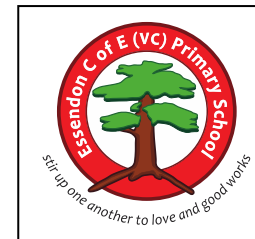


FORM OV 4 Essendon C of E (VC) Primary School RISK ASSESSMENT FORM

Essendon C of E (VC) Primary School



School activities during COVID 19 outbreak.

Updated 27th August 2020 – Essendon SLT

What are the hazards	Who might be harmed and how?	Key Actions to be put in place. What are you already doing?	What further action is necessary?	Who?
Individual risk factors	Staff, Students / pupils/wider contacts Spread of COVID 19	<p>All staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school. The school environment is no longer considered a 'high risk environment'.</p> <p>Existing individual Health care plans in place for pupils/students and to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. This will be posted on the website.</p> <p>Risk assessments for high-risk children to be put in place.</p>	<p>Staff to discuss health concerns during whole staff meeting.</p> <p>Parent questionnaire and guidance to be sent out.</p> <p>Contact EHCP parents.</p> <p>After meetings with HT – risk assessments to be created per individual.</p>	<p>HT, SLT, All staff</p> <p>HT, SLT</p> <p>HT</p> <p>HT, SLT</p>

<p>Suspected case whilst working on site</p>	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>If a person displays symptoms of coronavirus: high temperature (37.8 or more) or a new continuous cough, they should: -</p> <p>Ensure SLT / Head are notified. Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation – Room by printer) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected.</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>All staff aware of protocol for sick pupils.</p> <p>Symptomatic staff should be excluded for 10 days from when symptoms started</p> <p>In the event of a case within the school, all parents and families will be contacted so they are aware.</p> <p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Testing</p> <p>Staff with symptoms should book a test</p>	<p>Policy for if a child is ill in school</p> <p>Share policy and assessments with staff</p> <p>PPE equipment ordered with thermometers for classes and office.</p> <p>Guidance to be clearly communicated with staff – posters in the staffroom.</p>	<p>HT, SLT, All staff</p>
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<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p>	<p>Staff, Students / pupils/wider contacts</p>	<p>All staff and students/pupils to maintain social distancing as far as is reasonable.</p> <p>We consider that it is necessary for teachers and teaching assistants to circulate around the classroom and be within 1 meter of the children. This will only be the case for children within the ‘class bubble’.</p> <p>To the greatest extent possible, pupils will be sat at front facing desks so there is no direct face to face time.</p> <p>Pupils will stay within their class bubbles as much as is possible.</p> <p>From September, pupils should be wearing school uniforms.</p> <p>From September, pupils will be allowed to bring in their school bags and take reading books home. This includes pencil cases.</p> <p>There will be a reduction in contact situations e.g. No assemblies, events / school fairs, school trips etc.</p> <p>Assemblies will be carried out over the interactive whiteboard.</p>	<p>Staff meeting, HT conversations, parent, questionnaires (already referenced)</p> <p>Staffing timetable.</p> <p>Whole school timetable to be created</p>	<p>HT, SLT, all staff</p>
	<p>Spread of COVID 19</p>	<p>Extra-curricular clubs will be phased back into school, following COVID safe procedures.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school’s / social distancing cannot be maintained.</p> <p>Hiring and lettings of the school suspended.</p> <p>Use of the outside areas to be timetabled to reduce foot traffic around school .</p> <p>Lunch to be split to ensure bubbles are kept separate as much as possible.</p> <p>Welfare facilities are provided and contain suitable levels of soap and paper towels.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p>	<p>SLT meetings – conversations with staff and kitchen.</p> <p>SLT to timetable.</p> <p>School checklists created for cleaning and stock.</p> <p>Communicated to staff and any visitors. Posters on walls. (see appendix)</p>	<p>SLT, kitchen staff</p> <p>HT</p> <p>TW</p>

		<p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p> <p>“Catch it-Bin it-Kill it” will be taught and on display for all children to follow. All staff and children to be encouraged to cough into elbow.</p>	<p>Cleaning tick-sheets around school (already referenced)</p> <p>Communicated to staff and any visitors. Posters on walls. (see appendix)</p>	
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<p>Access to and from site</p>	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to be encouraged to wear a mask when on school grounds.</p> <p>Children are actively encouraged not to wear masks. Parents are responsible for removing these before entering the school building.</p> <p>Parents to follow a one-way system in the pedestrian gate and out of the car park gate.</p> <p>Signage around school to encourage safe movement around the school grounds.</p> <p>Two meter distancing to be marked out on pathway. Introduce other visual aids to help parents socially distance / supervise entry and collection.</p> <p>Pantherswood to enter through their class door. Homewood to use the main entrance and Warrenwood and Harefield to enter through the rear doors from the playground.</p> <p>Discourage parents picking up their children from gathering at the school gates. HT to enforce where needed.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Children to walk on the right hand side to minimise risk of front facing contact.</p> <p>Staff to patrol outside of the gates to ensure safe collection when crossing 'School Lane' road.</p> <p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Signage in reception regarding good hygiene.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>Information to be communicated through website and email (already referenced)</p> <p>Collection of covid risk-assessments from outside agencies.</p>	<p>All Staff, children and parents</p> <p>HT & TW</p>
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<p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p>	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>School Office Only essential staff to enter school office. This means parents or visitors will not be allowed to enter. Screens to be erected and furniture to be rearranged to provide maximum protection for staff.</p> <p>Encourage all parents to contact the office via email or phone.</p> <p>Activities and resources</p> <p>Parents to ensure children have their own water bottles in school. Water fountains are not in use.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Regularly clean and disinfect common contact surfaces in the staffroom (kettle handle etc.)</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines.</p> <p>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</p> <p>Ensure anti-bacterial wipes are available with all iPads and laptops. Teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p> <p>From September, workbooks will be used as normal.</p>	<p>Explained in parent letter (already referenced)</p> <p>Tick sheets (already referenced)</p> <p>Rota to be set up for use of electronic equipment and cleaning procedure.</p>	<p>HT, SLT & all staff</p>
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<p>Proximity of students/ staff</p>	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff lunchbreaks will be staggered to ensure a minimal amount of adults are in the space at one time. Staff are to maintain a safe distance between each other.</p> <p>Staff briefings to be held within Harefield and spaces to be wiped down afterwards.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where distancing cannot be maintained.</p> <p>Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms etc.)</p> <p>Children must be encouraged to keep 2m apart where possible.</p> <p>Playground will be marked out to encourage bubbles to stay apart.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Maximise opportunities for outdoor learning to assist in social distancing.</p> <p>Minimise transitions as far as possible to ensure brief contact.</p> <p>Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p>	<p>Discussions with staff and rota to be put in place.</p> <p>Health and safety policy to be updated and shared with staff.</p> <p>Discussions with staff</p> <p>Consider use of school heating system and air conditioning units.</p> <p>Class rotas in place</p>	<p>HT, SLT, all staff.</p> <p>HT, SLT, all staff, governors.</p> <p>HT, SLT, all staff.</p>
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		<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Toilets Children to toilet as a class so they can be wiped down in between classes.</p> <p>Staff toilet cubicles to be wiped down by individuals after use.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other.</p> <p>Climbing equipment to be kept out of use.</p> <p>Class outdoor equipment to be given per class - ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>Contact cleaning company.</p> <p>Discuss with staff</p> <p>Class rotas in place. Zoning to be marked.</p>	
Lunchtimes	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>Pantherswood bubble will join Homewood for lunch.</p> <p>All lunches to be eaten in classrooms, with those accessing school meals having their food brought to them.</p> <p>Children to maintain safe distancing of 2m when eating.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned after lunch e.g. tables, chairs.</p>	<p>Explained in parent letter (already referenced)</p> <p>Cleaning rota/tick list.</p>	HT, SLT, all staff.

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		<p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>		
Contractors	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others.</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Site inductions are to be carried out following social distancing principles.</p> <p>School's to seek confirmation of the contractor's method statement / risk assessment.</p>	Discussions with contractors and assessments collected.	HT
Lack of awareness of PHE / school controls	Staff, Students / pupils/wider contacts	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>	Printed and displayed	HT, SLT, all staff.

Provision of first aid	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also ‘provision of personal care’ and ‘Suspected case whilst working on site’.</p> <p>Thermometers will be in every class to check temperatures of any children displaying symptoms. This should be carried out by a member of year group team.</p> <p>In the event that a child develops symptoms, an allocated staff member will supervise them in photocopier area (behind the blue double doors). PPE equipment will be given to the staff member to best prevent infection.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>Staff guidance documentation distributed</p> <p>SLT to discuss</p>	<p>HT, SLT, all staff.</p>
Provision of personal care	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Wear a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>	<p>Staff guidance documentation distributed</p>	<p>HT, SLT, all staff.</p>

Emergency procedures (Fire alarm activations etc)	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain distancing at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants</p> <p>Pantherswood to leave out the front of the building and line up on the path.</p> <p>Pantherswood teacher to use mobile phone to contact the HT when outside.</p> <p>All other classes to line up on playground.</p>	Fire drill policy to be shared with staff. Fire drill to be timetabled.	HT, SLT, all staff.
Deliveries & Waste collection	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p>	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	Discuss with staff – put up posters.	HT/TW
Staffing levels	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p> <p>Wider safeguarding/safety risks</p>	<p>All staff are required to work their contracted hours as much as is possible. All classes to have two adults when possible.</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>	SLT to timetable staff.	HT, SLT
Premises safety	<p>Staff, Students / pupils/wider contacts</p> <p>Spread of COVID 19</p> <p>Wider safeguarding/safety risks</p>	<p>Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	Discuss with governors.	HT

APPENDIX 1 – Government guidelines for school reopening

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Relevant links:

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <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>

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards □ try to avoid close contact with people who are unwell



Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.