

RISK ASSESSMENT FORM

NB: All Risk Assessments must be completed and signed by the originator, and countersigned by both Anjela Jay and Marcus Cook
This risk assessment has been created in line with the current government guidance

Assessor's Name	Barney Thornton / Anjela Jay	Dept:	Whole School	GRA Ref:	
Activity and Location:	All School Activities	Date:	26 August 2020	Review Date:	w/c 12 Oct 2020

What is the hazard that this RA addresses?	Spread of COVID-19 (Corona) Virus The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (eg, eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.
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Who might be harmed and how?	All staff members and pupils, as well as other people that they come into contact with once they leave the school site. it is recognised that COVID-19 can be passed from one person to another. While many survive infection, some people may die from the disease. Certain individuals are known to be of poor outcomes of the disease, these groups are known as the extremely clinically vulnerable and the clinically vulnerable. COVID-19 is therefore classed as a high-risk hazard.
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The main symptoms of the Coronavirus are:

- **high temperature**
- **new, continuous cough**
- **loss or change to your sense of smell or taste**

If you have any of these symptoms remain at home, do not attempt to enter the school site

Control Measure / Action (measures taken to reduce the risk)	Further action necessary?	By whom?	When?
<p>Social Distancing</p> <ul style="list-style-type: none"> • Pupils are separated into groups (or ‘bubbles’). • Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure pupils receive specialist teaching. Pupils do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible • Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards • Pupils queue two metres apart at entrances and exits • Breaktimes and lunchtimes are staggered to reduce the number of pupils congregating in break and lunch areas at once • Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once • Parents are briefed on new provision for the drop-off and collection of their children. • A one-way system is in place around the school site to reduce contact between pupils to a minimum • Pupils and staff are asked to ‘keep left’ on stairs and corridors • The school assesses the ability of the youngest pupils (EYFS) and pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures. • Parents are informed of the social distancing rules they must follow on or near the school premises, eg not congregating outside the school when waiting to pick up their children • Parents only to attend the school by appointment, where a 2m distance will be maintained where possible • There will be no whole school assemblies, sporting fixtures, music productions, shows, whole school staff meetings or other events of this nature • Limited numbers of staff to be allowed in the staff room at any one time to ensure a 2m distance can be maintained • Staff to teach and model creating space and avoiding unnecessary physical contact 			

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<p>Hand and Respiratory Hygiene</p> <ul style="list-style-type: none"> • Government advice is to be followed re hand and respiratory hygiene; 'Catch it, bin it, kill it.' • Plentiful supplies of tissues and hand sanitiser should be available in all classrooms • Sufficient hand washing facilities are available with hot and cold running water, soap and paper towels for drying (with lidded bins available for disposal) • Washing hands regularly for a minimum of 20 seconds with soap. As a minimum, pupils will wash their hands or use sanitiser upon arrival at the school, after breaktimes, before eating, after using the toilet and after blowing their nose • Hand washing facilities to be cleaned and checked daily • Children to be reminded to resist touching their face where possible • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins • Posters regarding hygiene to be placed in every occupied area of the school, and at access and egress points • Younger pupils and those with complex needs are supported to ensure they can adopt good hygiene practices • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any 			

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<p>Infection control / Other Hygiene measures</p> <ul style="list-style-type: none"> • Teaching staff will be asked to keep windows and doors within occupied classrooms open during the school day, where the weather allows, to increase ventilation and lower the risk of viral spread • Pupils will be asked to attend the school in their PE kit on days when they have scheduled games lessons. No changing of school uniform will take place on the school premises, unless there are exceptional circumstances (such as soiling) • Shared equipment will need to be sanitised after use – this will be the responsibility of all staff, not just cleaning staff • There should be no sharing of cups, eating utensils, food or drinks. Parents are asked to provide their child with a water bottle for use in school, which can be refilled using the designated potable water facilities (these are contact points and will be sanitised regularly) • Staff should not share telephones. If staff need to use the telephone of another member of staff it should be cleaned with a disinfectant wipe first, with hands being washed after carrying out the sanitisation • Computer keyboards are difficult to clean. If a member of staff is using a shared computer (ie not their own school laptop) they should wash their hands as per the hand hygiene guidance before and after the computer use • Outdoor play equipment will be cleaned regularly • There will be a regular cleaning regime of contact points to include toilets, hard surfaces such as desks, chairs, door handles, light switches, kettles etc. • Cleaning staff to wear PPE as per training, to include gloves and aprons for normal day-to-day cleaning • Cleaning supplies (disinfectant wipes) and gloves to be available for teaching staff to use during the day for emergency clean ups and to sanitise shared equipment <p>A specific COVID-19 Cleaning Risk Assessment is in place, and should be referred to in conjunction with this RA</p>			

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<p>First Aid and Nursing Provision</p> <ul style="list-style-type: none"> • Minor first aid will be carried out in the separate year group areas of the school to prevent the need for children to move around the school and potentially contaminate other areas • At least one first Aider will be allocated to each year group • First aid kits equipped with plentiful gloves and plastic aprons will be provided in each defined year group area • Nurses will wear tunics/scrubs which they will change into on arrival at the school and will be bagged at the end of the day to be taken home for laundering • Where teaching staff are not able to deal with any pupil medical issues and the pupil needs to see the Nurses, staff should telephone through to Nurses Room in first instance (unless it is an emergency) to organise the best course of action to minimise the movement around school. The Nurse will always separate a pupil from the rest of the group for treatment, to avoid unnecessary contact with others in that year group • Where pupils/staff need to attend the nurse's room, they will knock at the door by the Games Hall and stand back two metres, Nurses will deal with queries then from here • Temperatures of pupils complaining of feeling unwell will be checked; strict hygiene measures will be in place; handwashing will be essential; only one pupil or member of staff at a time will be allowed in Nurses room • Where pupils need to enter the Nurses Room to be treated, the room will be cleaned with a disinfectant between pupils by the Nurses • A one-way system will be in place, and pupils will leave the room by the second exit door. Signage will advise of this one-way system • As Nursing staff will potentially be exposed to children across all year groups they will maintain a 2m distance, where possible, and will wear gloves, visor and plastic apron. • If in any doubt about the health of a pupil, School staff will contact the parents to arrange immediate collection • Parents are to administer all medication at home, unless absolutely necessary • Asthma inhalers and Epi-pens will be kept in classrooms in a secure place, and ideally with each apparatus separated from the next 			

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<p>Engagement with Test and Trace</p> <ul style="list-style-type: none"> • Parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive • Parents of pupils who display coronavirus symptoms are encouraged to get their child tested. • Parents are asked to inform the school immediately of test results • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period. • All visitors and contractors attending the school must sign in on arrival and provide contact details to ensure the school can comply with the Test and Trace requirements in the event of a confirmed coronavirus case 			

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<p>Procedure for any pupil who develops symptoms during the school day</p> <ul style="list-style-type: none"> • Parents to be asked to ensure that all emergency contact details are up to date • If a pupil starts to feel unwell during the day, arrangements will be made for their collection as soon as possible • Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area that is at least two metres away from others. Depending on the age and needs of the pupil, they are supervised if needed • A window should be opened in the room to ventilate it while the child waits, if possible • If the pupil needs to use the toilet while awaiting collection, they should use a separate facility. This bathroom should then be cleaned and disinfected using standard cleaning products before being used by anyone else • Staff who are monitoring the pupil should practice social distancing. Staff will supervise from outside the room, where possible • The parent will be asked to telephone from the car park on arrival and the child will be brought down to them • Once the pupil has gone home, the waiting area should be closed off until it can be cleaned with the school's normal cleaning products • Cleaners to clean the room (please refer to the COVID-19 Cleaning Risk Assessment). Gloves and a plastic apron must be worn when cleaning, and hands washed after removal of the gloves • If a child becomes unwell with symptoms of COVID-19 while at school and needs direct personal care until they return home a face covering, gloves and a disposable apron should be worn by the supervising or treating adult. If there is the risk of splashing of bodily fluids to the eye (eg from coughing, spitting or vomiting) then a visor should be worn • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive • Parents are advised to contact 999 if their child becomes seriously ill and are reminded of the requirements for self-isolation 			

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<p>Response to any confirmed cases of COVID-19 in school</p> <ul style="list-style-type: none"> • Parents and staff to be fully informed how the school responds to confirmed cases of coronavirus • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school • The school will take swift action should any member of the community test positive for coronavirus. • The local Health Protection Team (HPT) will immediately be contacted • The school will work with the local HPT to manage the response • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms • If required, all parents are informed of the confirmed case; however, the name of the individual is not shared • The school does not require evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation • If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will continue to work with the local HPT who can advise on additional actions. 			

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PPE <ul style="list-style-type: none"> In line with current government guidance, pupils are not required to wear a face covering in school but may do so if requested by their parents, and if the school is confident that the child is able to manage this without it creating an additional risk for transmission of coronavirus Staff may wear face coverings in school should they wish to do so, but again, this is not obligatory Cleaning and nursing staff are required to wear gloves and plastic aprons. Visors are also required for nursing staff treating children and for cleaning staff where they are cleaning up bodily fluids or an area of the school where there was a known or suspected COVID-19 case. First aiders must wear gloves and a plastic apron before providing first aid All used PPE to be discarded in the yellow lidded bins Refuse to handled as outlined in the COVID-19 Cleaning Risk Assessment 			
Safeguarding, Pastoral and Mental Health Support <ul style="list-style-type: none"> Staff are sensitive to pupils' needs and worries and will provide opportunities for pupils to talk about their mental health and experiences during the pandemic. Time will be provided within the curriculum to discuss the importance of good hygiene and ways of managing anxiety or change Pupils have access to pastoral support and activities, eg opportunities to renew and develop friendships after the extended period of lockdown Pastoral staff will be fully accessible to other teaching staff and parents for help and advice (parents to email or telephone, no personal appointments on site) Safeguarding issues are managed in line with the Safeguarding and Child Protection Policy Staff will have confidential access to the Westfield Counselling Support services, should this be required 			

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<p>Dining Room – Lunch Service</p> <ul style="list-style-type: none"> • There will be 3 lunch sittings in defined areas of the dining hall to ensure year group bubbles remain apart • Each year group will have a separate access and egress point to minimise contact between the groups • Hand sanitiser will be available on each table for pupils to use before they serve or eat lunch • All food, cutlery etc will be placed on the table before arrival of the pupils • Teaching staff from the year groups will assist pupils and eat with their groups • Pupils should bring their own water bottles with them into the dining hall as drinks will no longer be provided with lunch • Each year group area will have their own clearing station to minimise any contact between bubbles • Where pupils are old enough to eat safely independently, 'grab and go' dessert options may be provided that can be eaten outside on the playground • Tables will be sanitised between lunch sittings using the school's normal cleaning and disinfectant product • Kitchen staff will not interact with the pupils during lunch to minimise contact, they will remain in the kitchen or elsewhere on the site • Staff who are not eating with pupils to be offered a takeaway food service which they can eat in their designated classroom or office space • Food preparation will be organised to ensure that no more than 3 staff are present in the kitchen at any time • The kitchen facilities will be cleaned thoroughly and regularly as per normal school practice 			

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Resources <ul style="list-style-type: none"> • Staff and pupils have their own individual frequently used items, eg pencils and pens • Classroom resources, eg books and games, can be shared within a bubble and are cleaned regularly • Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles • Pupils only bring essential items to school each day, eg water bottles, coats, books, and stationery • Pupils are permitted to bring bags to school • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation in relation to using the resources is put in place 			
Attendance <ul style="list-style-type: none"> • Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly • The attendance register is taken as normal and absences are followed up • In line with the most recent shielding advice, most pupils that have been shielding can now attend school • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education as soon as practicable • Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised • Any concerns from parents and pupils about being on school site are discussed with the appropriate staff 			

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Extra-Curricular Activities <ul style="list-style-type: none"> The Headmaster is ultimately responsible for determining when before- and after-school clubs can resume Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus or if the School is not satisfied that satisfactory health safety measures have been put in place 			
Communication and Training <ul style="list-style-type: none"> All changes to the school routine and the management of COVID-19 risks to be fully communicated with school staff and parents and updated as changes arise. Any relevant training and/or briefing to be provided to school staff All relevant update documents will be available on the public school website Posters will be put up around the school reminding the community about hand and respiratory hygiene procedures, social distancing, virus awareness and how to wear and dispose of face masks correctly All pupil and staff emergency contact details are available in case of issues Parents will not be able enter the school buildings to communicate with support or teaching staff. They are asked to contact the school via telephone or email office@croftschool.co.uk to discuss any issues or concerns Pupils in all year groups receive age appropriate briefing and reminders on new procedures, eg regarding infection control and behaviour expectations 			
Response to changes <ul style="list-style-type: none"> The School Directors, the Headmaster and the Health & Safety Manager are to read and assess the government, DofE and ISBA bulletins to ensure that the current control measures adequately reflect any update in the advice All decisions relating to COVID-19 reopening procedures are duly logged 			

- The headmaster to communicate any changes in routine or advice to parents and staff

This Risk Assessment is to be read in conjunction with the existing generic risk assessments which cover all school activities, and with the new COVID-19 Cleaning Risk Assessment

Individual Risk Assessments are to be put in place for staff members who are clinically vulnerable or pregnant

Individual Risk Assessments are to be put in place for clinically vulnerable pupils

This Risk Assessment has been prepared with reference to the following government guidance documents:

- Coronavirus (COVID-19): Guidance for full opening: schools (7 August 2020)
- Managing school premises during the coronavirus (COVID-19) outbreak (7 July 2020)
- COVID-19: cleaning in non-healthcare settings outside the home (15 July 2020)
- Safe working in education, childcare and children's social care (21 July 2020)
- COVID-19: guidance for households with possible coronavirus infection (13 August 2020)
- COVID-19: guidance for food businesses (22 July 2020)

NB: The Originator is to ensure that all activities are conducted in accordance with the School Risk Assessment as detailed and any specific Risk Assessments provided by any other external organisations or parties involved.

I have read and understood the requirements, detailed in above Risk Assessment, and will ensure that the action points specified will be fully implemented.

Barney Thornton

Signature:



Date: 01/09/2020

Checked by the Health & Safety Manager

Anjela Jay Chartered MCIPD Tech (IOSH)



Date: 01/09/2020

Head Countersignature

I have read the details of the Risk Assessment detailed above and I authorise the activity.

**Mr Marcus Cook BSc (Hons) PGCE
Headmaster**



Date: 01/09/2020