

# Ann Edwards CE Primary School

## CV19 Risk Assessment – January 2021

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This risk assessment has been put in place to help control measures and limit the risk of exposure of COVID19 to the whole school community for the spring term. It covers the measures needed above and beyond the usual control measures we already have in place, such as hygiene during food preparation or intimate care.

The example measures the list is based on current government guidance (January 2021):

- [Guidance for full opening: schools](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for primary schools](#)
- [Safe working in education settings](#)

### **RAG ratings:**

Each control measure has been assessed and assigned the appropriate colour. Each colour shows how prepared we are for each measure being in place for the spring term.

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place during the spring term
- Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE & RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY
<p><b>Contact with someone suffering from coronavirus</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Parents</li> </ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under <u>current guidance</u>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear suitable PPE e.g. a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p>	<p>All Staff</p> <p>Especially: Head teacher SBM</p>	<p>January 1<sup>st</sup> 2021</p>

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		<ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:               <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>		
<p><b>Contact with coronavirus when getting to and from school</b></p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Due to feedback, we have amended the staggered start times &amp; end times and processes of drop off/collection to make it easier to understand and follow. We have also advised all parents to wear face masks for drop off/pick up.</p> <p>With regards to our service bus, processes have been put in place from the direction of the Local Authority and the bus company to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Pupils are grouped together on transport to reflect the groups that are adopted within school</li> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> </ul>	<p>All Staff Parents</p>	<p>January 1<sup>st</sup> 2021</p>

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		<ul style="list-style-type: none"> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Pupils practise distancing within vehicles</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> <li>• The protocols for minimising adult to adult contact</li> <li>• Explain what your protocols are here, such as using different entrances and exits or marking out spots to queue</li> <li>• That only one parent/carer should attend where possible</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Pupils will wash their hands on arrival / before going into their classroom.</p>		
<p><b>Spreading infection due to touch, sneezes and coughs</b></p>		<p>Handwashing facilities will be provided in each bubble and other relevant areas of school e.g. offices/school hall/IT suite and entrances/exits etc.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <u>NHS guidelines</u>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>	<p>All Staff</p> <p>Especially: Site Manager &amp; External Cleaning Company (Ecoclean)</p>	<p>January 1<sup>st</sup> 2021</p>

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		<p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>IT equipment such as keyboards/mice and photocopiers will be wiped down with a sanitizing wipe after use.</p> <p>Any shared staffroom equipment such as the kettle will also be wiped down regularly.</p> <p>Within each bubble, there will be soap, hand sanitiser, wipes and disposable paper towels for pupils and staff so quick sanitisation can take place.</p> <p>All supplies will be topped up regularly and monitored weekly to make sure they're not close to running out.</p> <p>All bins will be emptied daily.</p> <p>Issuing/storage of medication will follow our normal process.</p> <p>If a child needs support entering the school site then their parent/carer will be invited to bring them onto the site to aid transition, remaining by the gate. Staff will maintain social distancing with them. If close contact with the child is necessary, then face-to-face contact will be avoided; visors will be worn for more intensive/longer term intervention in supporting a child in distress or at risk of absconding.</p>		
<p><b>Spreading infection through contact with coronavirus on surfaces</b></p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products including but not limited to:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> </ul>	<p>All Staff</p> <p>Especially: Site Manager &amp; External Cleaning Company (Ecoclean)</p>	<p>January 1<sup>st</sup> 2021</p>

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		<ul style="list-style-type: none"> <li>• Books and games and other classroom-based resources (books will be decontaminated for 48 hours before being re-allocated)</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> </ul> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books and stationery.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. As of January, we will stop using the hall as a staff room. Staff will have their breaks within their own pods. From 18<sup>th</sup> January each pod will be allocated the hall as a staffroom for one day each week to provide a change of scene; the hall will be cleaned before the next pod uses it the following day.</p>		

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		<p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>Room use will be restricted to enable more stringent cleaning in the areas that are being used.</p>		
<p><b>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</b></p>		<p>Pupils will be kept to their phase bubble. There will be more of an emphasis on the younger children to have separate groups within the bubbles, and for older children it will be on keeping a safe distance.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards (where possible), and unnecessary furniture will be moved out of classrooms to allow for this. This is limited within EYFS &amp; KS1.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>During Spring term 1, Staff will not work across different bubbles. Staff will be working on a rota basis. Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise</p>	<p>All Staff</p> <p>Especially: Teachers</p>	<p>January 1<sup>st</sup> 2021</p>

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		<p>contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>		
<p><b>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</b></p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Playtimes will be limited areas to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at minimum capacity to allow groups to keep apart when using them. They will be cleaned between each use.</p> <p>Pupils will have lunches in their own bubble and this will be staffed with the required numbers of adults and where possible, from the same bubble.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>There will be no breakfast or after school clubs during Spring term 1.</p>	<p>All Staff</p>	<p>January 1<sup>st</sup> 2021</p>
<p><b>Spreading infection due to the school environment</b></p>		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening for the new term.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be</p>	<p>Head teacher Site Manager SBM</p>	<p>January 1<sup>st</sup> 2021</p>



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		<p>followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. These spaces will be zoned so as to be used only by specific groups.</p>		
<b>Spreading infection due to excessive contact and mixing in meetings</b>		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a ventilated room large enough to allow for social distancing to take place.</p>	Head teacher Teachers SBM	January 1 <sup>st</sup> 2021
<b>Individuals vulnerable to serious infection coming into school</b>		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p>	Head teacher SBM	January 1 <sup>st</sup> 2021