

RISK ASSESSMENT – CHILDREN ON SITE DURING COVID-19 PANDEMIC

Assessment No:	56A	Area/Activity:	CARE & EDUCATION OF PUPILS ONSITE DURING COVID-19 PANDEMIC	Carried out by:	TJR (v12) LT (v13)	Date: 2020.07.06	V12- 2020.07.06 V13 – 08/07/2020
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NB IF YOU UPDATE THIS RISK ASSESSMENT PLEASE EMAIL TO LIZ TOWN FOR UPDATING ON THE WEBSITE AND ONTO S DRIVE

Risk Appraisal: WITHOUT Controls:

Hazard	Current Control measures in use	WITHOUT Controls in place			Further Control Measures	Action	Completed Date
		Severity of Harm S (1,2,3,4,5)	Likelihood L (1,2,3,4,5)	Risk Level (S x L)			
<p>COVID-19: Easily transmitted disease- Catching the coronavirus can lead to severe symptoms including fatalities. NHS have advised on particularly vulnerable groups.</p> <p>In the school context Staff, pupils, volunteers, parents, contractors & the wider community are at risk.</p> <p>Suspected Covid-19 Symptoms:</p> <p style="color: red;">High Temperature Coughing Loss of taste/smell</p> <p>See advice: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>	<p>Government plans for all pupils in all year groups to return to school full-time from the start of the Autumn term 2020.</p> <p>UK government is managing the national response & alert level- informing local emergency response teams who are examining prevalence of the disease in the locality.</p> <p>*UK Government alert level three - the virus is in general circulation - social distancing relaxed</p>	5	3*	15	<p>The risk assessment below seeks to reduce the risk to the onsite staff, pupils, their families and the wider community as far as is practicable</p> <p>See link below to government guidance which should be read in conjunction with this risk assessment:-</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Head of School to review risk assessment procedures upon receipt of further information, such as the DfE guidance or locality Public Health team, & to ensure that all staff attending site have indicated that they have read & understood the control measures below.</p>	

However, the government states that, “The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.”

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Risk Reduction Plan:

Hazard	Current Control measures in use	With Controls in place			Further Control Measures	Action	Complete Date
		Severity of Harm S (1,2,3,4,5)	Likelihood L (1,2,3,4,5)	Risk Level (S x L)			
<p>Hazard= Spread of disease in the community Action= Minimise risk of infected people coming onto site</p> <p>If presenting with the following symptoms the following advice is given by the NHS:-</p> <p>High Temperature Coughing Loss of taste/smell</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Actively engage with test & trace if symptoms develop:-</p> <p>- Book a test: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>- Provide details of close contacts https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>- self isolate https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	<p>It is a requirement that people who are ill stay at home</p> <p>Pupils, staff & other adults must not come onto school site if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days</p> <p>Staff instructed to self-check for any of the indicated symptoms before attending site.</p> <p>Parents have been alerted regarding these symptoms, and directed not to send their children to school with these symptoms, or attend themselves onto site.</p> <p>If a staff member, or a member of their household, has symptoms of COVID-19, employees will be able to book a test directly for themselves or members of their household who are experiencing symptoms – a high temperature or new continuous cough https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test</p>	5	3 (People connected with Pupils who can socially distance adequately)	15	<p>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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test 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.</p> <p>If any of the covid-19 symptoms are present in anyone present on site, then arrangements MUST be made to remove affected person from school immediately into self – isolation. This is the separate toilet area at the front of school.</p> <p>All staff have received management advice that the school's risk reduction control system's efficacy is dependent upon staff strictly following the government's social distancing advice between duty shifts. Formal disciplinary measures will be enacted if these are breached.</p> <p>Response to any infection: Following local health protection team advice: https://www.gov.uk/guidance/cont-acts-phe-health-protection-teams#east-midlands-hpt</p>	<p>Posters situated appropriately around site, plus reminders on regular communications in letters/social media/website- to remind the community about these public health measures.</p> <p>Ensure staff all know where isolation room is, the best route to get there without compromising other groups and the protocols to use this area if a person presents with symptoms and needs to wait inside the building for collection, (waiting at 2m+ outside of the main door is preferable if appropriate to the needs of the child)</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</p> <p>PPE equipment is available in a box in the entrance to the covid-isolation room. Checked daily by the admin team.</p> <p>Administration team to track staff & pupil absences & status regarding necessary time off self-isolating before returning to site.</p> <p>Admin team to maintain a proportionate record of pupils & staff in each group, & any close contact that takes place between people in different groups.</p> <p>Administration team to ensure correct dissemination of information regarding testing, actively promoting track & trace with enquiries. Liz Town, Admin Lead, to check. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	
		5	4 (People connected to Pupils who CANNOT effectively socially distance adequately, e.g. EYFS, Y1, SEND)	20			

Infection Control:

Covid-19

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

A robust hand and respiratory hygiene

- Hands must be washed thoroughly for at least 20 seconds with soap and water (or sanitised if water and soap are not available) regularly: at least when entering the school building, before/after eating food and after having played outside where they have worn their coats.

-if pupils cannot handwash correctly then they are to be supervised to do so by staff member. Hand sanitiser is not as effective as washing hands thoroughly with soap and water

-Avoid touching the face.

-Cover mouth & nose with a tissue, or sleeve, when you cough.

-Posters reminding people on site to comply with correct hygiene requirements: promotion of "catch it, bin it, kill it" approach

ENSURE ALL STAFF HAVE READ AND UNDERSTOOD RISK ASSESMENT.

Staff reminded daily to check on themselves & co-workers- whistleblowing policy reminder.

Daily check on hygiene resources in classrooms:

- poster clearly displayed
- adequate soap
- bins emptied during day
- Disinfectant spray & cloths

Only one child/adult to use toilet areas at a time

Educate each class with age-appropriate approved lessons on hygiene & infection control through promotion of "catch it, bin it, kill it" approach.

Lessons checked by Tim Cox KS2, Katie Perry KS1 & FS

Ensure rooms are well ventilated- checked by every member of staff entering a room.

Water fountains to remain closed off but to be flushed weekly by cleaning team



If there is no alternative, staff children can go to their parent's class room at the end of the school day once that class's children have left, the parent has disinfected the area before they enter, the children wash their hands before entering the room, stay in the same area whilst in the room, and the area is disinfected again as the family leaves.



Cleaning & Waste:

Hazard:- "The covid-19 virus is easily transmitted and can "live" for up to 72 hours on hard surfaces such as hard plastic/metals"

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

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Enhanced cleaning arrangements

All rooms cleaned regularly with disinfectant, (Zoflora) after the children have left – paying particular attention to "touch points" such all hard surfaces, handles, doors, push plates, sink area.

Cleaning team to check disposable cloths, spray disinfectant and soapy water is in class each day ready to wipe down lpads, touch panels etc.

Children to be trained on how to clean their own work-station themselves with soapy water – including all resources, writing equipment, desk and chair.

Play equipment for outside use, can be used at playtime and lunchtime, but it should not be mixed and should be cleaned at the end of the day, when it is put away. As far as possible small play equipment will be boxed up per pod- minimising cross contamination & shared usage- cleaned regularly

iPads need to be assigned clearly. These should not change from child to child, wherever possible, and the iPads should be cleaned between users and at the end of the day using soapy water or antiviral spray.

Daily check on adequate supplies of Cleaning materials & PPE

Site Manager to check that cleaners have completed this each day

Site Manager to ensure all staff are aware of how and when to use this equipment.

PPE available for cleaning team & staff involved in cleaning areas (gloves/ tissues/ hand towels, disposable aprons)

Enhanced PPE available for all staff cleaning bodily fluids such as sick and urine, or when changing nappies for children in school (face visor)

Encourage pupils to wash their hands thoroughly after using toilet- signage & education, (signage by site manager & education by teachers/TAs)

Site Manager and Kitchen Chef Manager to arrange for dishwashers, steam ovens and washing machines to be run weekly over the holiday period to flush them

Site Manager to ensure regular flushing of water outlets continues over the holidays

Wash hands regularly with soap and water, **and after removing gloves, aprons and other protection used whilst cleaning**



Cleaning an area with regular household disinfectant after someone with suspected coronavirus 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 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

What you need to know

- 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 or washing-up 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), use 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

<p><u>Minimise contact between individuals and maintain social distancing wherever possible</u></p> <p>Avoid catching and spreading Covid-19 Social Distancing</p> <p>Government Advice on Social distancing in an education setting:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p> <p>...and trying to implement as far as is practicable the government's social distancing guidelines:-</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p>	<p><u>Reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</u></p> <p>Grouping children together:</p> <ul style="list-style-type: none"> - discrete class groups -Assigned member of staff for the children to ensure compliance in social distancing. <p>Avoiding contact between groups:</p> <ul style="list-style-type: none"> - Break times and lunch times to be staggered to reduce numbers of social contact along with moving around the school site <p>Arranging classrooms with desks not facing each other, i.e. front or side on facing:</p> <ul style="list-style-type: none"> - Spread pupils/ staff out ideally leaving 2M between each other wherever possible. -Avoid close face to face contact -minimise time spent within 1m of anyone -separate chairs/tables appropriately <p>Staff maintaining distance from pupils and other staff as much as possible:</p> <ul style="list-style-type: none"> -Lines marked on floor identifying 2m distance in corridors (for queues etc). 				<p>Reduce the number of contacts between children & staff by maintaining groups separately in pods & through maintaining distance between individuals.</p> <p>Separating groups</p> <p>Distancing</p> <p>Both are helpful measures</p> <ul style="list-style-type: none"> -Training on social distancing and the reasons for this using e-bug & PHE Schools resources -Conversation with the children prior to entry on site regarding their awareness of social distancing and need for compliance. Update induction education at start of new term, class rules & behaviour policy accordingly. Tim Cox KS2, Katy Perry KS1 & EYFS <p>Measures & adjustments required for high need pupils (SEND), as it will not always be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. Update SEN plans.</p> <p>Social stories used by teachers to help prepare those pupils requiring specific help & preparation for these changes.</p> <p>Tina Cox lead SENco to guide staff & check these items completed.</p>	<p>Timetable groups apart</p> <p>Minimise movement round site</p> <p>Avoid large gatherings such as assemblies</p> <p>Use of Shared staff rooms minimised</p> <p>Avoidance of gatherings of parents at gates in morning</p> <p>Coming onto school site without an appointment not allowed. Admin office to regulate & set up alternatives including through MSTeams where possible.</p> <ul style="list-style-type: none"> - Visitors, delivery drivers, Parents/ carers etc must communicate to office staff initially via the wireless intercom at the office door 	
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<p><u>Minimise impact to health of people contracting covid-19</u></p>	<p>Staff who have indicated, or known to be, in the NHS vulnerable category have been directed to self-isolate for 12 weeks (shielding). Staff indicating that they are in the NHS advisory group- have been directed to ascertain from their GP whether they are available to work in school or not.</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Pupils in NHS vulnerable/advisory categories have been similarly directed to not attend site/referred to their GP for advice.</p>				<p>Completed written report on staff status. Parents advised to ascertain status of pupils & household members prior to coming onto site.</p> <p>Current advice on shielding:- https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Current shielding guidance-children:- https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</p>		
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<p>Additional Measures</p>	<ul style="list-style-type: none"> - Keep well ventilated (doors/ windows/ skylights open as necessary) - Children to use individual equipment/ resources and keep in own named trays (ie – pencils/ pens other equipment) - Avoid multi-person use of equipment and resources where possible -shared equipment must be regularly cleaned - Reduce classroom resources to a minimum (remove excess to other storage area) -Automatic fire doors will be kept open during the day to minimise personal contact onto push plates/handles -Other internal doors such as toilet/classroom/office doors will be wedged open during the day, but will be closed at night - Staff will sign children in and out of school using a touch screen stylus pen, individually assigned to office staff members - Children to attend in school uniform. Promoting good behaviour & making it more likely that they will change their clothes upon returning/going to school. 				<p>Children & parents have been briefed about the fact they cannot bring any items onto site other than those authorised by the school.</p> <p>Children to be reminded about this by their assigned member of staff</p> <p>Only medication to be administered will be to children with controlled drugs or long term antibiotic requirements</p> <p>Addendum to Fire Risk Assessment:</p> <p>Note – In the event of the Fire Alarm sounding, automatic doors will close themselves but manual door wedges to be removed and doors closed if safe to do so.</p> <p>Risk of fire or damage to persons is reduced due to much reduced movement along internal corridors, pupils/staff are working in classrooms all of which are directly accessible by external fire doors.</p>		
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Reporting of Coronavirus under RIDDOR to HSE

The HSE has issued details of when and how you should report coronavirus incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

You must only make a report under RIDDOR, relating to coronavirus, when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

Also notify the DfE if a staff member dies on the email address: CSCcovid.NOTIFICATIONS@education.gov.uk

Risk Rating	Likelihood of Occurrence x Severity of Harm
Likelihood of Occurrence	1 rare / 2 unlikely / 3 moderate / 4 likely / 5 almost certain
Severity of Injury	1 minor / 2 moderate / 3 significant / 4 major / 5 catastrophic