

## **APPENDIX 5**

### **Risk Assessment to Manage the Infection and transmission of Covid 19 & To Keep Pupils and Staff Safe**

Covid 19 is transmitted from symptomatic and asymptomatic \*\* people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects or surfaces.

*\*\* those who carry the virus and might or not might be symptomatic*

<b>Hazard Identification</b>	<b>RAG 1</b>	<b>Eliminating Actions</b>	<b>Action</b>	<b>Responsible &amp; Action plans</b>	<b>RAG 2</b>	<b>Review</b>
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<p>Transmission of Covid 19 through respiratory droplets – coughs, sneezes, spitting.  <b>(Social Distancing)</b>  <b>“Catch it, bin it, kill it”</b></p>	<p>Substantial 6</p>	<p>Adults and children/young people follow government guidance  <i>Use a tissue to sneeze, cough into and dispose immediately</i>  <i>Cough into inside of elbow if tissue unavailable</i>  <i>Wash hands immediately afterwards</i>  <i>If known spitter – use PPE</i>  <i>Regular hand-washing for at least 20 seconds or hand sanitiser</i>          Observe social distancing – adults to remain two metres apart</p>	<ol style="list-style-type: none"> <li>1. Signage and instructions on how to safely cough, sneeze, dispose of tissues, safely.</li> <li>2. Pedal bins for tissue etc. disposal</li> <li>3. Wash hands for at least 20 seconds. Agreed regular times throughout the day to handwash.</li> <li>4. Adult and pupil sanitisation on entry to school <b>and regularly across the day.</b></li> <li>5. Signage and floor markings to indicate <b>1-1.5</b> metre rule</li> <li>6. One-way systems in place across the school</li> <li>7. Safe use of the staff room and common areas, i.e specific number of people at any one time – needs to be part of the rota system</li> </ol>	<ol style="list-style-type: none"> <li>1. Premises Primary and secondary teaching &amp; learning risk assessments All adults</li> <li>2. Premises</li> <li>3. Premises Primary and secondary teaching &amp; learning risk assessments All adults</li> <li>4. Premises</li> <li>5. Premises</li> <li>6. Premises</li> <li>7. Premises</li> </ol>	<p><b>Moderate</b> <b>3</b></p>	<p>Weekly</p>
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<p>Insufficient tissues, soap, sanitiser, paper towels PPE to ensure reduced transmission of Covid 19 through Contact with contaminated objects or surfaces.</p> <p><b>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p>	<p><b>Moderate</b></p> <p><b>4</b></p>	<p>Ensure steady and consistent supply of tissues, PPE, soap, sanitiser, pedal bins</p> <p>Cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of</p> <p>rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal</p> <ul style="list-style-type: none"> <li>• Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas</li> <li>• Plan for the daily removal and safe disposal of rubbish</li> <li>• Schedule frequent cleaning of resources (e.g. books, toys) shared within groups</li> <li>• Schedule the isolation or cleaning of resources (e.g. books, toys) shared between groups</li> <li>• Purchase additional standard cleaning</li> </ul>	<p>Cleaning schedule in place – premises teams responsible for common areas/toilets.</p> <p>Admin and premises teams responsible for ensuring all cleaning products are in place.</p> <p>Teachers, teaching assistant ensure equipment and surfaces are cleaned regularly</p> <p>Covered by current risk assessment</p>	<p>1-3 Business Manager and Premises Officer</p>	<p><b>Moderate</b></p> <p><b>3</b></p>	<p>Weekly</p>
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<p>Transmission of Covid 19 through close contact with people.</p> <p>Working alongside children and young people who cannot social distance. <b>(Social Distancing)</b></p>	<b>Substantial</b>  <b>6</b>	<p>Minimise adult and pupil movement across the school.</p> <p>Reduce pupil numbers in the school.</p> <p>Change school day to avoid staff breaks <b>9am-2.30pm</b></p> <p>Assess pupils ability to understand social distancing and decide strategies to minimise social distancing and teach pupils how to use social distancing</p> <p>Ensure all adults understand the 2 metre social distancing rule and support pupils to begin to learn how to use the 2 metre distancing rule.</p> <p>Use PPE where appropriate for general work across the school.</p> <p>Specific PPE for intimate care – toilet changes.</p>	<p>1.Reduce movement across the school through the concept of ‘social bubbles’ No gatherings – lunch in classrooms, no assembly Strict rota system in place for breaks</p> <p>2.Use signage and floor markings to indicate the 2 metre rule</p> <p>3.Strategies to teach children/young people to social distance</p> <p>4.Class room environment to reflect 2 metre rule.</p> <p>5.Halve class sizes</p> <p>6.Sufficient supply of PPE where appropriate</p> <p>7. Reduce contact points and adult social gatherings in the school</p>	<p>1. Social Bubble planning, rotas, staffing SLT &amp; middle leaders.</p> <p>Premises</p> <p>2. Premises</p> <p>3. Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>4. Premises Primary and secondary teaching &amp; learning risk assessments All adults</p> <p>5. EHT</p> <p>6. All adults</p>	<b>Moderate</b>  <b>3</b>	<b>Weekly</b>
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<p>Transmission of Covid 19 through direct contact with suspected infected persons</p> <p>Anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. Put in place a procedure for anyone becoming unwell.</p> <p>Parents/carers understand pupils cannot attend school and follow government guidelines if pupils show symptoms at home</p>	<b>Substantial 4</b>	<p>Designated room for pupils.</p> <p>Pupils <b>moved to designated room and parents/carers informed to collect pupils immediately</b></p> <p>Adults sent home immediately Both adult s and pupils <b>remain away from school until the results of the test. If negative inform the school the test is negative. If the test is positive follow current government advice on self-isolation and inform the school.</b></p> <p><b>If positive the school will collapse the social bubble, informing all parents/carers and staff. Will follow government advice on self-isolation.</b></p> <p>advised to self-isolate for 14 days and arrange to have a test to see if they have COVID-19.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. –</p> <p>Test arranged for adults</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to</p>	<p>1.Pupils taken immediately to designated room with two adults. Adults to wear PPE.</p> <p>2. Head of School to immediately phone home for pupil to be collected, or call 999</p> <p>3. Adults to be sent home immediately – at least 1 additional member of staff needed to arrange immediate cover.</p> <p><b>4. Family, adults to apply for a test.</b></p> <p>5. Social Bubble to be collapsed – Head of School to inform parents/ carers</p>	<p>1.Primary and secondary teaching &amp; learning risk assessments All adults.</p> <p>2.Primary and secondary teaching &amp; learning risk assessments All adults, Head of School</p> <p>3. Head of School</p> <p>4. Business Manager</p>	<b>Moderate 3</b>	Weekly
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<p>Transmission of Covid 19 through Contact with contaminated objects or surfaces</p>	<p style="background-color: red; color: white; text-align: center;"><b>Substantial</b></p> <p style="background-color: red; color: white; text-align: center;"><b>6</b></p>	<p><b>Clean hands more thoroughly than usual.</b> Ensure all adults follow government guidance on washing hands for at least 20 seconds and regularly sanitising equipment.</p> <p>Removing soft furniture/ equipment that cannot be sanitised</p> <p>A system is in place for home to school communication which does not require books going from home to school.</p>	<ol style="list-style-type: none"> <li>1. Remind Adults and children/young people to follow guidance above to wash hands regularly using signage in each classroom and across the school showing how to wash hands and the time needed, having a handwashing routine in place, teacher planning to show when, who, how pupils will be supported to wash their hands or use sanitiser.</li> <li>2. Premises team to remove all equipment and surfaces that cannot be cleaned regularly across the day. Teachers to remove books</li> <li>3. Teachers to ensure all pupils have an individual resource pack so pencils, etc. are not shared.</li> <li>4. Teachers and teaching assistants to sanitise equipment and resources in the classroom regularly across the day</li> <li>4. Home school phone calls instead of home to school books</li> </ol>	<ol style="list-style-type: none"> <li>1. Primary and secondary teaching &amp; learning risk assessments All adults  Premises team risk assessment</li> <li>2. Primary and secondary teaching &amp; learning risk assessments All adults</li> <li>3. Primary and secondary teaching &amp; learning risk assessments All adults</li> <li>4. Primary and secondary teaching &amp; learning risk assessments All adults, SLT</li> </ol>	<p style="background-color: yellow; text-align: center;"><b>Moderate</b></p> <p style="background-color: yellow; text-align: center;"><b>3</b></p>	<p>Weekly</p>
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<p>Staff anxiety about returning to work and the transmission of Covid 19 through close contact with people and transmission of Covid 19 through respiratory droplets – coughs, sneezes, spitting.</p>	<p><b>Moderate</b> <b>4</b></p>	<p>Support all staff to travel to school as safely as possible.</p> <p>Offer all staff the opportunity to wear face masks if they would like to do so</p> <p>Clearly explain risks and how those risks have been mitigated.</p> <p>Induction to how we all work using the social bubble concept for Phase 1 of welcoming our pupils back to school.</p> <p>Phased return so all staff gradually acclimatise to travelling and working in school.</p> <p>Recognising vulnerable staff group and risk assessing in line with guidance.</p>	<ol style="list-style-type: none"> <li>1. Start and finish times to be outside the normal rush hour times. Parking exception through council permits Additional space for bikes.</li> <li>2. Consistent supply of PPE, particularly face masks for all staff to use if they feel it appropriate to do so.</li> <li>3. Full risk assessments in place across the school given to all staff.</li> <li>4. Staff induction day</li> <li>5. Work rota in place to ensure gradual return to work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Start finish time -EHT Parking exception – Business Manager/ Admin team</li> <li>Premises risk assessment and on-going planning for PPE</li> <li>EHT – SLT – Middle leaders</li> <li>EHT – SLT – Middle leaders EHT – SLT – Middle leaders</li> </ol>	<p><b>Moderate</b> <b>Medium</b></p>	<p>Weekly</p>
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<p>Parental anxiety of pupils returning to school and Transmission of Covid 19 through close contact with people and Transmission of Covid 19 through respiratory droplets – coughs, sneezes, spitting.</p>	<p><b>Substantial</b> <b>6</b></p>	<p>Parents/carers understand how we will keep pupils and adults safe and adhere to the school's policies and procedures and adhere to them.</p> <p>Explain risk assessments and how we are keeping children as safe – explaining social distance</p> <p>Initial and on-going communications with parents/carers explaining how and when pupils will be welcomed back to school.</p> <p>Timings of school day explained.</p> <p>Drop-off and pick up points identified and explained</p> <p>Expectation that a pupil with covid symptoms would not attend school</p> <p>Process for collecting pupils who show covid symptoms</p>	<p>1. Parents/carers informed of cohorts being invited back to school, as well supporting vulnerable pupils and families who need to be in school.</p> <p>2. Explaining to parents/carers how we will be supporting pupils in school and at home throughout phase 1.</p> <p>3. Inform parents/carers that for phase 1 &amp; 2 the school day will be reduced and that to minimise all contact across the school the drop-off and pick up points will be the same for all.</p> <p>4. Parents/carers must immediately collect pupils from school when showing covid symptoms.</p>	<p>1. EHT/SLT/Admin</p> <p>2. EHT/SLT/Admin</p> <p>3. EHT/SLT/Admin</p> <p>EHT/SLT/Admin</p>	<p><b>Moderate</b> <b>3</b></p>	<p>Weekly</p>
