

Schools - Covid-19

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

Directorate:	Schools	Date of Assessment:	September 2020
Service / Function:	Primary Schools	Location:	Royston St. John Baptist Primary

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	<ul style="list-style-type: none"> Personal injury Fire Legionella Infection of coronavirus 	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. 	<ul style="list-style-type: none"> The headteacher is responsible for managing the premises and in their absence another suitable senior leader is required to be on site Identify a member of staff within school to be responsible for further school risk assessments as a result of implementing adjustments. E.g. opening windows doors (potential flight risk / entry for public) Building checklist updated daily by site caretakers Ensure school Legionella checks are up to date 	<p>RS/CW on to if LS isn't – 24/7</p> <p>LS/RS/CW/MR – 24/7 and ongoing shared with all staff through return to school document, before INSET Day Weekly – MR</p> <p>All Legionella checks up to date LS</p>

		<ul style="list-style-type: none"> • Electrical, gas and ventilation systems checks are up to date. • Increased cleaning regime. • Communal areas 	<ul style="list-style-type: none"> • Ensure contractor (ICE Plumbing) Legionella checks have been complete or if not due are scheduled • Ensure schools have self-assessed against the criteria provided by the contractor (ICE Plumbing) in respect of Legionella • Ensure equipment that holds water e.g. dishwashers, combination ovens etc. are run through on a full cleaning cycle at least once per week • Complete the prestart building checklist. Any concerns reported • Ensure fire / security alarms are fully operational and in working order • Update keyholder information and consider the use of remote monitoring or alternative providers if reliant upon staff. • Ensure luminaires and emergency lighting is fully operational • Review the fire risk assessment • Ensure the fire log book is up to date • Ensure all people in the building are aware of fire/emergency arrangements • Conduct a fire drill within the first few weeks of wider re-opening (September) following social distancing as appropriate. Re-evaluate the findings and implement actions • Check access control and lockdown procedures are still operational 	<p>Twice weekly flushing and temperature checks ongoing MR/LS</p> <p>MR training from ICE 22/7</p> <p>Additional monthly sample Legionella checks by ICE 18th August (anything followed up before return to school) and in September ... 1/8 discussion with MR and LS</p> <p>LS/MR 26/8</p> <p>LS speaks to Lynn 22/7 to pass this on</p> <p>LS/MR 26/8</p> <p>Testing of both fire drill and security alarms w/b 24th August – MR and LS</p> <p>Keyholder list in place – MR and LS, additional keys available for SLT members when necessary</p> <p>To be checked 24th July – MR and LS</p> <p>To be reviewed 24th July LS/MR</p> <p>Fire Log book checked by LS 22/7</p> <p>Staff all informed of arrangements on INSET Day 1st September</p> <p>A Fire Drill to take place 22nd Sept – following explanation of what staff and pupils need to do 2/3rd ... LS</p> <p>All staff reminded of Lockdown procedures on INSET Day – RS/CW</p>
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			<ul style="list-style-type: none"> • Increase cleaning capacity with contractors or staff • Timetable / structure the school day to allow for additional cleaning • Check for any damage to all known asbestos. Not part of routine cycle. A check is required before prestart. • Consider the impact of increased ventilation against security measures (i.e. windows/doors open increases risk / likelihood of access in and out of the building. Safeguarding and security) and take action to nullify • Reception areas – posters, 2m marks, no communal pen for signing in • Staff room – protocol for fridge, kettle and eating areas • Office equipment – protocol for sharing resources i.e. photocopier, pens, staplers etc 	<p>Door repair company and painters accessing the site during the holiday. Additional cleaning in last week of holiday. MR</p> <p>Gaps between sittings at lunchtime for cleaning in between arranged and shared with kitchen staff 15/7.</p> <p>MR sight site checks 28/8</p> <p>Staff reminded to keep windows open and fire doors closed, including staffroom, on INSET Day Signage to remind staff and pupils to keep distance to be refreshed (where necessary) over the summer holiday LS/AHT's</p> <p>Staffroom – rules to continue, cleaning of items, chairs to remain spaced out. Space outside R/Y1 designated additional 'staffroom' and used if necessary – CW/LS</p> <p>Photocopier to continue to be wiped down after use. Children NOT to collect copying CW/LS</p>
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<p>Infection Control</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"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. 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. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Cleaning frequently touched surfaces often using standard products (such as detergents and bleach). Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<ul style="list-style-type: none"> Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying symptoms of coronavirus (following the COVID19 guidance for households with possible coronavirus infection) Assess that sufficient handwashing facilities are available and where these are required. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments Inform everyone that shared resources (where individual resources are not possible) are to be used with a clean, use, clean regime. Wash hands / sanitise, use the resource and wash hands / sanitise again Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing. Ensure adequate signage Ensure sufficient supply of soap and hand sanitiser by contacting supply chain Provide training and continue to model good hand washing practice in line with government guidance Provide training and continue to model respiratory hygiene promoting 'catch it, bin it, kill it'. Ensure an initial order has been placed and processes are in place to re-order tissues in order to continue with the 'catch it, bin it, kill it'. Ensure staff are aware and have been informed of their responsibility for cleaning and continual upkeep of hygiene standards Ensure risk assessments are in place for any chemicals which are used and all staff have had the relevant training / guidance 	<p>Parents have been made aware through return to school letter 21/7. Also on School website. Parents not allowed in the building</p> <p>All classrooms have sinks in classrooms and/or cloakrooms. LS has requested that more handsanitiser is sought from the Trust for the Autumn Term All staff reminded of this on the INSET Day. Delivered 1/9</p> <p>Children reminded to do this as part of the new school culture on first day back 2nd Sept, by school staff and signage in each classroom and shared areas. MR/LS check sufficient soap supplies 22/7 Children reminded of this on return in Sept, modelled by all staff</p> <p>Signage in classrooms and on corridors 22nd July CW/RS</p> <p>Additional tissues etc to be ordered – LS/MR discussion 22nd July All staff informed on INSET Day 1st September</p> <p>Chemical risk assessments in place and reviewed 26/8 LS/MR</p>
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			<ul style="list-style-type: none"> • Mark a one-way drop-off/pick-up route for parents. Including distancing lines. Entry and exit should not use the same route to avoid 'going against the flow of traffic' and to limit or eliminate any contact, including where possible passing. • Inform parents and display signage for drop-off/pick-up arrangements, e.g. 1 parent only; no access to the building without prior appointment; where to wait; no gatherings. • Inform children of their individual drop-off / pick-up proto • Inform staff of their group protocol for drop-off/pick-up • Identify required contractors and other professionals and make arrangements for when/if contractors/professionals need to be on site. Plans must include how school will ensure social distancing from the contractor/professional by use of either use of barriers, zonal occupancy or out of occupied school hours works. The plans should not compromise other factors. • Inform staff and produce a rota for frequent emptying of bins during the day • Timetable staggered lunch breaks and inform everyone involved of the arrangements 	<p>Staff informed 21st and reminded on INSET Day</p> <p>To be remarked over summer holiday – CW/RS Parents reminded of one way system when they drop children off at fire exits (VG door for Year2)</p> <p>Via letter 21st July and reinforced on school newsletters during the Autumn Term LS LS discussion with Kool Kids 20/7 Pupils made aware of importance of this 2nd 3rd Sept Caretaker to reinforce this when making arrangements to visit and remind once on site. Office staff reminded on INSET Day LS Where possible professional meetings online or after school with appropriate social distancing LS/HM/VG</p> <p>Reminder of this at INSET Day 1st September. All staff informed of arrangements for staggered breaks on INSET Day and through reopening documents, which they will sign to say they have seen and will follow Additional meeting to be held with staff returning to school 1st September – CW/RS</p>
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			<ul style="list-style-type: none"> Plan how to limit the number of children using facilities such as toilets at the same time Inform children, parents, carers and adults that outdoor equipment must not be used and safely segregate/block access to outdoor equipment. Outdoor equipment must not be used unless school can ensure it is appropriately cleaned in line with government guidance for non-healthcare settings 	<p>Children will continue to use the toilets in their cloakrooms – Year 5 use the toilets on the corridor off the hall – reminded of this on 1st day back all teachers</p> <p>Parents reminded about not bringing things in from home via letter 21st. Reminder of this in Sept Additional cleaning of equipment.</p>
PPE (including face masks/coverings)	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.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> 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. 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 	<ul style="list-style-type: none"> School must place an initial order for PPE. This order should include sufficient stock of PPE for children whose care routinely requires PPE and any PPE requirements for potential first aid or individuals displaying symptoms Have a stock monitoring process in place for PPE and facilities to re-order. Re-order volumes and timescales should factor in lead times and supply chain issues. Prepare a room to be used as an isolation room for anyone displaying symptoms. The room should be prepared giving particular concern to cleaning and hygiene. Any routes to toilets or exit from the building should not be used by others. Complete a first aid needs assessment and ensure timetables and rotas are planned with 	<p>Current stock audited – LS and CW 22nd July, very few masks or gloves used from Spring Bank order. Order for Hand Santizer placed with Trust 17th July Face Shields ordered (LS Amazon 20th July) to arrive mid August but only to be used with specific pupils</p> <p>Staff reminded of importance of being proactive in ordering additional PPE w/b 1st Sept – SLT to be reminded long before the stocks run low</p> <p>Red Room to be used as Isolation Room if necessary. Child to use Disabled Toilet on hall corridor. This information shared with all staff on INSET Day Additional PPE put in there 1st September</p>

		<p>child is necessary, then 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.</p>	<p>sufficient levels of relevantly qualified, confident and qualified individuals.</p> <ul style="list-style-type: none"> • Adopt the mantra more PPE is better than no or less PPE 	<p>Additional staff have completed online First Aid Training during lockdown – certificates have been added to their personnel files (AC) School has adequate number of 3 day first aiders and paediatric trained staff</p>
Vulnerable group (children)	Infection of the coronavirus to vulnerable children	<ul style="list-style-type: none"> • A small number of pupils will still be unable to attend 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). • Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who remain on the shielded patient list can also return to school. • If rates of the disease rise in local areas, children 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. • Some pupils no longer required to shield but who generally 	<ul style="list-style-type: none"> • Ensure that educational provision is in place for pupils unable to attend setting due to being advised to shield. • Home learning platform to be in place and staff and pupils trained to use in Autumn term. • Implement a system to monitor engagement with home learning platform. 	<p>As of 22nd July schools is unaware of any pupil falling into this category. If this happens, an online Learning Platform, Google Classroom will be used. MC will support staff in using this early Sept 20</p> <p>SLT to review staff understanding of system. Review any online learning by end of September</p> <p>Inform parents of the online platform, in the event of a closure. Digitally excluded pupils have access to ICT equipment during summer</p>

		remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September.		
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Vulnerable Groups (employees)	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> All groups of vulnerable employees can attend work when their shielding letter expires as long as the guidance from Government is followed as detailed in this risk assessment. 	<ul style="list-style-type: none"> Ensure all staff have received and have signed the employee guidance document and that this followed at all times If an employee has a current letter from their GP/Specialist advising they should not attend work/should only attend work with additional adjustments refer to HR. Referral to OHU/disability risk assessment will be carried out where appropriate. Employees/pupils should not attend school if they have symptoms. Employees should inform their headteacher immediately who will arrange for a test via HR. 	<p>LS to hold return to work meetings with those staff not being in on 1st September, to share changes and expectations for the Autumn Term</p> <p>Any follow up paperwork to be shared with the Trust</p> <p>Reminder to all staff regarding not attending school if they have symptoms – 1st September. CW/RS</p>
Living with someone in a vulnerable group	Transmission of the coronavirus	<ul style="list-style-type: none"> If a child or a member of staff lives with someone who is in any of the vulnerable groups including those who are pregnant, they can continue to attend school where the guidance from Government is followed as detailed in this risk assessment. 		<p>Staff members falling in this group have attended virtual staff meetings and will receive the return to work document via email prior to coming back to school. (late August)</p> <p>Additional session to be held 1 to 1 regarding any concerns they may have LS</p> <p>SLT member follow up with any support. Referrals sent if necessary</p>

Visitors to site	Infection Control	Visits can be made to school by professionals for Education and SEN purposes.	<ul style="list-style-type: none"> • Ensure a room is available for visitors which is cleaned in between each visit. • Ensure visitors wash their hands on arrival and when leaving • No volunteers on site at present unless approved by the CEO • No visitor should be allowed to walk around school • Any visitor not following protocol must be asked to leave site immediately • Meetings should be carried out virtually where possible 	<p>School to aim to severely minimise visitors into school, especially during the school day. HT office to be used. LS to manage this</p> <p>Hand sanitiser on entrance desk - visitors asked to use this on entry and when exiting - office staff / LS discussion 24th July</p> <p>Phone calls to be made to visitors during w/b 1st September to explain this and reasons why – AC/CMc</p> <p>Any visitor informed of this on arrival. Visitors asked to complete Track and Trace document form start of term</p> <p>Trust meetings, SEN meetings, Governors meetings to be carried out virtually during the Autumn Term, Staff to meet socially distanced in a classroom</p>
Class/groups sizes	Infection of the coronavirus	<ul style="list-style-type: none"> • Reduce contact between people as much as possible e.g. only mix in a small, consistent group and that small group stays away from other people and groups. • Keep groups / bubbles apart wherever possible, however brief, transitory contact, such as passing in a corridor, is low risk. 	<ul style="list-style-type: none"> • Identify pupil/staff bubbles with typically a class forming a ‘bubble’. In EYFS, a bubble may be all pupils within the EYFS setting. • Either mark a one-way circulation route throughout school or separate corridors with dividers • Ensure signage is in place to support the new systems and ways of working 	<p>Classes will function as bubbles from start of Autumn Term. EYFS children in 2 Key Worker groups but will mix during the day</p> <p>External one-way system to be used – shared with parents via letter 21st July ... reminders on twitter and website prior to return to school in September Signage in school refreshed late August – SLT</p>

		<ul style="list-style-type: none"> • For primary schools, implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing • Staggered arrival and departure times • Meeting needs of EHCP pupils • Pupil resources 	<ul style="list-style-type: none"> • Organise classrooms and other environments to seat all pupils from Year 2 upwards facing forwards and spaced as far as possible • Adults should try to socially distance from pupils where possible • Remove all unnecessary items from all rooms before re-opening • Remove soft furnishings / hard to clean items before re-opening • Where practically possible provide each pupil and member of teaching staff with personal equipment which is used regularly (e.g. pens, pencil, whiteboard etc) not to be used by others • Implement procedures for shared resources. Other resources, such as maths / science equipment which may need to be shared between bubbles should be cleaned after each use or placed into isolation for 72 hours • Inform staff not to change seating arrangements. Children should use the same desk at all times 	<p>All entry and exit through fire doors except class 2 (along hall corridor) staff informed of this INSET and pupils from 2nd</p> <p>Pupils to be seated in rows from Year 2 up, staff made aware of this prior to end of Summer Term. Checked by SLT 1st September</p> <p>Staff made aware of this on INSET Day – CW/RS</p> <p>Staff made aware of this early July SLT check rooms 26/8</p> <p>Each pupils to be given own personal equipment on first day in Sept, pupils reminded not to share, letter to parents (21st July) stressed importance of pupils not sharing equipment and not to bring things in from home</p> <p>In majority of cases, individual bubbles will have own equipment – including PE equipment, books within classroom</p> <p>Staff informed on INSET day – not to regroup pupils CW</p> <p>LS/MR and cleaners discuss this document</p>
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			<ul style="list-style-type: none"> • Document plans to adhere to government guidance for cleaning in non-healthcare settings • Review PE curriculum / playtime activities with no contact sports to be played • Consider working spaces and groupings for interventions. Interventions to be run within a bubble of pupils where possible. If not possible, pupils from the same key stage only can be placed in same intervention group. Pupils should be spaced to socially distance within the group and area used and equipment to be cleaned after use. • Review and share behaviour policy with staff, parents and pupils • Consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good 	<p>Discussions had with SLT and MH and TB regarding PE in Autumn Term.</p> <p>Majority of interventions to remain in class. Thrive room only to be used with very specific pupils – HM/LS/CW discuss the practicality of this 22/7 – need to wipe down and minimise the equipment in there.</p> <p>Behaviour Policy updated and ready to be shared with staff at INSET Day 1st September 22/7 HM works with staff to update SEND Risk Assessments. Individual conversations held with parents of specific pupils regarding actions moving forward and plans. Information also shared with support staff w/b 20th July and reminder to all staff w/b 24/8 and INSET Day CW</p> <p>LS to speak with Music Service before return to school w/b 1/9</p> <p>CW emails Fr Craig 21st July regarding Collective Worship – potential use of Teams. Collective worship to happen in classrooms</p>
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			<p>ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <ul style="list-style-type: none"> • Consider arrangements for books/home learning resources • Hand sanitizer in each classroom, hall and entrance • Daily checklist completed • Cleaning schedules • Staff aware of cleaning requirements • Markers showing walkway directions • 2 M apart markers • Communicated to staff • Communicated to parents • Communication to pupils • Communicated to Governors • Risk Assessment completed 	<p>Class bubbles to have own library, books returning to school to be quarantined – staff informed w/b 24/8 and INSET Day</p> <p>Checked by LS 22 July and more on order</p> <p>MR to continue to do daily checks – LS to monitor these weekly</p> <p>All staff reminded about importance of cleanliness in and around school – INSET CW/RS</p> <p>Walkways to be remarked 1/9 CW/RS</p> <p>All information shared with staff via meeting 20th July and updates by end of term and during summer via staff return to work document. Parents informed by letter, twitter and website 21st July and update before return to school This document shared with Governors and Trust 22nd July</p> <p>RA completed 22nd July and updated 1/9</p>
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Lack of Awareness	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> • Communication • Supply staff 	<ul style="list-style-type: none"> • Staff to be provided with guidance pack, that includes expectations, protocols etc and this should be re-iterated on a regular basis • Parents to be to be provided with guidance that includes expectations, protocols etc • Posters • Induction provided on arrival re guidance pack, protocols within school 	<p>Information shared in staff meeting 20th July and through return to school document available following any over summer updates last week in August and on INSET Day</p> <p>Parents informed by letter, website and twitter during last week in July and any updates prior to 1st September</p> <p>Posters to be refreshed before start to school in September - LS/AHT's</p>
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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.	
Manager's Signature	Lee Spencer
Date	21st September
CEO Signature	Mel Priestley
Date of planned review (not to exceed 12 months)	9th November 2020
Date of planned full re-assessment (not to exceed 24 months)	14th December 2020