

**Title: Wilkinson Primary School Covid-19 Risk Assessment MARCH 2021**

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	<b><u>Reception Area</u></b> <ul style="list-style-type: none"> <li>Barriers/screens in use in reception area for reception staff when dealing with parents/visitors/contractors.</li> <li>Hand sanitiser available and notices requiring the application of hand sanitiser on admittance to school are displayed</li> </ul> <b><u>Promotion of good personal hygiene</u></b> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water (ideally warm water) in place.</li> <li>Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>Stringent hand washing taking place in accordance with guidance.</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>Classes to teach children hand washing techniques.</li> <li>Drying of hands with disposable paper towels.</li> <li>Children to wash hands before and after eating a snack and before and after eating dinner.</li> </ul>	M	Adults requested to only visit school if pre-arranged or providing vital service. Encourage/require communication with school only via telephone/e-mail.	Site Manager	N/A	YES
	Pupils						
	Cleaners						
	Contractors						
	Visitors to your premises						
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions		L	Handwashing advice posters clearly visible around building	Site Manager	Ongoing	YES
	Anyone else who physically comes in contact			Handwashing/sanitising every hour/ prior to leaving and returning to classroom or as necessary	Staff	Ongoing	YES
				Revise effective handwashing	Staff	Ongoing	YES

	with you in relation to your operations	<ul style="list-style-type: none"> <li>Hand sanitisers meeting a minimum of 70% alcohol content sited in any area where washing facilities not readily available (<b>Note; hand gel is no substitute for thorough and effective handwashing</b>)</li> <li>Employees and pupils reminded to catch coughs and sneezes in tissues – Follow ‘<b>Catch it, Bin it, Kill it</b>’ and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.</li> <li>Appropriate receptacles for disposal of tissues which are emptied throughout the day.</li> <li>Pupils discouraged from sharing cutlery, cups or food.</li> <li>Cutlery/cups/plates handed to children.</li> <li>Year groups to be separated in the dining room</li> <li>Cutlery/plates to be handed to children and removed by staff (children not to take up their own plates to scrape them)</li> </ul>		Every member of staff has bottle of sanitiser with them at all times	Office Staff/ Staff	Ongoing	YES
				Classrooms fully equipped with e.g. soap, towels, tissues, sanitiser, bins in all rooms	Site manager/ Office Staff	Ongoing	YES
				Children bring in own drinks bottle and classroom cups labelled and disposed of each day where children don’t bring their own. Lunchtime social distancing between bubbles supervised by additional staff.	Staff / SMT	Ongoing	YES
		<ul style="list-style-type: none"> <li>Parents informed of hygiene expectations and to advise it’s discussed with their children.</li> <li>Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.</li> <li>Areas are kept well ventilated using natural ventilation where possible.</li> </ul>		All windows checked for full compliance. Staff encouraged to leave doors/ windows open as much as possible	Staff / SMT	Ongoing	YES

		<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Pupil desks are cleaned regularly throughout the day.</li> <li>• Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&amp;S policy.</li> <li>• Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods.</li> <li>• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Children may share classroom equipment and central held resources (pencils, art materials, computers etc). All shared equipment to be cleaned at the end of sessions</li> </ul> <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).</li> <li>• The Government no longer recommends a 2m social distancing gap in primary education – children may be seated in close proximity BUT all desks must be arranged so children face the same direction (i.e. rows).</li> <li>• Class sizes are to be normal.</li> <li>• Children will be grouped in Year Group Bubbles – 2 Teachers and 2 Teaching Assistants with each ‘bubble’.</li> </ul>	M	<p>Cleaning materials in all rooms for incidental cleaning</p> <p>Cleaning staff to have additional lunchtime shift for handles, toilets, tables etc</p> <p>Staff to spray toys etc after each session</p> <p>Senior leaders to check for all aspects of cleaning</p> <p>Children to bring classroom cup from home</p>	<p>Site Manager</p> <p>Staff</p>	Ongoing	YES
			L	<p>Letters and reminders sent out</p> <p>Use of different parts of the outside space</p>	<p>Site Manager/ SMT</p>	Ongoing	YES

		<ul style="list-style-type: none"> <li>• Bubbles to stay in the same area of the school and where ever possible different groups are not mixed.</li> <li>• The same teacher / staff members are assigned to each group and stay the same during the day.</li> <li>• Children use same classroom or area throughout the day with thorough cleaning of rooms at the end of the day.</li> <li>• Staggered lunch and break times and reduced movement of pupils around school to avoid large groups of children gathering</li> <li>• Staff reminded daily of the importance of social distancing both in the workplace and outside of it.</li> <li>• Large multi-year group/whole school meetings (e.g. assemblies) not to take place.</li> <li>• Redesigning processes / rooms to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Staff may use the staff room to make drinks to a maximum of four people sitting and eating at any one time, socially distanced (other staff may make drinks/food whilst other are sitting and eating).</li> <li>• Staff are advised to use their own, named cup and cutlery.</li> <li>• Staff MUST wipe down kitchen surfaces after use.</li> <li>• Management checks to ensure this is adhered to.</li> <li>• Parents to be given specific times and places to wait for their children at the end of the day and social distancing markings to be in place in line with government guidelines. Parents to leave site immediately following drop-off and collection of children.</li> <li>• Children to arrive in family groups (if necessary) at the time the earliest child should arrive at school.</li> <li>• Children to be collected in family groups at the time of earliest child to leave.</li> </ul>		Barriers installed and parents informed	SMT Staff	Ongoing	YES
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		<p><b><u>Reducing contact point activities</u></b></p> <ul style="list-style-type: none"> <li>• School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.</li> <li>• Food preparation for the DT curriculum is NOT permitted. (To be reviewed after May 18<sup>th</sup>).</li> <li>• Singing is permitted in small groups only in well ventilated areas or outside.</li> <li>• PE (including Gym, Dance and Drama) is permitted indoors (in the hall) in groups of no more than 15. PE is to be conducted OUTSIDE if it is to include more than 15 pupils.</li> <li>• School will cease hand shaking of children and visitors.</li> <li>• Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation.</li> </ul> <p><b><u>Dealing with a suspected case (staff and / or pupil)</u></b></p> <ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature loss of sense of taste and/or smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</li> </ul>	M		SMT	Ongoing	YES
				Internal/external doors will be wedged open as is practicable.	Site Manager	Ongoing	YES
			H	SMT to brief all staff regarding procedure for COVID symptoms	SMT Staff	Ongoing	YES
				Staff to wear PPE to assist unwell children	Site Manager		All listed actions are in place
				Interview room identified			
				Toilet will be identified as necessary			

		<ul style="list-style-type: none"> <li>If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.</li> <li>If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> </ul> <p><b><u>Controlling other users of building (visitors / contractors)</u></b></p> <ul style="list-style-type: none"> <li>External Agencies will be allowed onto the school site following the correct procedures: Appointment to be made prior to visit, use of hand sanitiser on entrance to site, maintaining of social distancing.</li> <li>The school will contact every user and inform them of usage expectations:</li> <li>Workshops/peripatetic teaching/class projects from outside providers in some cases to be delivered remotely through video conferencing</li> </ul> <p><b><u>Emergency procedures</u></b></p> <ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies</li> </ul>		SMT to inform			
	M		Compulsory handwashing on arrival at school and before leaving Additional Signage	SMT Staff	Ongoing	YES	
	M		Updated half termly, text reminders sent out to remind parents to update details	Site manager SMT	Ongoing	YES	

		<p>– medical emergencies are managed in line with this policy.</p> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <p>Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. However in school, face coverings will be worn by all staff and is optional for children. Additionally gloves, aprons etc may be needed in certain situations (e.g. assisting children with eating). Face coverings, gloves and aprons are required for intimate care needs.</p> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p>	M	<p>PPE – aprons, gloves, face masks will be worn to administer first aid of any kind or at the gate or when out of their bubble</p> <p>PPE required if;</p> <ul style="list-style-type: none"> <li>• a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask (fluid repellent surgical mask), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>).</li> </ul>	SMT Office Staff	Ongoing	YES
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				<ul style="list-style-type: none"> <li>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.</li> </ul>			
Teacher / staff shortage		<ul style="list-style-type: none"> <li>School monitors daily any staff absence.</li> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>All staff are advised to take regular lateral flow tests at home. Staff should conduct tests TWICE weekly (Sunday and Wednesday) and report the results BOTH positive and negative) to the School Business Manager (via a dedicated e-mail) and the NHS. If a POSITIVE test is recorded staff MUST inform the Headteacher immediately and book a PCR test. The result of the PCR test (positive or negative) MUST be reported to the Headteacher immediately.</li> <li>Daily report to the HT on number of absences and symptoms.</li> <li>Weekly summary data for each class to HT.</li> <li>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>PPA absence cover to be arranged from within base staff/sports coaches.</li> </ul>	H	If there are any shortages of teachers, then SMT from that Year Group will be allocated to lead the group. Alternatively, if available, Sports Coaches may take the Group.			
Impact on physical and mental health		<ul style="list-style-type: none"> <li>Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health.</li> <li>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> </ul>	M				



		<ul style="list-style-type: none"> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> </ul>					
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	Name	Position	Signature	Date	Review Date
<b>Risk Assessor</b>	C. Bissell	Site Manager		3 March 2021	18 May 2021
<b>Line Manager</b>	C. Gibbon	Head Teacher		3 March 2021	18 May 2021

#### Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#).

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#))

#### **Additional considerations:**

School-specific arrangements relating to risk assessment that may need additional detail:

- Capacity and organisation of teaching spaces
- Arrival to and departure from school and other modes of transport
- Movement around the school
- Classroom allocations
- Timetable arrangements
- Role of teaching assistants
- Breaktime and Lunchtime plan
- Catering staff
- Cleaning
- Toilets
- Staffroom and offices

Effective communication is key and cannot be underestimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.