



Risk Assessment: Covid-19

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RESPONSE STAGE			
Stage 1	Stage 2	Stage 3	Stage 4
General (everyday hygiene and procedures)	Prevention	Mitigate / Delay	Containment

LIKELIHOOD	
5	It is expected to happen in most circumstances
4	Will probably occur at some time, or in most circumstances
3	Fairly likely to occur at some time, or in some circumstances
2	It is unlikely to, but could, occur at some time
1	May only occur in exceptional circumstances

SEVERITY	
5	Death, Debilitating injury (incl. psychological)
4	Major injury – <i>broken bone, loss of a digit, unconsciousness, stress, 7+ days lost time.</i>
3	Moderate injury - <i>sprains, strains, hospital referral, 1-6 days lost time,</i>
2	Minor injury - <i>cuts, 1st Aid required, <1 day lost time</i>
1	Trivial injury - <i>Minor bumps and bruises. No lost time</i>

Risk matrix		Severity				
		Trivial	Minor injury	Several days injury	Major injury	Incapacity & death
		1	2	3	4	5
Highly unlikely	1					
Unlikely	2					
Possible	3					
Probable	4					
Certain	5					

1-5 Low risk acceptable, monitor	6-15 Medium risk acceptable subject to guidance & controls	16-25 High risk unacceptable, cease activity
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		<p>13- Used tissues to be placed by the user (child or staff member) in a lined and covered bin.</p> <p>14- Children taught to cough and sneeze into their elbow and away from the direction of other children and adults.</p> <p>15- Visitors, including parents, are discouraged from entering the school site. Where this is unavoidable they will be asked to wash their hands and the poster giving guidelines on safe ways to do this will be pointed out to them by office staff.</p> <p>16- If an adult had been in contact with any other adults or children and is now displaying symptoms others must follow the guidelines on the NHS website.</p>	<p>The govt briefing update on 23/06/20 announced an easing of the lockdown measures but stressed the importance of vigilance. Following this & to again reduce the risk of introducing the virus into bubbles, we have;</p> <ul style="list-style-type: none"> • Arranged staff timetabling of bubbles with 7 day gaps between working in a different bubble, • closed all existing & established bubbles to new children and • discouraged casual attendance. • All parents have been informed of this new control measure. 				
Children transmit infection between home environment and school	Children Parents Family public	<p>17- Children will also wash their hands before leaving school at the end of the day.</p> <p>18- Avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated before being distributed.</p> <p>19- Children should only bring their own named water bottle which needs to be sent home and cleaned each night. Only the child's whose name is on the bottle should handle the bottle, including collecting and filling it in school.</p>	<p>Temperature checks may be taken at the end of the day.</p> <p>The school street closure of Lower Belgrave street allows parents to socially distance at drop off and collection times more easily.</p>	STAFF	3	4	12
				PARENTS			
				PARENTS			
				ADMIN			

		20- Parents will be informed of an symptoms noticed in team or school.					
Infection may be transmitted via the physical school environment	Everyone who has come into contact.	<p>21- The schools is to be kept clean to a required standard by the cleaners. Suitable grade sanitiser to be used and objects and surfaces to be frequently wiped using the wipes provided by the school.</p> <p>22- Children to have their own equipment provided and remain with this equipment, for instance, laptops, pens, books, glue. These need to be wiped frequently.</p> <p>23- Children should work in as small groups, called Teams, as far possible.</p> <p>24- Children should work/play outside as often as this is possible.</p> <p>25- Resources will be reserved for each Team and will be sanitised at the end of each day.</p> <p>26- Hand washing and sanitizing stations where possible</p> <p>27- To maintain healthy stock of PPE and cleaning products, monitor use and restock</p>	<p>Cleaning throughout the day to be considered, especially toilets. Follow and refer to government guidance. Ensure cleaning company has support/bank staff and clear policy and procedures for if cleaner needs to isolate- refer to company policy.</p> <p>Ensure all staff are trained and understand cleaning and COSHH procedures especially in relation to spread of infectious disease.</p> <p>Limit amount of toys and resources that can multiply or carry infection. Audit and review current sand, water and food play. Aim to no rotate toys between rooms where possible.</p> <p>Extra cleaning of core touch points. Regular audits and checks of whether current cleaning procedures</p> <p>Keep up to date with current government guidance.</p> <p>Obtain contacts and details of other cleaning companies for short notice / deep cleaning.</p> <p>Monitor stock checks, regular purchasing of supplies.</p> <p>Continue to review current cleaning procedures and amend where necessary.</p> <p>Ensure any new staff or trained and inducted on current procedures</p>	<p>STAFF & PREMISES MANAGER</p> <p>CLEANERS</p> <p>STAFF</p> <p>PREMISES MANAGER & ADMIN</p>	3	4	12

<p>Social distancing with children and their understanding.</p> <p>Activities and Play – needs adapting to reflect social distancing.</p>	<p>Pupils Staff</p>	<p>28- Refer to government advice 29- Social distance procedures and protocols promoted 30- Markers on entry and in areas where children are likely to gather where possible 31- Staggered entry for parents – drop off and collection at door, parents not to enter building. 32- Children grouped with key workers and staff remain in same rooms where possible 33- Lunch time procedures – children spaced apart where possible. 34- Staff room – seating and eating arrangements adapted 35- Procedures for staff returning from lunch break. 36- Parent meetings or appointments where not urgent to be moved virtually.</p>	<p>REVIEW 17/06/2020</p> <ul style="list-style-type: none"> • Younger children have struggled to social distance either with peers or staff. • Y1 children are able to remain at prescribed social distances when seated at desks in class involved in lessons. • However, moving around the room and in the playground they are not able to remember or understand the importance of this and social distancing is not possible. • This confirms our belief that children in EYFS would be unable to understand or comply with any social distancing from each other or staff. To seat them at desks and prevent them from learning through play would be counter to best practice. • The severe lack of outside space for the school limits the numbers of children able to use the playground at any one time. EYFS children would have limited access to the playground. Keeping EYFS children inside the classroom for lengths of time further contributes to the likelihood of transmission of the virus. • We therefore cannot admit children in EYFS at the moment, except on the final two days of term when bubbles in Years 1 & 6 will not attend allowing EYFS children more time outside which will further protect staff. We will also look into 	<p>HT, SLT & STAFF</p>	<p>4</p>	<p>4</p>	<p>16</p>
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			visits to Eaton sq gardens to further reduce the time EYFS need to spend in classrooms.				
Children: Protection of those most vulnerable children (e.g. underlying health conditions)	Pupils	<p>37- Follow government guidance and doctors' advice for each individual case and work with families to agree what is best for the child.</p> <p>38- Update individual care plans and filter this down to the team and agree with parents</p> <p>39- Social distance measures as above incorporated.</p>	Continued monitoring of health conditions and of care plans.	DSL & SENCO	3	3	9
Children's wellbeing - maybe unsettled, upset and confused need more comforting and means unable to social distance Children not understanding and adhering to social distancing,	Pupils	<p>40- Follow government guidance on social distancing</p> <p>41- Explaining to children where possible why and what social distancing is.</p> <p>42- Younger children and babies staff will be responsible for applying measures where possible</p> <p>43- Incorporate stories and planning into activities where children develop understanding</p> <p>44- Activities set up in order to minimise contact</p> <p>45- Where possible floor markings to support social distancing.</p> <p>46- Outings from the setting into the local community should be restricted unless the setting has no or very limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered</p> <p>47- Tablets and electronic devices to be cleaned regularly especially contact points.</p>	Continue reviewing government guidance and review where necessary.	DSL, STAFF, SENCO	4	2	8

Unable to social distance with children who need intimate care / toileting support.	Pupils & staff	<p>48- Follow guidance</p> <p>49- As above try and put social distancing in place</p> <p>50- Where possible key workers works with the same children and are able to provide intimate care</p>	<p>We currently do not have any children needing intimate care or toileting support.</p> <p>Under review</p>	STAFF	2	4	8
Catering and meeting dietary requirements - Supply of food Lunchbox safety Staffing shortage	Pupils & staff	<p>51- Follow guidance from government on</p> <p>52- Review of current menus and meals.</p> <p>53- Ensure alternative menu options are available if unable to get food supply.</p> <p>54- Ensure staff are trained with food hygiene procedures.</p> <p>55- Procedure in place for covering chef/cook if needed.</p> <p>56- Review of lunchbox procedures and cleanliness. – wiping down etc.</p>	<p>Keep up to date with government guidance and updates</p> <p>New staff trained and inducted on food hygiene procedures.</p> <p>Packed lunches only. Preferably prepared by parents. FSM vouchers continue for children remaining at home.</p> <p>Staff must remain on site throughout the day bringing in their own lunch.</p> <p>Payments for school meals should be contactless/electronic</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap</p> <p>All surfaces must be cleaned after mealtimes, including chairs/benches, tables, door handles</p>	STAFF & KITCHEN STAFF (IF ON SITE)	5	1	5
Staff shortages dues to shielding / isolation /Bereavement Leadership team shortages Lack of safeguarding or first aiders. Workforce:	Pupils & staff	<p>57- Staff advised not to use public transport until deemed safe to do so.</p> <p>58- Follow government guidance including maintaining ratios and play.</p> <p>59- Ensure good rota in place and bank or relief staff procedures is in place,</p> <p>60- Guidance for staff on well being support including bereavement, shielding and isolation to reduce uncertainty,</p> <p>61- Regular check ins and well being support to staff either at home or those at workers.</p> <p>62- Clear plan in place if unable to meet ratios due to staff shortages including</p>	<p>Review government advice and review. Return to work and health/ well being interviews before return.</p> <p>No new supply staff can be engaged.</p>	HT & SLT	3	3	9

		<p>contacting local authority for bank staff support and local agencies.</p> <p>63- Good rota system to prevent least possible risk of infection.</p> <p>64- Ensure all staff are first aided when possible</p> <p>65- Seek online safeguarding and local authority designated lead training where possible.</p> <p>66- Clear plan of organisation regarding leadership and support to manage setting if usual leaders are not available.</p> <p>67- Recruitment as virtual as possible and measures in place to discuss any staff travelling into the UK.</p>					
Supporting staff with underlying issues / pregnancy and their wellbeing	Staff	<p>68- UK Government guidance being followed,</p> <p>69- Leaders have identified certain vulnerable employees</p> <p>70- Vulnerable employees may be required to work from home and supported with resources and training to do from home</p> <p>71- Pregnant workers will be told to self-isolate or work from home following guidance</p> <p>72- Regular support and contact, sending guidance and information to staff to support well being,</p> <p>73- Regular supervisions where possible – or virtually</p>	Continue reviewing government guidance and amend where necessary. Staff too anxious to attend may work from home – applying for special leave in normal manner.	HT & SLT	3	3	9
Training and understanding of infection control and social distancing measures		<p>74- Ensure staff have been trained in infection control and have read and understand policy and procedures on social distancing.</p>	Review government advice regularly Ensure all new staff are trained.		3	3	9

Protecting staff in reduced working arrangements including accidents or first aid emergencies,	Staff	<p>75- Follow government guidance on ratios and staffing arrangements.</p> <p>76- Aim to locate first aiders evenly if not all staff first aided in each rooms to reduce staff moving in between rooms</p> <p>77- Clear plan for staff when there is an accident or emergency – amend policy where necessary</p>	Continue reviewing following government guidance review current measures of procedures.	HT & SLT	3	3	9
Staff travelling to and from work Staff holidays	Staff/ pupils/ wider contacts Spread of COVID 19	<p>78- Following government guidance on public travel</p> <p>79- Staggered work entry and hours following guidance where possible</p> <p>80- Policy on uniform and clothes on entering and exiting the building – possibility to wash clothes and leave on site.</p> <p>81- Staff using their cars encouraged to wipe their steering wheel with sanitizing wipes before and after each trip</p>	Continue reviewing following government guidance review current measures of procedures. Staff advised not to use public transport until further notice to protect them and school community. Parking dispensation from WCC to continue for staff.	HT & STAFF	3	3	9
Service users Drop of and collection time and access to building for parents / carers	Staff/ pupils/ wider contacts Spread of COVID 19	<p>82- Follow guidance from government</p> <p>83- All parents to adopt social distance measures.</p> <p>84- Parents drop of and collect from same designated area where possible.</p> <p>85- Washing hands and hand sanitising stations available.</p> <p>86- Maintain good record keeping of record</p> <p>87- Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters in the setting premises, but rather in external buggy areas if necessary.</p>	Review procedures following government advice.	ADMIN PARENTS HT	3	3	9

		88- All larger parent events or fundraising events cancelled					
Visitors –new potential families wanting to view setting	Staff/ pupils/ wider contacts Spread of COVID 19	89- Follow government advice 90- Virtual viewings where possible – including video tours sending out forms and documents via email where possible.	Continue following government advice and reviewing procedures. No visitors to be admitted	ADMIN HT	3	3	9
EAL parents – communication of procedures and understanding.	EAL pupils, families	91- Ensure communication and documentation regarding procedures is shared effectively with parents with EAL 92- Regular check in's with parents.	Continue following government advice and reviewing procedures	STAFF 7 SLT	3	3	9
Operational: Access to building – Deliveries, cleaning services, waste services.	Staff/ pupils/ wider contacts Spread of COVID 19	93- Follow government advice 94- One access point and drop of point where possible. 95- Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies	Continue to review procedures following guidance from for government	PREMISES MANAGER HT	3	3	9
Deliveries and post	Staff/ pupils/ wider contacts Spread of COVID 19	96- One entry and no contact deliveries where possible 97- Cleaning / wiping off items where possible. 98- Washing hands after contact	Continue to review procedures following guidance from for government.	ADMIN	3	3	9
Keeping everyone informed of risk assessments and updates to procedures	Staff/ pupils/ wider contacts Spread of COVID 19	99- Keeping up to date with government updates and procedures. 100- Update displayed documents as reviewed 101- Share information, regular emails and updates to everyone where possible	Continue to review documents and update documents and display as needed.	STAFF	3	3	9

