

Coronavirus Risk Assessment

Date:	11 September 2020
Risk Assessment Team:	Leadership Group CP/CM/JWy
Review:	Weekly



Children Attending School - Risk of vulnerable children contracting the virus.

Action to mitigate Risks

Children who are classed as **clinically extremely vulnerable** due to pre-existing medical conditions have been advised to shield and should not attend school.

Clinically vulnerable children are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

The school has adopted smaller assemblies groups in large rooms, one way system for lunch and staggered start times, staggered departure times at the end of the day, increased cleaning throughout the day, extra time between lessons for cleaning, face masks and shields when appropriate, no staff lunches to reduce crowding, cleaning of all equipment in classrooms and PE, assigned seats on school transport, essential visitors only via an appointment.

Risk	Rating	Success Criteria	Staff Member Responsible / Actions
Specific guidelines school transport and arrival in school	Low	<p>Guidelines state that pupils must wash hands before and after any travel on school or parent transport. Parents to be informed.</p> <p>Bus companies have diagrams for seating</p>	<ul style="list-style-type: none"> ■ Usual risk assessments apply ■ Parents to remain in cars. Poplar pupils collected and delivered. ■ Staff follow updated national guidelines on travelling in groups ■ School can provide hand sanitiser for pupils and adults to use after travelling on transport ■ Reception to have barrier between staff and visitor ■ Buses will be cleaned before and after each journey. ■ Pupils sat at appropriate distance apart. Masks to be worn at all times.
<p>Staff do not report sickness</p> <p>Staff are unwell but attend School</p> <p>Staff absence increases</p>	Medium	National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting	<ul style="list-style-type: none"> ■ Head Teacher will: <ul style="list-style-type: none"> ● communicate to staff the importance of following national guidelines in Staff Briefings/E-Mails and post copies of risk assessment on staffweb ● remind staff of the sickness policy during any lock down period or staff self-isolation ■ Staff to inform Head Teacher/Bursar immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice ■ In event of teaching staff absence: <ul style="list-style-type: none"> ● School will use teachers already in school to cover absence ● Classes will maintain social distancing rules. The Head Teacher will review this in the event of changing guidelines from DfE. ● In the event of significant staff absence, the LG will review the viability of school remaining open. The Head Teacher will consult with the Chair of Governors. If school is to be closed, then this will be communicated to staff and parents via Clarion bulk E-Mail. ● Only essential tasks will be carried out during a staff shortage period (Attendance, First Aid, Salaries/Payroll, etc) ● If the Head Teacher is sick, the LG will lead the school ● In the event of a school closure with staff and pupils at home who are not well and still able to access education, work will be set electronically. Pupils will be expected to complete tasks at home.

Risk	Rating	Success Criteria	Staff Member Responsible / Actions
Siblings at another School report unwell and family confused as to appropriate action	Medium	The school has the most recent information from the government, and this is distributed throughout the school community	Medical Room to inform family of Government guidance and isolation period.
Vulnerable pupils & adults in the School are exposed to illness	Medium	School communicate appropriately with their most vulnerable pupils, Health care plans are updated and instruction from GPs followed	<ul style="list-style-type: none"> ■ Head Teacher will: <ul style="list-style-type: none"> ● obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately ● communicate with families and reiterate the message of gaining advice from NHS 111
Child or adult shows symptoms whilst at School	Medium	All staff understand the symptoms of COVID-19 and follow School agreed process	<ul style="list-style-type: none"> ■ Medical Team identify the most vulnerable pupils and staff from current medical information ■ Medical staff have infra-red thermometer for staff and pupils. Tests available in school for parents to take home.
Ensuring isolation	Medium	Person is removed from school without compromising other individuals.	<ul style="list-style-type: none"> ■ Staff report to Head Teacher ■ Where a child or adult in a group has been sent home with symptoms we will inform all school parents. If subsequently a positive diagnosis ERS will inform all parents. ■ Premises Manager: Advice on rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. ■ Staff to self- isolate – journey home by car ■ Parents informed immediately and asked to collect immediately and contact NHS on 111 ■ Child taken to medical isolation room until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 meters away outside the room. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue or mask. Deep clean follows. ■ Head Teacher to inform Chair of Governors

Risk	Rating	Success Criteria	Staff Member Responsible / Actions
Visitors to school spread infection	Medium	School limits visitors. No parents without an appointment. Staff to meet visitors in the car park. No specialists allowed without an appointment.	<ul style="list-style-type: none"> • Bursar to inform reception staff of procedure for visitors • All staff conscious of procedure
Virus detected in School	Medium	All staff understand the symptoms of COVID-19 and follow School agreed process	<ul style="list-style-type: none"> ■ Follow guidance from PHE. Parents informed. ■ LG to meet to discuss risk and deep clean
Catering staff absent – lunch no longer available	Medium	Wilson Vale shares risk assessment with School	<ul style="list-style-type: none"> ■ ? Wilson Vale Catering Manager: <ul style="list-style-type: none"> • ensure precautions are in place for all staff on site <ul style="list-style-type: none"> - Washing hand - Use of sanitizer - Wearing gloves, uniform and Full Face Shielding masks - Thorough cleaning of kitchen at the end of every service ■ ensure the kitchen space and lavatory for staff are being cleaned as appropriate. ■ inform Head Teacher and Bursar of any staff off sick with associated symptoms. ■ If no kitchen staff available kitchen closes and parents' packed lunch
Cleaning staff absent – cleaning no longer available	Medium	Bursar to organize substitutes. Premises Manager to take-on additional cleaning duties.	<ul style="list-style-type: none"> ■ ERS ensures precautions are in place for all staff on site <ul style="list-style-type: none"> • Washing hands • Use of sanitiser • Wearing gloves and protective wear ■ Bursar to inform Head Teacher of any staff off sick with associated symptoms. ■ If no cleaning staff are available – the Head Teacher will consider school closure.
Precautionary measures to prevent transmission	Medium	<p>Everyone is following the handwashing protocol</p> <p>All pupils, staff and any visitors to use the hand gel at entrances and at reception</p> <p>Gels available in all classrooms</p> <p>Class teachers using cleaning sprays between lessons.</p> <p>Social Distancing in force in lessons and around school</p> <p>Tape on floor to indicate social distancing</p> <p>One-way route in Dining Area and single desks for eating.</p> <p>Doors propped open to avoid contact spreading</p> <p>Unnecessary furniture and items removed from classrooms</p> <p>Middle sink / urinal disabled</p> <p>Cleaning by staff throughout the day</p>	<ul style="list-style-type: none"> ■ All have been informed that pupils and staff should wash their hands ■ Avoid touching eyes, nose and mouth with unwashed hands ■ Hand Towels made available. ■ Pens, stationery, books etc are not shared. ■ Pupils have individual sets of equipment for their own use ■ Exercise books are not touched by staff. Marking on labels stuck into books or online assessment if possible. ■ Hot Desking not allowed ■ Resources should not be shared ■ Kitchen staff wear full face covering shields. PPE available to all staff if requested. ■ Pupil numbers limited in toilets ■ Medical Staff to wear PPE when dealing with pupils ■ We will minimise any other adults entering each classroom. Adults will minimise mixing with each other

Poor Communication	Low	All staff/pupils aware of current actions and requirements	<ul style="list-style-type: none"> ■ Head Teacher to brief all staff on ERS Risk Assessment. ■ Staff to be issued with Risk Assessment ■ Pupils briefed in registration daily and by the use of posters
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Risk	Rating	Success Criteria	Staff Member Responsible / Actions
Pupils in school cause excessive risk due to lack of social distancing	Low	<p>Controlled entrance and exit for lessons.</p> <p>Stairs controlled by teachers in the area to enforce social distancing.</p> <p>Separate assemblies in larger areas.</p> <p>No staff lunches to allow more space for pupils and avoid crowding.</p>	<ul style="list-style-type: none"> Base Leaders consulted on appropriate make-up of classes to keep numbers low to ensure social distancing Classrooms chosen that allow social distancing Areas in school assessed and tape used where appropriate to indicate safe social distancing and chairs/desks to be used 'Base' rooms used to small group working throughout the day to limit movement around school. Seating plan for pupils. PE groups take social distancing into account and adapt lessons accordingly Duty staff to ensure pupils adapt their 'play' for social distancing Lunchtime period extended. Cleaning of tables between sittings.

Staff in school do not allow for social distancing	Low	<p>Staff numbers in school are controlled by considering timetabling required to offer pupils sufficient and appropriate support</p> <p>Staffroom attendance limited. Extra break-rooms provided.</p> <p>Staff meetings held in school hall</p> <p>Reduced number of staff in assemblies</p>	<ul style="list-style-type: none"> • Leadership Group consider in-school provision required to each child attending according to their needs • As many staff as possible used who can remain all week to decrease risk of spread of any illness • Staffroom numbers reduced • Staff will not have school meal to reduce mixing unnecessarily with pupils • Staff to eat/drink outside or alone where possible • Numbers in staff washrooms limited • Staff Meetings in the morning limited to allow social distancing
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Risk	Rating	Success Criteria	Staff Member Responsible / Actions
National guidelines are updated daily and school lapses in following advice	Low	The school has the most recent information from the government, and this is distributed throughout the school community	<ul style="list-style-type: none"> ■ Leadership Group to ensure daily checks are made with Government updates ■ Any change in information to be shared with Chair of Governors and passed on to parents and staff by email if necessary ■ Pupils updated as necessary at start and end of the day on any updated government measures. ■ All staff members to monitor protection procedures and to report non-compliance ■ LG to monitor effectiveness of prevention measures

<p>Precautionary measures are not being followed in school</p>	<p>Low</p>	<p>All pupils and all staff working with pupils are adhering to current advice.</p>	<ul style="list-style-type: none"> ■ Posters around school including Reception, dining hall and in corridors ■ Teachers to reiterate message: <ul style="list-style-type: none"> ● covering your cough or sneeze with a tissue, ● then throwing the tissue in a bin. ● Avoid touching your eyes, nose and mouth with unwashed hands ● Keep Social Distancing ■ Coronavirus information is on the school website <ul style="list-style-type: none"> ● Website documents in place and updated accordingly ■ Premises Manager to get advice from Bursar on the cleaning products we should be using in school to ensure that these meet necessary standards ■ Cleaning staff: <ul style="list-style-type: none"> ● ensure that all toilet/bathroom facilities are well stocked ● ensure that cleaners' resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled. ● to provide hand sanitiser stations for reception area, and at other places round school including classrooms.
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Any child or member of staff displaying symptoms of high temperature or new cough must self-isolate for 10 days and their household members for 14 days. If these symptoms are displayed at school, the child or adult must be isolated to the dedicated isolation room in the medical room.

Once at home, the child or adult must seek a test.

1. If the test is negative, they may return to school when better.
2. If positive for Covid19, they must remain offsite for 14 days from confirmation.
3. The school must be informed immediately of a positive result

+ If the child has been tested positive, the adult who supervised that child whilst waiting to be picked up must isolate for 14 days.

+ Their classmates and teachers who are in regular contact with them at school must also self-isolate for 14 days.

In the event of more than one child/adult showing symptoms, they should be isolated outside until the room becomes available.

There are gloves and face coverings available to all staff should they wish to use them. In line with Government guidance, we will not be advising or insisting that staff do so.