p>From 28/09/20, external agencies to wear masks in school with the exception of Music specialists when teaching</p>	
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<b>3. PPE (including face masks/coverings)</b>	<b>Initial Risk Level =</b> Medium		<b>Risk Rating following Actions = Low</b>	
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> </ul> <ul style="list-style-type: none"> <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> </ul>	<p>Reminder to staff on use of PPE 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 where child/adult is symptomatic 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>Julie Allen</p> <p>Donna White</p> <p>Ben Froggatt</p> <p>Gill Lawson</p>	

		<ul style="list-style-type: none"> <li>Parents/Carers to wear masks in all areas of the school site (both inside and out), unless exempt</li> <li>All staff to wear masks when in contact with any parent/carer/visitor inside and outside school building</li> <li>All staff to wear face coverings whenever they are outside their own classrooms. Face coverings are optional when on playground duty.</li> <li>Children must wash their hands immediately on arrival, dispose of temporary face coverings in a 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 <a href="#"><u>safe working in education, childcare and children's social care</u></a> provides more advice</li> </ul>	<p>Toilet access to be Visitor's toilet area, cleaning team informed</p> <p>Staff reminded of procedures on INSET DAY 2.09.20</p> <p>Teachers to inform children of procedures. Disposable masks to be disposed of in lidded bins in classroom</p>	
<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 returned to work from 2<sup>nd</sup> September</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 was originally on Friday afternoons with support staff from each class to cover. Changes made following 2<sup>nd</sup> lockdown to reduce staffing in school during PPA time. Rota now in place throughout the week and teachers can work at home during their PPA time</li> <li>Support staff will be in the same class all day</li> <li>Staff lunch and break times staggered</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 undertaken for AS and AB who is pregnant)</p> <p>Staff reminded of precautions at briefing 03.11.20</p> <p>PPA time taken at home from week commencing 2.11.20 to ensure social distancing. New rota shared</p>	<p>Julie Allen</p> <p>Gill Lawson</p>

		<ul style="list-style-type: none"> <li>• A range of spaces provided to eat lunch – middle meeting room (Upper KS2), Cook it Room (Lower KS2), Staff Room (KS1). Ensure social distancing is adhered to in these areas</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> <li>• Staff who are clinically extremely vulnerable have received a letter from the NHS</li> </ul>		
<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>Pupils reminded of social distancing and hygiene rules below at beginning of Autumn 2</p> <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> <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> </ul>	<p>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> <p>Essential equipment only, no mobile phones</p>	<p>Julie Allen</p> <p>Gill Lawson</p>

		<ul style="list-style-type: none"> <li>• Frequent hand cleaning and good respiratory hygiene practices at regular times throughout the day eg before and after all playtimes, lunchtimes</li> <li>• Pupils allowed to wear extra clothing to allow windows to remain open during cold weather</li> </ul>		
<b>6. Staff and children who have previously been required to shield</b>	<b>Initial Risk Level = High</b>		<b>Risk Rating following Actions = Low</b>	
	Increased susceptibility of infection	<ul style="list-style-type: none"> <li>• Staff/pupils will still be unable to attend school in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).</li> <li>• Everyone in England, including those who are clinically extremely vulnerable, is required to follow the new <a href="#">national restrictions from 5 November</a>, which have been set out by the government and apply to the whole population. These restrictions: <ul style="list-style-type: none"> <li>• require people to stay at home, except for specific purposes</li> <li>• prevent people gathering with those they do not live with, except for specific purposes</li> <li>• close certain businesses and venues</li> </ul> </li> </ul> <p>New shielding measures will apply nationally for 4 weeks up to 2 December. At the end of the period, the government will look to return to a regional approach and will issue further guidance at the time.</p> <p>People who are defined as clinically extremely vulnerable are at very high risk of severe illness from</p>		



		<p>COVID-19. There are 2 ways you may be identified as clinically extremely vulnerable:</p> <ol style="list-style-type: none"> <li>1. You have one or more of the conditions listed on the below link, or</li> <li>2. Your hospital clinician or GP has added you to the <a href="#">Shielded patients list</a> because, based on their clinical judgement, they deem you to be at higher risk of serious illness if you catch the virus. <ul style="list-style-type: none"> <li>• Read the <a href="#">current advice on shielding</a></li> <li>• If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.</li> </ul> </li> </ol> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></p>	<p>AS risk re-assessed and is to work from home for 4 weeks until 2 December</p> <p>2 SMSAs have also received shielding letters</p> <p>AB to work at home from Christmas holidays</p> <p>GL and BF to check with parents/carers if unsure whether a child in school needs to shield</p> <p>Parents/carers to be reminded to inform school if there are any changes in their child's medical needs related to COVID- 19</p>	
<b>7. 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>

8. Lunchtimes	Initial Risk Level = Medium		Risk Rating following Actions = Low	
	Infection/transmission of the coronavirus	Minimise contact between groups by: <ul style="list-style-type: none"> <li>• All classes eat dinner in the Hall, 4 sittings in extended year group Bubbles to ensure nutritious daily meal</li> <li>• Lunchtime staggered times</li> <li>• F2 to use main playground 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; Dan from Active Learn to support</li> <li>• 3 marked Zones supervised by consistent staff</li> <li>• PE equipment provided for each class</li> </ul>		Julie Allen  Gill Lawson
9. Classrooms	Initial Risk Level = High		Risk Rating following Actions = Low	
	Infection/transmission of the coronavirus	Maximise social distancing opportunities by: <ul style="list-style-type: none"> <li>• Arrange classrooms with forward facing desks and sit side to side, where appropriate for older year groups</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, frequently left out of reach for 48 hours (72 hours for plastics)</li> <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> </ul>	Supply of hand sanitizers, tissues, anti-bacterial spray and wipes to be put on a regular order	Julie Allen  Gill Lawson  Class teachers          Donna White

		<ul style="list-style-type: none"> <li>Storage of personal belongings within the classroom on own chair (not in cloakroom area), age dependent</li> </ul>		
<b>10. 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>	
	<p>Infection /transmission of the coronavirus</p> <p>Emotional issues related to Covid -19</p>	<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, with the exception of Year 5 Robins and Year 5/6 Tigers</li> <li>Temporarily suspend educational visits /inter school competitions</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> <li>Each bubble will be allocated their own outdoor equipment</li> <li>Outdoor learning encouraged through gardening and allocated outdoor PE times</li> </ul>	<p>Virtual Assemblies led by JA held on Mondays and Fridays</p> <p>In class and family groups</p> <p>Follow DfE guidance</p>	Julie Allen SLT

		<ul style="list-style-type: none"> <li>RD and LT to be available for extra support with well-being</li> <li>LT to support with Thrive activities</li> </ul>		
<b>11. 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>Discourage 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 and to wear a mask, unless exempt</li> <li>All staff to wear masks when in contact with any parent/carer/visitor to school (both inside and outside)</li> </ul>	Parents/carers advised in letter of revised arrangements for September	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>3<sup>rd</sup> November 2020</b>
Date of planned review (not to exceed 12 months)	<b>Reviewed: 28 08 20 / 22 09 20 / 03 11 20/ 12 11 20</b>
Date of planned full re-assessment (not to exceed 24 months)	