

RISK ASSESSMENT FOR:**School activities during COVID 19 outbreak.**22nd June to 17th July 2020 inclusive

During this evolving situation we will monitor and follow government guidance given in the web links provided as appropriate. This Risk Assessment may be updated at any time to reflect changes in guidance, advice or statutory requirement.



Establishment: All Saints CE Primary School, Bishops Stortford	Assessment by: Philip Asher, Alison Brooks, Kate Rutt, Victoria Moore	Date: 15 th June 2020
Risk assessment number/ref: Version 1.4	Ratified by Governing Body (remotely): 1 st June 2020 Review History: Monday 15 th June, <u>Monday 22nd June</u> <i>Underlined date shows current version</i>	Date:

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>All staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school.</p> <p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. Staff / children who live in a household with someone who is extremely clinically vulnerable should be supported to work / learn at home.</p> <p>Existing individual Health care plans in place for pupils/students and to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing. Consider if these staff are able to work from home (supporting remote education etc.)</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>				
Suspected case whilst working on site	Staff, Students / pupils / wider contacts	<p>If a person displays symptoms of coronavirus : high temperature (37.8 or more), a new continuous cough, or a loss of, or change, in their normal sense of smell/taste, they should: -</p> <p>Ensure SLT / Head are notified.</p>				

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	Spread of COVID 19	<p>Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>All staff aware of protocol for sick pupils.</p> <p>Symptomatic staff should be excluded for 7 days from when symptoms started</p> <p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Testing</p> <p>As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school. https://www.gov.uk/apply-coronavirus-test-essential-workers</p> <p>Children will have access to tests if symptomatic, settings to be notified of test results. Those with a negative test result able to return. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p>				

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General Transmission of COVID-19 Maintenance of social distancing; Effective hygiene protocols	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>All staff and students/pupils to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable. 1m is the minimum distance possible in all classrooms and corridor spaces.</p> <p>Primary Phased return from June 1st Identify the likely numbers of pupils returning and staff resource.</p> <p>Primary Pupils / students split into small, consistent groups and kept in that same group throughout the day with the same staff assigned to that group. Groups kept apart from each other.</p> <p>Reduction in contact situations across site. No assemblies, events / school fairs, school trips etc. (consider potential for leavers assembly to be held externally with adequate spacing, virtual assembly etc.)</p> <p>Extra-curricular clubs cancelled until further notice.</p> <p>Hiring and lettings suspended or risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p> <p>Breakfast club and Littleladybirds/Night Owls childcare – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.</p> <p>Breaks to be staggered.</p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance. This to be taught to/revised with pupils. Posters displayed in key locations.</p> <p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>				

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		<p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p>				
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Introduce visual aids to help parents socially distance / supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p>Visitors Only essential visitors are allowed onto the school site. Encouraged to arrive/leave outside of staggered drop off or collection times for children/families. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene and social distancing measures – one person at a time in the lobby, glass 'discussion' window to remain closed, waiting system in place outside doors.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception.</p>				
Contact points Equipment use printers, workstations,	<p>Staff, Students / pupils / wider contacts</p>	<p>Parents to ensure children have their own water bottles in school.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks, printers, photocopier).</p>				

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apparatus, machinery etc.	Spread of COVID 19	<p>Activities and resources</p> <p>Re-plan lessons / activities to avoid shared resources. Malleable resources, such as play dough, should not be shared. Sand pits should not be used since they cannot be cleaned.</p> <p>Limit practical work in DT, science.</p> <p>Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</p> <p>All shared resources to be cleaned before use (including computers, PE equipment etc). Build into lesson activity routines.</p> <p>Pupils allocated a computer/tablet to use for themselves.</p> <p>Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down before use. If student too young then arrangements for staff etc. to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	Marking to be reduced to self-marking and electronic where applicable.			
Proximity of students/ staff	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. Maximum of 15 pupils but this group size this would only be possible in larger rooms.</p> <p>(DfE advice states primary aged children cannot be expected to remain 2 m apart). Some corridors do not permit social distancing in this way, so these spaces are limited to staff only. Depending on numbers of pupils that attend, we will increase distances as space allows.</p> <p>'Unnecessary' equipment can be removed from classrooms. This must then be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Early Years: Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>Group sizes to be kept as small as possible. (DfE guidance recommends 8 ideally with a max of 16)</p> <p>Staff are to maintain a safe distance between each other (2 metres)</p> <p>Children must be encouraged to do the same.</p> <p>Areas will be marked outside and in communal areas to help pupils visualize and maintain 2m distancing.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units (not present in this school).</p>	<p>Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust.</p> <p>Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.</p>			

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		<p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Offices / IT suites etc Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks. Reduce number of staff working in the office to the minimum required for safe functioning of school (usually 1 daily). Access restricted to Office staff and SLT only.</p> <p>Stairs / corridors Pupils remain in classrooms while on site, or in their playground space. Corridor use restricted to staff only to minimise transitions as far as possible to ensure brief contact. Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Toilets Restrict the number of people using toilet facilities at any one time; each classroom has their own toilet facility; use will be monitored by bubble staff.</p> <p>Break / Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other. Limit numbers, zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable.</p>				

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		Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.				
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Encourage parents to supply packed lunches and drinking bottles in disposable containers from home, if not using school meals.</p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc. A staff breakout zone will be used for staff breaks.</p> <p>Break times (including for staff) should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (2 metres) whilst eating. Children will remain in bubble group rooms at lunch, and eat at their tables.</p> <p>Hot meals produced on site will be collected and delivered to bubble group rooms by support staff in that room at specific times, and served in situ by room staff. Crockery etc. will be returned by room staff once finished.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. Bins in bubble rooms will be emptied, bags placed outside the room door and collected by SLT after lunch.</p> <p>All areas used for eating/refreshment must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc.</p>				
Travel off site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p>				
Cleaning	Staff, Students / pupils / wider contacts	<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p>				

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	Spread of COVID 19	<p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				
Contractors	Contractors, Staff,	Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.				

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	Students / pupils / wider contacts, Spread of COVID 19	Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works, including arrival and departure times. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.				
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.				

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Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands before and after treatment, and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'. Packs of First Aid resources have been provided to each Bubble Room to allow First Aid to be given within the room and by the room staff to limit mixing. Small break out rooms suitable for this are also available if needed. Two people maximum in these smaller spaces (the 'patient' and the First Aider). Daily medication will be stored in the Bubble Room (named boxes, high shelf). Parents will be made aware that refrigeration is not available.				
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. PPE is available in the First Aid boxes provided to each Bubble Room and will be topped up from a central supply as needed.				
Emergency procedures (Fire alarm activations etc)	Staff, Students / pupils / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Separation at assembly areas (where space permits) is in place – spots to stand on, and distances between lines at least 2m. Increased supervision and reiteration of messages to occupants.				
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste materials to be disposed of immediately.				

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	Spread of COVID 19	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Staffing levels	<p>Staff, Students / pupils</p> <p>Spread of COVID 19</p> <p>Wider safeguarding / safety risks</p>	<p>Decisions on staffing levels made dependent on numbers / needs of pupils present in school. This will also take into account welfare of staff and safeguarding requirements (such as breaks for staff).</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p>	Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.			
Premises safety	<p>Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p>	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>				

Relevant links

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

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

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>