

## RISK ASSESSMENT – COVID-19

<b>Company Name:</b>	Bawtry Mayflower Primary School									
<b>Location:</b>	Bawtry, Doncaster									
<b>Date of Assessment:</b>	19/8/2020	<b>Review Date:</b>			19/6/2020✓ 6/7/2020✓ 5/11/2020	<b>Revision No:</b>		4		
<b>Persons Exposed:</b>	<b>Employees:</b>	✓	<b>Other Workers:</b>	✓	<b>Public / Visitors:</b>	✓	<b>Young Persons:</b>	✓	<b>Estimated total number of persons at risk:</b>	300
	<b>New / Expectant Mothers:</b>			✓	<b>Vulnerable Persons:</b>	✓	<b>Other:</b>			

<b>Task Description:</b>	Risk assessment for the possible transmission of Coronavirus / COVID-19. This was originally written in conjunction with Department for Education advice on 11/05/2020 and has been further revised with information published on 02/07/2020. This document should be read in conjunction with any other risk assessments used within the school.
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### Important Notice:

Staff should ensure they are symptom-free (\*see below) and not put others at risk before attending work.

**\*a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**\*a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**\*a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

**undertaking testing** - staff should instigate a COVID-19 test if they met the set criteria

Do not go to a GP surgery, pharmacy, or hospital.

Use the 111 online coronavirus service to find out what to do.

For more information, read further [guidance on symptoms](#).

## RISK ASSESSMENT – COVID-19

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information to Children	4	5	20	<ul style="list-style-type: none"> <li>Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method.</li> <li>Soap and hot water available in all sink areas.</li> <li>Specific teaching activities around handwashing/catch it-bin it –kill it provided for all children on returning to school with regular reinforcement.</li> <li>Tissues will be available in all rooms.</li> <li>Parents will be provided with information about handwashing requirements/catch it-bin it-kill it and social distancing before more pupils are admitted into school.</li> <li>Children will be reminded regularly about the importance of and most effective strategies for handwashing.</li> <li>Updated behaviour policy will be shared with all parents prior to children returning to school and will be shared with children on return.</li> <li>New routines and guidelines for entering/leaving school to be shared with parents before returning in September.</li> <li>Information on covid 19 will be provided to all pupils so that they understand the risks associated with the virus. The level and manner of delivery will be tailored to suit the age of the pupils concerned.</li> <li>Parents regularly updated on the school blog with reminders about social distancing etc on and around the school site</li> </ul>	1	4	4	Information pack for parents provided Behaviour policy updated Programme of activities planned to ensure consistency E bug programme used	✓	

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Lack of Information	3	5	15	<p>The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>The UK Government (UK Gov) (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>),</li> <li>Public Health England (PHE) (<a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>),</li> <li>Department for Education (DfE) (<a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>)</li> <li>National Health Service (NHS) (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>)</li> <li>Health and Safety Executive (HSE) (<a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a>)</li> </ul> <p>Updates are passed to all staff members to ensure that they are kept informed. This is in the form of notices, memos and meetings (face to face, videoconference or teleconference). The subject is of public concern and all newspapers and other news sources are providing daily information on this matter. All persons, therefore, are considered to have easy access to information at the present time.</p>	1	5	5	<p>It is strongly recommended that the covid secure poster be displayed in a location that staff can easily observe it. <a href="#">Click here for the poster</a></p> <p>All staff will be instructed to read the latest government guidance - published 7.8.2020            Staff informed of updates as of 21.10.2020            Latest guidance shared with staff 9.11.2020</p> <p>Whole staff training:            29/5/2020            16/7/2020</p> <p>Staff INSET day- focus on routines/RA in the morning</p> <p>02.10.2020</p>	✓	

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Use of Personal Protective Equipment	2	5	10	<ul style="list-style-type: none"> <li>The wearing of a face covering or face mask in school is not recommended but staff can wear PPE/face mask if they choose to.</li> <li>Staff to use face coverings in all communal areas- all staff sent relevant information regarding storage of face coverings when not in use</li> <li>Staff and parents to use face coverings during drop off and collection times.</li> <li>Face coverings must not be worn by young children or those with special educational needs as they may not be able to handle them as directed.</li> <li>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way.</li> <li>In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. The supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn.</li> <li>All staff to be provided with a “grab bag” of PPE</li> <li>All staff have received infection control/PPE training through the LA.</li> <li>Means of disposing of used PPE has been considered and suitable bins are provided which are emptied regularly.</li> <li>Covid outbreak planning grid in place.</li> <li>Site manager to be trained by Metroclean regarding procedures for cleaning and PPE</li> </ul>	1	5	5	<p>Ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.</p> <p>Ensure that there are enough waste disposal bags for contaminated waste/PPE to be disposed of in line with guidance.</p> <p>Movement along corridors will be reduced as far as possible.</p> <p>Staff required to mix with multiple groups must obey social distancing at all times and follow increased hygiene rules such as regular handwashing when moving from group to group.</p>	ü	

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Shielded Persons and persons with increased risk	4	5	20	<ul style="list-style-type: none"> <li>The shielding rules changed on the 1<sup>st</sup> August and the school will follow the recommendations in full. Details on the revised guidance is available from: <a href="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">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</a></li> <li>Any persons with significant risk factors will subject to a personal risk assessment prior to returning to school so that control measures can be agreed by all parties and implemented accordingly. Control measures may include working from home and will be considered on a case-by-case basis.</li> <li>All staff who previously expressed concerns/were shielding/supporting shielding partners have been contacted to check concerns re full opening. Where necessary individual RAs have been completed.</li> <li>Social distancing will be maintained for all persons previously categorised as 'Clinically Vulnerable.</li> <li>Previously CEV persons will work from home in line with gov guidelines published 04.11.2020</li> <li>All control measures are implemented by the school with the intention to protect all persons, regardless of background, to the fullest extent, and without exception.</li> </ul>	1	5	5	<p style="background-color: yellow;">Medical records for children and staff to be updated</p> <p>Update in line with updated guidance 22.10.2020 and 04.11.2020</p>	✓	

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<p><b>Children with SEND/pastoral requirements</b></p>	4	5	20	<ul style="list-style-type: none"> <li>Children with SEND requirements and/ or pastoral support are identified by the school.</li> <li>Groups will be formed of an appropriate size to avoid contact and mixing but without restricting access for support, specialist staff or therapies.</li> <li>The school will plan to assist children with changes to routines using social stories and other measures.</li> <li>Support and specialist staff who move between schools will be permitted, however they will observe strict social distancing from other staff and will obey enhanced hygiene rules including more regular hand cleaning.</li> <li>If a child with SEND requirements attends more than one setting, including NHS hospitals, then the school will communicate clearly with the other settings to ensure a uniform approach is agreed.</li> <li>Staff will wear appropriate PPE if the pupil requires intimate care.</li> <li>The school will ensure that travel arrangements are in place and agreed with the local authority if transport is required as part of the EHC.</li> <li>The school will ensure that there are appropriate measures to facilitate movement around school for those using wheelchairs or walking aids. This will include avoiding contact with others along corridors wherever possible.</li> </ul> <p><b>LEARNING MENTOR:</b></p> <ul style="list-style-type: none"> <li>Children will be collected from the classroom doorway and taken to the LM room. Social distancing will be maintained and the LM will wear a face covering.</li> <li>Children and the LM will wash hands when entering the LM room.</li> <li>When working 1-1 a distance of 2 m should be maintained wherever possible</li> <li>When working with a small group, children should be from the same bubble. The LM should maintain a 2m distance where possible.</li> <li>Children should have own pack of resources.</li> <li>Any shared resources should be quarantined for 48 hours (72 for plastic).</li> <li>Children and the LM will wash hands before returning to class.</li> <li>LM will walk the children back to class maintaining 2m distance.</li> <li>The LM will wipe down tables and chairs after the session.</li> </ul>					

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Classrooms (other than EYFS)	4	5	20	<ul style="list-style-type: none"> <li>• Class sizes from the 1<sup>st</sup> September will return to normal levels. Existing bubbles of 15 will be disbanded at that point.</li> <li>• Consideration is being given to the formation of groups based on phases</li> <li>• The group size will not exceed 100 persons without additional justification.</li> <li>• Agreed with staff and Governors to keep bubbles to a class size due to increased infection rates and 2<sup>nd</sup> lockdown</li> <li>• Classrooms will be arranged to provide 2m social distancing for adults.</li> <li>• Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</li> <li>• Children in primary schools are not subject to social distancing under the 2<sup>nd</sup> July revision of the DfE guidance. Due to this the classroom layouts will be revised accordingly to ensure that the required number of children can be accommodated without affecting fire evacuation plans.</li> <li>• Children will be seated shoulder to shoulder wherever possible to avoid face to face contact.</li> <li>• Classroom doors and windows to be left open during breaks and lunchtimes to allow ventilation.</li> </ul>						

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EYFS Classrooms			20	<ul style="list-style-type: none"> <li>Teaching and support staff will avoid physical contact wherever possible, however it is accepted that this might be necessary for these, younger, children. Adults will be required to wash hands following any contact.</li> <li>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</li> <li>Fabric resources should be cleaned regularly, or be retired from use for a period of 48 hours (72 for plastic items) after being used within the setting.</li> <li>Rotation of resources will be used wherever possible to allow items to be cleaned thoroughly to prevent surface transmission.</li> <li>Classrooms do not require to be organised on a shoulder-to-shoulder basis for children of this age group.</li> <li>All play items will be cleaned and sanitised regularly.</li> <li>Outdoor areas will be allocated to EYFS classes for their use only. If the total EYFS group size is large, then additional areas will be provided for their use alone.</li> <li>PPE should be worn when undertaking intimate care needs for younger children.</li> <li>Classroom doors and windows to be left open during breaks and lunchtimes to allow ventilation</li> </ul>						
Educational Visits	4	5	20	<p>Educational visits will be planned on their individual merits. Overnight visits, or visits to overseas territories, are prohibited at the current time.</p> <ul style="list-style-type: none"> <li>The school will undertake a thorough risk assessment of the visit, as normal, prior to commencement. This assessment will now include an assessment of the COVID-19 secure status of the desired venue.</li> </ul>						



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<b>Outside Play Areas</b>	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>• Outside play areas will be provided for all bubbles.</li> <li>• Break time will be staggered to reduce numbers outside at any one time.</li> <li>• Mixing of groups will not be permitted outside.</li> <li>• Use of outside play equipment will be restricted to individual groups wherever possible.</li> <li>• Outside play equipment will be regularly cleaned wherever possible.</li> </ul>						
<b>Break Periods</b>	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>• Break periods will be staggered to reduce numbers outside of classrooms at any one time. Staff will be able to use welfare facilities away from the classrooms.</li> <li>• Social distancing within any staff welfare areas will be enforced.</li> <li>• Staff can mix with others from other groups providing that social distancing is maintained.</li> </ul>				Staff reminded regularly to maintain distance in classrooms and other areas of school		
<b>Supply and Peripatetic Teachers</b>	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>• Supply and Peripatetic teachers may be required to provide assistance to multiple schools. This is acceptable.</li> <li>• All supply and peripatetic teachers will be required to comply with the school's arrangements for managing and minimised risk.</li> <li>• These persons will be required to take extra care to maintain distance from other staff and pupils.</li> <li>• Contact with children will be prevented wherever possible.</li> <li>• This group also applies to sports coaches, those engaged to deliver before and after school clubs, and any volunteers used within the school.</li> </ul>						

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Items Removed from School	4	5	20	<ul style="list-style-type: none"> <li>Items can now be removed from school on a limited basis.</li> <li>Teachers and pupils will be allowed to remove items, such as books, provided that they do not share these materials with others outside the school setting.</li> <li>Resources which are required to be used by others in school should be cleaned thoroughly or left for 48 hours (72 hours for plastic items) upon return to school.</li> <li>Children will be allowed to bring everyday essential items only, such as lunch boxes, water bottles, hats, coats and books. Bags are permitted to be brought into school.</li> <li>Cloakrooms will not be shared by multiple groups and they will be monitored on arrival and leaving times to ensure that they are not overcrowded.</li> </ul>				<p>This is different: At the present time staff will not take shared items home from school e.g. books.</p>		
Travelling to and from school				<ul style="list-style-type: none"> <li>All staff travel to school in a private car.</li> <li>Staff are advised not to share a car with a person outside their household to travel to school.</li> <li>Parents and children are encouraged to walk to school wherever possible. If children travel to school by scooter or bike, these should be taken home by parents.</li> <li>Bike shelter is not in use to reduce pinch points</li> <li>Staff and families advised to follow social distancing guidelines when travelling to and from school.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li></li> </ul>	✓	

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<p style="margin: 0;"><b>Contact with Others</b></p> <p style="margin: 20px 0 0 0;"><b>ProAktive</b></p>				<ul style="list-style-type: none"> <li>Contact between other persons must be limited and social distancing (keeping 2m apart) should be followed where possible.</li> <li>Staff CPD to be delivered via Microsoft teams or by ensuring that staff can maintain 2m+ distance. Doors and windows open to allow adequate ventilation.</li> <li>Timetables will be modified to ensure that breaks, and drop-off / collection times are staggered.</li> <li>No visitors will be allowed in school except in an emergency or by prior appointment.</li> <li>Assemblies will take place in classrooms.</li> <li>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally.</li> <li>Where there is more than one bubble at a time outside, staff to ensure that social distancing is maintained.</li> <li>Playground barriers will be used to separate groups at play.</li> <li>Lessons planned for individual work or pairings NOT group work if it involves moving around the room (KS2)</li> <li>Feedback from teacher – using screen and visualizer/app to reduce close interaction.</li> <li>Mark out an area for the teacher – 2m distancing at the front of the room</li> <li>Where possible, children to use the same desk each day and use their own set of equipment.</li> <li>Teacher and TA assigned to bubbles.</li> <li>Staff required to mix with multiple groups must obey social distancing at all times and follow increased hygiene rules such as regular handwashing when moving from group to group.</li> <li>Lunchboxes kept under desks in KS1 and 2.</li> <li>No items from home to be brought in other than those agreed by school.</li> <li>Uniform to be worn. Jumpers and cardigans to be placed on pupil chairs so that other children are not touching or taking them home in error.</li> <li>Break times for pupils - strictly timetabled to ensure that no crossing of bubbles.</li> <li>Groups of children will be kept together at all times so that there is not a mixing of pupils or staff.</li> <li>Toilets assigned to specific bubbles.</li> <li>Outside areas will be accessed directly from classrooms using external fire doors where possible to minimise use of corridors/halls – KS1.</li> <li>Assemblies involving more than one group will be avoided. Whole school assemblies will be delivered via Microsoft Teams.</li> </ul>						

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<b>Housekeeping</b>	3	5	<b>15</b>	<ul style="list-style-type: none"> <li>Metroclean are used to clean school and they Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>Adequate supplies of cleaning materials are kept on site.</li> <li>School to be deep cleaned before more pupils return to school</li> <li>Extra cleaning time has been agreed with Metroclean – cleaning during the day of key areas and bins emptying.</li> <li>Cleaning staff have been instructed to increase the frequency of cleaning key areas wherever possible.</li> <li>Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly.</li> <li>Cleaning staff are trained in the correct use of cleaning equipment and chemicals .Products available in class.</li> <li>Other staff in school will be made aware of the safety information and PPE requirements for cleaning products in school.</li> <li>The building is subject to regular cleaning by trained and competent persons. If required a ‘deep clean’ is able to be requested.</li> <li>Staff to clear all classroom surfaces at the end of the day to ensure effective cleaning can take place.</li> <li>Staff to clean all shared equipment after use by pupils. – washing bags purchased.</li> <li>Shared resources will be limited to use within single groups only. If sharing is required by multiple groups, then they must be cleaned or left for 48 hours (72 hours for plastic items) between use.</li> <li>Unnecessary equipment will be removed from rooms. Soft furnishings, soft toys and hard to clean items to be removed.</li> <li>The school has considered the use of lidded bins, however these are difficult to source, and due to the increased cleaning regime required to keep the lid sanitised after each use, is not thought to be practicable for this situation. The school is providing suitable waste bins and these are being emptied regularly.</li> <li>Paper towels and bins are provided in all toilets and sink areas. Hand dryers are not used.</li> </ul>	2	5	<b>10</b>	<p>A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.</p> <p>Staff to be reminded of the need to clear desk tops at the end of morning and afternoon sessions. Staff advised to clear display tops at the end of the week to allow cleaning to take place.</p> <p>Staff to ensure equipment used by pupils is washed</p> <p>Purchased wash bags for EYFS</p>	ü	

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<p><b>Transmission of Virus / Hygiene</b></p>	4	5	20	<ul style="list-style-type: none"> <li>• All staff in school are provided with information on good hygiene measure to include:</li> <li>i) washing hands with soap and water often – do this for at least 20 seconds.</li> <li>ii) Staff to wash hands on arrival at school and when they arrive home.</li> <li>iii) using hand sanitiser gel if soap and water are not available.</li> <li>iv) covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.</li> <li>v) put used tissues in the bin straight away and wash hands afterwards.</li> <li>vi) do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Tissues available in all classrooms and office areas.</li> <li>• Soap and water available in all sink areas..</li> <li>• All persons are instructed to obey ‘social distancing’ wherever possible. This means maintaining a 2m separation wherever practicable.</li> <li>• Supplies of soap and hand sanitiser are available for use.</li> <li>• Hand sanitiser is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</li> <li>• Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</li> <li>• Fabric resources should be cleaned regularly, or be retired from use for a period of 48 hours (72 for plastic items) after being used within the setting.</li> <li>• Books resources used within the bubble only wherever possible. Where this is not possible, resources must be cleaned or stored as detailed above.</li> <li>• Bins will be emptied regularly, especially those used for disposing of tissues.</li> <li>• All drinking fountains covered</li> <li>• Middle sinks in EYFS covered to maintain social distancing.</li> <li>• Staircases – routines established for Y5/6 walking up and down stairs. Extra cleaning of handrails.</li> <li>• Staff will ensure that children are taught correct procedures for handwashing and the use of hand sanitiser.</li> <li>• Staff will ensure that children use hand sanitiser regularly and wash hands at regular intervals particularly when entering leaving the building</li> </ul>	2	5	10	<p>Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.</p> <p>Notices around the building reminding adults and children of the need to wash hands and use hand sanitiser regularly.</p> <p>Visitors only allowed on site with the permission of the Acting Headteacher/ Executive Headteacher.</p> <p>Maintenance visits to be carried out before and after the school day except in an emergency.</p>	ü	

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<b>Emergency Procedures</b>	3	5	15	<ul style="list-style-type: none"> <li>The school has formulated a covid outbreak plan.</li> <li>Employees have been made aware of this plan.</li> <li>Safeguarding – DSL on site at for the majority of time. Contactable by phone at all times.</li> <li>First aid training update also includes COVID-19 specific elements</li> <li>First aiders on site at all times.</li> <li>Paediatric first aider on site when EYFS children on site.</li> <li>SEND – Individual RA completed where required.</li> <li>Should physical intervention be required, staff must don full PPE.</li> </ul>	1	5	5	None Required	✓	
<b>Close contact with children – 1:1 and restraint</b>				<ul style="list-style-type: none"> <li>Seek expert guidance from special schools/behaviour teams if required.</li> <li>Individual risk assessments for identified pupils.</li> <li>Behaviour addendum</li> <li>All staff have PPE grab bag issued.</li> <li>Reduced timetable / exclusion / inclusion considered if children are acting in a way that puts others at risk.</li> <li>Children requiring extra support to be seated towards the front of the class where and adult scan keep a safe distance.</li> </ul>						
				<ul style="list-style-type: none"> <li></li> </ul>						

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<b>Employees Becoming Unwell</b>	4	5	<b>20</b>	<ul style="list-style-type: none"> <li>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms.</li> <li>Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from school.</li> <li>If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</li> <li>Employees with symptoms will be advised to book a test and keep school updated with the progress and outcomes.</li> <li>Should reduced staffing impact on the capacity to provide safe staff/pupil ratios, children in that group may be sent home. PHE and LA advice will be followed.</li> <li>The latest government guidance will be followed following suspected and/or confirmed cases of Covid 19.</li> </ul>	2	5	<b>10</b>	Senior Leadership to remain vigilant for employees displaying the signs of symptoms of COVID-19.	✓	

## RISK ASSESSMENT – COVID-19

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
Pupils Becoming Unwell	3	5	15	<ul style="list-style-type: none"> <li>If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature, loss of taste and smell) they will be moved to a room there they can be isolated behind a closed door whilst parents are called to collect the individual. <i>Use the KS1 library. See guidance document.</i></li> <li>Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive.</li> <li>If children waiting to be collected require the bathroom then they should use a separate bathroom if possible and this will be disinfected using normal cleaning products before being used by anyone else. <i>Use the toilet in the library area.</i></li> <li>Children to be taken to the KS1 library via the route advised. Adults to sit close to the door with door open.</li> <li>If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn.</li> <li>PPE must be disposed of in line with infection control training. Reminder of training in September.</li> <li>The supervising person should wash their hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left.</li> <li>There should be no need for the supervising person to self-isolate following supervision of a child with unless they develop symptoms themselves.</li> </ul>	2	5	10	None Required	✓	



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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
<b>Confirmed Case of COVID-19</b>	4	5	20	<ul style="list-style-type: none"> <li>If any pupil or employee tests positive for COVID-19, the rest of their class or group will be advised to self-isolate or 14 days.</li> <li>If there are multiple instances then the assistance of Public Health England and the LA Health Protection Team will be sought.</li> <li>School will engage with the Test and Trace system. Contact details of visitors will be maintained to assist this process.</li> <li>Any person who is tested and is the result is negative can return to school as soon as required.</li> </ul>	2	5	10	<p>Contact details for local health protection team – HT office Edulog</p> <p>See covid outbreak plan</p>	✓	
<b>Physical Education</b>	4	5	20	<ul style="list-style-type: none"> <li>PE sessions will be undertaken outside wherever possible.</li> <li><b>Any high exertion activities must be undertaken outside and cooling down exercises undertaken before moving inside. This is due to the way that persons breathe during exercise.</b></li> <li>Activities such as active miles, making break times and lessons active and encouraging active travel will help to encourage physical activity whilst maintaining social distancing.</li> <li>Distance between pupils should be maximised during physical activity.</li> <li>Contact games or sports are not permitted.</li> <li>If changing within classrooms is not practical, then pupils will be permitted to wear PE clothing instead of school uniform on those days when PE is to be undertaken. Adoptions will be made in the required clothing for PE sessions to take weather conditions into account, such as the wearing of trousers and jumpers in winter. Consideration will be given to back up clothing in poor weather conditions.</li> </ul>				•		
<b>Air conditioning</b>				<ul style="list-style-type: none"> <li>School does not have an air conditioning system.</li> </ul>				•		

## RISK ASSESSMENT – COVID-19

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
Access and Egress to School	4	5	20	<ul style="list-style-type: none"> <li>The start and finish times of the school day will be staggered.</li> <li>Only one adult to accompany a child onto the school premises.</li> <li>If parents accompany their child to school, then in KS2 they will be encouraged to hand the child over at the school gates.</li> <li>If parents are to enter the school grounds, then they must follow a one-way system and maintain social distancing with all other persons at all times.</li> <li>One-way routes will be clearly displayed for all persons.</li> <li>Adults will be advised to avoid congregating at the access points to the school.</li> <li>Collection and drop-off times will be supervised by the school staff.</li> <li>Pupils will be encouraged to walk to school wherever possible.</li> <li>Bike shelters closed to minimise cross contamination/mixing of bubbles.</li> <li>The school will follow government guidance in respect of public transport and will liaise with any transport provider to ensure that controls for COVID-19 are implemented.</li> </ul>				•		

## RISK ASSESSMENT – COVID-19

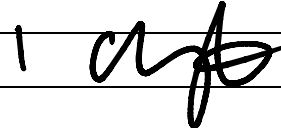
Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
<b>Catering</b>	4	5	20	<ul style="list-style-type: none"> <li>Kitchens will provide food for all persons within the school if required.</li> <li>The school will consult with the catering supplies as to the type of food provided.</li> <li>Consideration will be given to eating within classrooms to ensure mixing of groups does not occur.</li> <li>Eating within school halls will be acceptable providing that groups do not mix and that there is cleaning of surfaces between sittings.</li> <li>From 02.11.2020, children will be provided with hot meals, with 6 bubbles eating in the hall</li> <li>These groups will not mix</li> <li>Each bubble will be allocated a zone a significant distance ( more than 2m) away from the other zone within the school hall</li> <li>Each bubble will be allocated an entrance door and time into and out of the hall</li> <li>Staff supervising lunches will not mix with staff from another bubble and will stay in their area of the hall and at least 2m away from staff from other bubbles</li> <li>Catering suppliers will be required to demonstrate that they are following all COVID-19 guidance and that they maintain social distancing between themselves and others.</li> <li>Consideration will be given to requiring serving persons to wear PPE, such as facial coverings, as they will be required to mix with multiple persons and groups and there is the increased likelihood that they will come into close contact with these persons.</li> </ul>				<ul style="list-style-type: none"> <li>Leaders to consider moving to hot meals and eating in the hall during autumn term.</li> </ul>		
<b>Breakfast and After School Clubs</b>	4	5	20	<ul style="list-style-type: none"> <li>Individuals within school groups or bubbles will be kept separate wherever possible.</li> <li>Parents will be encouraged to limit the number of wraparound providers as far as possible.</li> <li>Staff overseeing these clubs will be required to social distance wherever possible.</li> </ul>				<ul style="list-style-type: none"> <li>Due to the difficulties in maintaining bubbles, Buddies will not be open at the start of the autumn term. The position will be reviewed during the autumn term.</li> </ul>		

## RISK ASSESSMENT – COVID-19

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
<b>Visitors</b>	4	5	20	<ul style="list-style-type: none"> <li>Only essential visitors should be permitted to attend school. The contact details of visitors will be stored to assist the test and trace system.</li> <li>All non-essential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</li> <li>Visitors are instructed to use hand gel and then wash hands on arrival at the site and when leaving.</li> <li>Visitors must follow the same infection control and hygiene rules as all other persons on site.</li> <li>If a visitor refuses to follow the school's policies in any way then they are to be removed from site immediately.</li> <li>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</li> </ul>	2	5	10	<p>Ensure that information posters and notices are prominently displayed in reception areas.</p> <p>Ensure hand sanitiser is available.</p> <p>Office staff to speak to visitors through screen</p>	✓	
<b>Staff and pupil Wellbeing</b>	4	4	16	<ul style="list-style-type: none"> <li>Travelling to and from school – all staff currently travel by car.</li> <li>Risk assessment shared with all staff</li> <li>Staff encouraged to add to risk assessment and to report concerns</li> <li>Break times staggered to give staff a break and avoid more than 3 in KS1 staffroom and 5 in KS2 space.</li> <li>Staff should wash hands thoroughly after touching shared items e.g. children's books.</li> <li style="background-color: yellow;">Children's work or books are not to be taken home by staff.</li> <li>Information regarding support for staff has been shared.</li> <li>Learning mentor has details about support for adults should it be required.</li> <li>All staff know they can speak to Head/Exec head about any concerns.</li> <li>Family manager and Research lead attending Trauma Informed School training.</li> <li>CD and BP part of LA behaviour and curriculum team - developing a recovery curriculum model.</li> <li>Family Manager has resources which are shared with parents, staff and pupils where required.</li> <li>BAME – Leaders are protecting all staff, pupils and visitors to the highest standards possible.</li> </ul>	2	4	8	None Required	✓	

## RISK ASSESSMENT – COVID-19

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
<b>Contingency Plan in case of a bubble or local lockdown</b> <b>Video contact with children in the event of a local lockdown</b>	4	3		<ul style="list-style-type: none"> <li>Remote learning policy to be followed</li> <li>Up to date information sent to parents re online safety, safe use of platforms etc.</li> <li>School to be deep cleaned during lockdown (of class or more widely)</li> <li>Limiting class sizes will be relevant in the event of a local outbreak This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</li> </ul>	4	2		CPD delivered - July and September and repeatedly throughout Autumn term		

<b>Name of Assessor:</b>	Ian Clayton CMIOSH	<b>Signature:</b>	
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# RISK ASSESSMENT – COVID-19

## Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

# RISK ASSESSMENT – COVID-19

## Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

Name	Signature	Date

# RISK ASSESSMENT – COVID-19

Addendum:

Response from PHE following a question about cleaning in school following suspected/confirmed case of covid 19

To confirm the discussion we've just had on the phone, please see below email response from Public Health:

Take care, Rebecca

Please see a response below from Victor Joseph Consultant in Public Health:

- 1) A child is taken to the 'dedicated room' when they are displaying Covid symptoms. After they are collected and taken home (but before any tests have been confirmed) is it still OK to use the room to take another child to if they too display symptoms? What cleaning would need to take place and should the person cleaning have PPE on?

**1a) Yes, it is ok to use the room to take another child if they too display symptoms.**

**1b) What cleaning is needed?**

- 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

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

**1c) The person doing the cleaning needs to have appropriate PPE on (see above).**



## RISK ASSESSMENT – COVID-19

2) The test for the above child comes back as positive so the bubble closes and advice from you is followed. The room the child was taken to will then need a deep clean too, will this need to remain closed for 72 hours as per the classroom? If so, would this mean the whole of school then has to close as they have no other suitable place to take a child to who is displaying symptoms.

2a) The room the child was taken to does not need to be closed for 72 hours. Once cleaned, allow some ventilation in the room e.g. opening windows. This means, the whole school does not need to close.

The Public Health team

Doncaster Council | Civic Office – Floor 4 | Waterdale | Doncaster | DN1 3BU

Rebecca also confirmed that in the time between the room being cleaned by school staff and a deep clean taking place, the room could be used for other suspected cases as we have taken the steps to mitigate the risk.