

STCHAD'S C.E. PRIMARY SCHOOL COVID Risk Assessment

1. **Section/Service/Team:** St Chads C.E. Primary School 2. **Assessor(s):** J Brennan, S Clarke
2. **Description of Task/Activity/Area/Premises etc.** Schools full opening Sept 2020 - Minimising the risk of transmission of COVID-19
3. **Updated in accordance with review and NAHT H&S advisory document 20.10.20**

THIS RISK ASSESSMENT SUPPORTS THE SCHOOL OPENING CONTROL MEASURES DOCUMENT WHICH GOES INTO MORE DETAIL FOR CERTAIN CONTROLS. ITEMS IN GREEN ARE ELABORATED ON IN THE CONTROL MEASURES DOCUMENT.

Updated on 3.1.21 due to tier 4 and new more infectious strain identified

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school. • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks. See also LA advice. • Control measures in place for clinically vulnerable staff and pupils (individual Risk assessments). • Wellbeing support in place for staff and pupils. • Active engagement with NHS Test and Trace service. • Aware of LA Local Outbreak Control Plans. • Grouping pupils together and avoiding contact between groups • Social distancing maintained wherever possible between all adults 		<ul style="list-style-type: none"> • Review team stress risk assessment. • Record kept for 21 days of visitors to site. • Follow local health protection team advice. • Encourage staff and parents to engage with Test and Trace process and inform them immediately of the results of a test. • Consider publishing risk assessment on school website. • Staff to plan how their classes will enter/leave to rooms. • JB to review individual risk assessments. • Reminder to parents about communication 	<p>Summer 21</p> <p>Ongoing</p> <p>INSET September</p> <p>INSET September ongoing</p>	

Re-opening post COVID Sept 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		<p>on site. One-way system for drop off and pick up and staggered.</p> <ul style="list-style-type: none"> • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, and entrance and exit points. Pupils can use their own also. • Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach. • Enhanced cleaning of frequently touched surfaces. Teachers and TA’s to clean desks and high traffic areas mid-morning at break time, lunchtime and during the afternoon session to reduce transmission in bubbles. • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Parents asked to wear masks while on site. • Staff may have a taped area around their desks that children are not permitted to enter. • Staff to stand behind/at the side of pupils where possible and stand above them, not face to face. • Parents informed to contact the school via telephone or email/text and not to ring the office door bells to expect to be permitted into the office area. • Staff will NOT go into the office or use 		<p>protocols. Continue to monitor local lockdown information and adapt the risk assessment as and when measures may need to become more stringent. Enforce limited office use SLT monitor enhanced cleaning. Parents reminded about their role – masks, not to approach staff, socially distance on site from other parents, keep their children by their side when waiting for siblings.</p>	<p>20.10.10 – monitored, met with HT and amended protocols accordingly – see red</p>	

Re-opening post COVID Sept 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		their equipment. JB and SC will only enter the office when safe to do so, wearing mask/visor if social distancing cannot be maintained.				

Re-opening post COVID Sept 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Pupils</p> <p>Transmission may occur:</p> <p>When travelling to and from school</p> <p>When arriving and leaving school.</p> <p>When dealing with behaviour difficulties.</p>	<ul style="list-style-type: none"> Start and finish times reviewed, and altered to enable a fluid start (no lining up) and a staggered end to keep groups apart as they arrive and leave school and to reduce demand on public transport at peak times. Tape from the wooden board to the fence on KS2 yard to be looped to be taken off during drop of and pick up to allow a channel for parents to pass behind the lines of pupils. Only one parent/adult to accompany child/ren into school/collect. One way signals in place and signage. Pupils clearly understand the rules in place and consequence for their actions. Reframe from all physical contact and have plans in place for those who are most likely to display violent behaviours. 		<p>JB to replace the signage ready for September.</p> <p>SA/MS to produce an individual risk assessment for pupils who struggle with certain behaviour</p> <p>Tape to be reapplied and looped</p> <p>Letter to be sent to parents and staff enforcing the new amendments.</p>	<p>INSET day September</p> <p>Ongoing</p>	

Re-opening post COVID Sept 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • One-way circulation routes in buildings and communicated appropriately to staff and pupils. • Timetable and use of classrooms reviewed to reduce movement around the building. • Accessing rooms from outside. • Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side and facing forwards. • Unnecessary items and those items hard to clean removed from classrooms and learning environments. • Minimise visitors to site by using virtual meetings where possible. • Staff and pupils only bring essential equipment into school. • Thorough cleaning of rooms at end of the day. • Ventilation in the building maximised by opening windows, doors or using ventilation units. • If windows are open, heating must not be on. Minimise use of heating in the mobile classrooms as they become very hot very quickly. • Visitors on site limited and access to building controlled. All visitors onsite MUST wear masks. • Teachers to wear masks/visors when they are moving around school outside of their classroom/bubble and when they cannot socially distance from each other inside school. Lunchtime staff to wear masks/visors. SLT to enforce the correct wearing of masks – over the nose • Staff to use individual sealable bags to store their masks when not in use. • Staff not to stand on high traffic areas during drop off and pick up. Do not stand on gates where traffic will pass but on doors to guide pupils/parents. 		<ul style="list-style-type: none"> • Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. • Ensure increased ventilation measures do not compromise pupil or staff safety. • JB to update fire risk assessment to add in closing doors and windows. • Staff to speak to a member of the SLT if they wish to be provided with a visor. • SC monitor use of heating/ventilation • JB to inform lunchtime staff to wear masks/visor • JB to ensure cleaners are in full PPE again as they were during the initial lockdown. • Enforce the correct wearing of masks – over the nose • Ensure staff have sealable bags for their masks – masks must not be put on desks/computer work areas or left lying around. • Parents reminded not to approach staff on the playground – telephone/email communication instead. 	<p>Discussed at INSET</p>	

Re-opening post COVID Sept 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • Visors have been provided where social distancing between staff cannot be maintained, and those who require extra protection such as pregnant women/TA groups. • Consistent groups of pupils and staff where possible. • Timetabling to keep groups apart and minimise movement around school. • Different groups kept apart where possible, assemblies or collective worship limited to one group. • Singing, wind and brass playing not to take place in large groups. 15 max. • Older pupils encouraged to keep their distance within groups. • Limited interaction, sharing of rooms and social spaces between groups as much as possible. • Staff keep their distance from pupils and other staff (ideally 2 metres from other staff) as much as possible. • Avoid holding events where groups of parents and friends would be present. • Sharing of stationary prevented. • Shared resources – equipment cleaned frequently and between groups or rotated to allow them to be left unused and out of reach. • Physical activity - Outdoor sports prioritised non-contact. • Music lessons – group size limited and physical distancing in place. • Staff meetings, governors meetings and INSET's will be undertaken on Zoom or Microsoft Teams 		<ul style="list-style-type: none"> • Storage of rotated shared resources e.g.(sports, art and science equipment) for 48 hours (72 hours for plastics). • JB – ensure ALL staff clean DT/Science and any other shared equipment that is necessary for educating. • Ensure staff have access to Zoom/Teams 	<p>INSET 21</p>	

Re-opening post COVID Sept 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> • Breaks staggered to limit numbers in corridors and circulation routes. • Lunch times staggered and pupils wash hands and enter lunch areas in their group. Groups kept apart and tables cleaned between groups. • Preventing toilets from becoming crowded by managing numbers accessing them at any one time. This includes both staff toilets and those used by pupils • Staggered use of staff rooms, shared staff areas and offices to reduce contact with colleagues. No more than 4 people are permitted to be in the staffroom at one time. • Staff will not have access to tea, coffee, sugar – they must provide their own and store it in their classrooms • Staff will no longer bring in biscuits/chocolates to share for birthdays • Storerooms and cupboards accessed by one person at a time. • Outdoor play equipment cleaned between use by different groups. • Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. • Zippy bags/pots of equipment provided for each child to use. • Contractors – provide their plans for complying with COVID guidance. • Music room timetable completed with time allocated for cleaning down equipment between groups. • ICT – as above • Classroom computers to be wiped down before and after use. • Reading books to be decontaminated before being sent back out. • Children to come in PE kit on their PE days to reduce items coming into/home from school and to prevent changing in small spaces. 		<p>Removal of shared tea and coffee facilities.</p>	<p>INSET November</p>	

Re-opening post COVID Sept 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> • PPE provided (such as disposable gloves, disposable apron) • Hand washing after providing care. • MS spare room set up as a COVID area. 				
	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> • Wash/sanitise hands before and after treating a casualty. • Wear PPE provided (such as disposable gloves, disposable apron). When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of fluids entering the eyes due to repeated coughing, spitting or vomiting. • When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 		<ul style="list-style-type: none"> • Review Assessment of First Aid Needs. • First aiders instructed on the safe “donning and doffing” of PPE. • Maintain stocks of PPE. Where this is not available contact LA. <p>List of LA PPE suppliers communicated to schools.</p> <p>PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/</p>	<p>Video of safe use of PPE sent to staff to view</p>	
	<p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>					

Re-opening post COVID Sept 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
	Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.	<ul style="list-style-type: none"> • Increase ventilation in the room if possible. • PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. 		<ul style="list-style-type: none"> • Maintain stocks of PPE. Where this is not available contact LA. • Supervising adult instructed on the safe “donning and doffing” of PPE. • Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. • 	Stock take PPE INSET November Continuous stock checks - ongoing	
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> • Supervising staff to maintain 2m social distance. 		<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. 	S McL ongoing	

Re-opening post COVID Sept 2020

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):

Print Name: J Brennan

Signature of Line Manager:

Print Name: S.Clarke

Date Assessed: July 2020

Review Date: 20th October 20 – Reviewed and updated measures can be found in red

Review Date: 3rd January 21 – Reviewed and updated measures can be found in purple

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.