

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Upton Infants School
Activity / Procedure	Lockdown reopen
Assessment date	04/11/20
Assessment serial number	01
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Dorset) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government’s campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	
Lack of PPE (if required).	

Identify people at risk	Circle boxes where persons may be affected by hazards
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Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk
Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET) and DFE.	
School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support. If this cannot be achieved then they will notify the HET immediately.	
The DSL must be available on site or via phone.	
There will be no visitors coming into the school during this period unless EHCP, social care or health and safety related. Where visits can be conducted remotely this will be. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout. Temperatures will be taken, hand hygiene, social distancing and face mask wearing will be insisted upon.	
All staff and pupils are to have their temperature taken before entering the school and any staff or pupils with high readings should be sent home and follow coronavirus guidance. Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.	
Everyone will enter and leave school 'neutral' by ensuring hand hygiene is upheld. Hand gel is placed so it can be used before using keypad to enter school and signage present to promote use.	
Numbers of children will be limited to 15 in reception and year 2. In year 1 this will be more due to the needs of the year group. Two bubbles will be created and they will be formed into year group bubbles however the two bubbles will not mix.	
One to one contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone. Should any 1:1 work be undertaken adults must wear face coverings, be in a well ventilated space and area must be cleaned after use and between children. Children must come to the adult rather than adults entering other bubbles.	
Staff are to socially distance from each and best endeavours will be made to socially distance from children.	
<ul style="list-style-type: none"> • Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands/apply hand gel after they have touched any resource that is not their own. • Any resources, such as PE equipment, that will need to be shared across bubbles, will be dipped in disinfectant at the end of a lesson and left to dry or disinfected clean. 	

<p>Other:</p> <ul style="list-style-type: none"> - Stop hand shaking of pupils and visitors; - Do not use shared cups in class (e.g. using cups for water) - Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. -ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive home -ensure pupils bring minimum equipment to school. -choirs will not reconvene
<p>Any existing individual staff risk assessments (disability, vulnerable, young persons or new/expectant months) to be reviewed.</p>
<p>All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance.</p>
<p>All staff in school are aware of what to do in the event of a fire and have had appropriate training.</p>
<p>Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.</p>
<p>Staff to not share equipment e.g. telephones, pens, computers etc. If they do then all equipment needs to be thoroughly cleaned.</p>
<p>DC and NDQ to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure a SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.</p>
<p>School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.</p>
<p>Individual risk assessments are written for higher risk members of staff and children.</p>
<p>As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times. Medicines will be administered in the classroom where possible to prevent too many children coming to the office. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.</p>
<p>If a pupil becomes unwell with symptoms of coronavirus they are to be taken to the 'hot' first aid room. PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. Pupils to be collected via the back fire escape near the hot first aid room. School will aim to secure three contact numbers for every child in case of this emergency. The pupil will need to have a test and close contacts collected. The work area will need to be cleaned and children's resources used cleaned (their pencils, chair etc).</p>
<p>If staff members develop symptoms they are not to come into school and must book a test and provide details of anyone they have been in close contact with.</p> <p>If the staff member develops symptoms at school they must put on a face mask/visor immediately, keep away from others and leave the setting. The classroom/work area will need to be cleaned.</p>
<p>If person tests negative, feels well and no longer has symptoms similar to covid 19 they can stop self-isolating.</p>
<p>If someone tests positive they must self-isolate for at least 10 days from onset of symptoms and then can return if they no longer have symptoms except a cough or loss of smell/taste. If someone tests positive but</p>

<p>has no symptoms they need to self-isolate for 10 days. If symptoms start they need to restart the 10 day isolation from when symptoms started.</p> <p>Other members of the household must self-isolate for 14 days from when the symptoms first started.</p>
<p>School will work with local health protection team over the actions they must take.</p> <p>All positive tests must be reported to DoFE 0800 046 8687 or Mark Blackman (078850800).</p> <p>Based on that advice schools must send home people who have been in close contact with the person who tested positive advising them to self-isolate for 14 days. Household members of the contacts do not need to self-isolate unless symptoms develop. If contacts develop symptoms they must get tested.</p> <p>If negative continue to self-isolate for the 14 days.</p> <p>If positive they must inform school and isolate for 10 days.</p>
<p>If a school has 2 cases in a 14 days period the local health protection team will determine the course of action as there may be an outbreak.</p>
<p>Staff must be ready to work with the track and trace system by self-isolating if contacted to do so, book a test and provide close contacts.</p>
<p>Physical Activity</p> <ul style="list-style-type: none"> - physical activity is prioritised to outdoor sports and not the hall for classes of 30. - Maximising distance between pupils is particularly important due to the way people breath during exercise; - pupils are kept in their consistent groups (bubbles); - sports equipment is thoroughly cleaned between each use by different classes - contact sports are avoided.
<p>Communication to parents</p> <p>All communication is done by Bromcom, facebook page and class emails when needed.</p> <p>Parents will be informed of school protocol for managing infections in advance.</p> <p>Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <p>Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>All information needed to be given to parents must be done via text, email or phone call.</p>
<p>Deliveries/Waste collection</p> <p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>
<p>Cleaning & Hygiene</p>

Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

Equipment that is shared across bubbles must be cleaned meticulously before used by another set of children

Once products begin to run low, notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact the EO estates officer (Graeme Staddon)

Inform parents of hygiene expectations and discuss with pupils.

Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

Existing level of risk	Consider current level of risk with existing controls in place
Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.	

Additional control measures	List any additional control measures that are required
	Classes to have different start and end times with different entry and exit points to enhance social distancing
	Children to have temperature checked before arriving in school.
	Classrooms to have cleaning kits for wiping down regularly.
	Hand gel dispensers will be placed outside toilets so children enter and leave neutral.
	Hand gel dispensers to be put up outside toilets and children to use when they are entering and leaving toilets.
	Live marking to be done from 'behind children' rather than in front.
	Hand gel will be in each classroom for children and adults to use whenever they enter and leave to maintain the 'neutral' position.
	Hand gel stations will be placed around the school and staff to use whenever they pass.
	If carpet used for teaching children will have designated spaces which will not change other than a Friday (at least 48 hours until next being used).
	Children to be taught not to touch each other or adults.
	Gloves are to be job and area specific. This means that they are only to be used for the job in hand and within the area that the job is being done and one that job has been completed they must be disposed off.
	Lunchtime team to enhance the cleaning before lunch and after lunch. Areas to focus on; toilets, taps, door frames, door handles, soap dispensers and other hot spots.
	Year one and two have different play times. All classes will have different play areas to minimise social mixing.
	Year one and two will have lunch at separate times to keep classes separate.
	Reception classes will have separate playtimes to avoid social mixing.
	Cold lunches will be served and they will be eaten in classes with one mid-day supervisor per class. This adult will be consistent. Children's lunchboxes and food items will not be touched unless absolutely necessary and hands must be sanitised before and after.
	Face coverings (not visors) will be worn whenever an adult is moving around the school, in communal areas and during any socially distanced meetings. Visors are encouraged to be worn when teaching.
	Where possible adults will talk to children side on rather than face to face.
	Adults will limit the amount of time spent within 1 metre of anyone and avoid face to face contact
	Adults will keep 2m from each other
	Adults will avoid getting 'face level' to children.
	Classrooms will be emptied of unneeded furniture to assist cleaning.

Breakfast club will operate on a reduced capacity (no more than 15). Three members of staff will manage the provision. Children will be kept in year group bubbles and social distancing will be in place with staff wearing masks and the room well ventilated.
Children will have own resources which will be kept in their own containers.
Shared classroom resources will be regularly cleaned.
Resources shared between bubbles will be cleaned extensively after use.
Resources shared between adults will be extensively cleaned.
Staff will be encouraged to leave early so contacts can be reduced.
Year 1 will have additional adults to support higher needs children.
Individual BRP and risk assessments in place where appropriate.
Once reading books are returned they will be left for 72 hours before being tidied away.
Rooms have signs indicating the amount of adults permitted to ensure social distancing
Signs up around school promoting social distancing and wearing face masks
If chanting or singing then ensure classrooms are well ventilated with children using whisper voices and adults at least 2 metres away or wearing masks. Adults in Year 1 and ladybirds need to wear masks due to size of classrooms.
EYFS to have informal timetable cloakroom times for children to hang coats up etc to ensure bubbles don't mix.
All rooms to be well ventilated with windows opened at all times.
Adults to wear face coverings when meeting and greeting in the playground
Face coverings to be worn during all meetings and social distancing to be strictly enforced.

School leader's comments	Insert comments relevant to findings as appropriate

Name of school leader	Signature of school leader	Date
Duncan Churchill		10/11/21

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
20/1/21	D. Churchill		

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SEVERITY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.