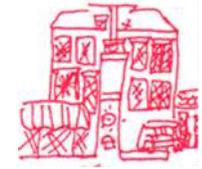




Covid 19 Smithy Street Primary School Risk Assessment



Our Rights! (UNCRC in child friendly language)

Article 2: 'You have the right to a good quality education.'

Article 12: 'You have the right to give your opinion, and for adults to listen and take it seriously.'

Article 29: 'Your education should help you use and develop your talents and abilities. It should help you learn to live peacefully, protect the environment and respect other people.'

Article 19: 'You have the right to be protected from being hurt or mistreated, in mind or body.'

Article 3: 'When adults make decisions, they should think about how their decisions will affect children'

Article 42: 'You have the right to know your rights! Adults should know about these rights and help you learn about them too.'

Article 2. 'All children have these rights (non-discrimination)'

Date of last review:	20.05.20
Frequency of review	Ongoing
Reviewed by:	Edith Philipsen
Reported to Governors on:	21.05.20
Persons at risk:	Children, staff, agency workers, kitchen staff, cleaning staff, students, volunteers, parents and visitors at Smithy Street primary School
Consequences of the identified hazards:	Loss of health, loss of life
Methods of communication regarding limiting risks and control measures to be taken	Sharing of RA with all staff and Governors by email and through on line meetings Sharing of adapted version with parents by email and with children verbally through online lessons and upon start of school attendance Sharing of adapted RA with all visitors

Risk type and task or activity covered	Identified hazards (potential to cause harm)	Current control measures and further actions	Likelihood of harm with control measures in place		Severity of outcome of identified hazards		Final risk score (likelihood x severity)	
			1	Remote	1	Negligible	1-4	Low Risk
			2	Occasional	2	Marginal	5-9	Moderate Risk
			3	Probable	3	Serious	10+	Very High risk
					4	Critical		
					5	Catastrophic		
Re-opening the school	Potential for injuries Due to: Lack of maintenance Lack of statutory compliance Lack of H&S checks prior to opening	1. All maintenance and statutory checks were completed during partial closure 2. School is cleaned daily 3. School has had a deep clean in all areas No further actions needed	1		3		3	
Someone entering the premises with CV19	Potential for being infected with Covid 19 illness including the following: Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death Due to: Lack of social distancing (SD)	Social Distancing in classes and in the playground 1. Where possible children will be encouraged to stay 2m apart. We will do this sensitively with younger children, and will be more insistent with older children, from Yr 3 onwards 2. All groups will have maximum of 10 children. This may increase to 15 children when we feel it is safe to do so. 3. Where possible the ratio of EYFS classes will follow EYFS guidance (:13 with a teacher or 1:8 with a NN or someone with a Lv2 qualification). 4. We will only open for Year 6 initially and will assess systems before we will open for younger children. We will do so when we feel it is manageable. The next yeargroup is likely to be Yr 1 5. Classroom desks will be moved apart as far as possible 6. Children will be spread out in the class and should have a defined and set seating plan 7. We will remove any unnecessary furniture/equipment where possible to create more space, but will not store in boiler rooms or electrical intake rooms 8. We will create 'bubbles' of groups, with 2 members of staff each. They will not have contact with other children or other staff, including	2		3		6	

		<p>during break times</p> <ol style="list-style-type: none"> 9. Classes may be supervised by support staff if there is a shortage of teachers 10. Children will be allocated timeslots for lunch and break times, or will be allocated an area in the playground 11. Vulnerable children and the children of key workers will not join a bubble, but will instead remain in their own bubble. They will continue to attend from 9 to 3.30 and will have one member of staff, who will supervise them, instead of teach them (to be reviewed if needed) <p>Social distancing between adults</p> <ol style="list-style-type: none"> 1. Staff are discouraged from using the staffroom and should ensure that they maintain SD from other adults, in particular with those outside their bubble, <u>at all times</u> 2. Non class based staff should be working in spaces that enable them to maintain SD at all times 3. Staff meetings will be conducting on line as much as possible. Where this is not possible, staff should avoid face to face positioning 4. Staff are encouraged to go home after the end of the school day and continue to work there instead of at school 5. Staff will be asked to come into work if the work they need to do cannot be done at home. Otherwise, homeworking will be arranged 6. Some staff will need to travel on public transport, where SD will be more difficult. we will adjust start and finish times (10 am to 2 pm) to enable staff to travel at off-peak times and to allow for the extra travel time 7. The car park will be available to staff. We will organise parking permits if possible, or open the playground for additional parking 8. Parents are not permitted in the playground or school building, unless they have a pre-arranged appointment, and only if the meeting cannot be done by phone or online 9. Visitors and outside agencies/ workers/ contractors are only admitted to the building if essential . Visits must be staggered where possible. 10. SLT must be consulted when deciding if the visit is deemed essential 11. Unannounced visits are not allowed 12. All visitors must be reminded we expect them to maintain SD 13. All staff, children , parents and visitors are reminded that they must not enter the building if they have symptoms of CV19 14. For contractors we will have normal RA and methods statement , considering our own COVID-19 risk assessment to review if the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements 			
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15. Only one member of office staff will work in the school office at any given time. The glass screen which is already installed will protect the receptionist
16. Office and other staff will use their own stationary and equipment where practical and will sanitise shared equipment before and after use where applicable
17. Staff are discouraged from entering the school office

Social distancing during drop off at the start of school:

1. 2 senior members of staff will supervise all processes in the playground during drop off
2. Year 6 are encouraged to come to school independently
3. Parents will be instructed to drop their child off at the big gate and leave straight away, maintaining SD at all times
4. Only 1 parent must drop off the child
5. The children will be asked to line up in the playground in allocated/ separate places, older children will be asked to keep SD
6. The bubble teacher will be in the playground before drop off time to supervise their bubble
7. At start time classes will leave the playground to go to their classes, in a staggered manner

Social distancing during drop off at the end of the school day:

1. 2 senior members of staff will supervise all processes in the playground during drop off
2. Year 6 are encouraged to leave school independently
3. Parents will be instructed to line up outside the small playground gate and wait to be admitted by a senior member of staff
4. Only 1 parent must pick up the child
5. Parents will be admitted to the playground in a staggered manner, so SD can be maintained.
6. The bubble teacher will ask the relevant child to meet the relevant parent
7. Parents are instructed to leave straight away through the big gate, maintaining SD at all times

Social distancing around the building

1. We will not have assemblies
2. Children will be seated in bubbles in the dining hall
3. The carpark staircase will be only for going up
4. The playground side staircase will only be for going down
5. The lifts will not be used
6. Only one child will be allowed to use the toilet at any given time, where possible, and adult should go with the child to ensure SD is

		<p>maintained</p> <p>7. Breaks and movement around the school will be staggered as appropriate</p> <p>8.</p> <p>Social distancing during emergencies</p> <ol style="list-style-type: none"> 1. We will have a revised PEEP for emergency evacuations, and will provide relevant staff with a facemask and disposable gloves where appropriate 2. We will carry out a separate RA for staff who work with children who are deemed a higher risk to staff, and staff will be provided with appropriate PPE 3. Bubbles will be asked to evacuate to their normal lining up spot, and will be encouraged to maintain and where possible yeargroup point 4. In the event of any emergency situation, staff do not have to stay 2 metres apart, e.g. in the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate 5. Staff involved in emergency situations that may bring them into close contact to ensure that you pay particular attention to sanitation measures immediately afterwards including washing of hands <p>In general:</p> <ol style="list-style-type: none"> 1. Staff are encouraged to report any breaches of SD arrangements to senior leaders, so additional control measures can be considered and implemented if needed 2. Senior leaders will be on-site at all times. 3. We will not operate breakfast and after school clubs and will not let the building for any purpose 			
Someone entering the premises with CV19	<p>Potential for being infected with Covid 19 illness including the following:</p> <p>Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p>Due to:</p> <p>Infection spread not controlled effectively</p>	<p>Infection control</p> <p>Cleaning and touchpoints:</p> <ol style="list-style-type: none"> 1. We will review any further cleaning regime in light of potential outbreaks, and have this as a contingency plan 2. We will ensure the correct cleaning products are being used for infection control covid-19 3. All internal doors will be kept open where deemed safe, to limit touchpoints 4. All external doors will be kept closed so access can be controlled. 5. Doors must be opened by staff only. Staff must clean their hands when they have opened a door as soon as possible, and should avoid touching their face before they have cleaned their hands. 6. We will have a separate RA for children who are likely to struggle with open doors in terms of escape risk 	2	3	6

7. We will have at least 1 cleaner during school opening times who will be responsible for continual cleaning of all touch points/ surfaces likely to have been touched (eg.. stair bannisters, door handles, taps, tables, keyboards, telephones, toilet lids, flush handles)
8. Cleaners should only enter a space if the bubble./ staff are not present
9. We will have hands sanitisers in the entry lobby and in each classroom
10. Each classroom will have hand sanitisers and hand soap
11. Children and staff will be expected to clean their hands upon arrival, before and after break, before and after going to the toilet , before eating and before leaving school
12. Dining room tables should be cleaned before use
13. All Cleaning materials and PPE resources should be checked and topped up daily, with stock ordered prior to it running out (Premises manger/ Admin)
14. Ensure mops are changed daily and that thot water is used for cleaning

Toilets:

1. Children will be discouraged from using the toilet where appropriate
2. Staff are encouraged to use the entrance lobby toilet where possible , as the waiting area is less congested
3. Children and staff will not be allowed to use air hand dryers, but should instead use disposable paper towels
4. Toilets will be cleaned throughout the day
5. Only one child will be allowed to use the toilet at any given time, where possible, and adult should go with the child to ensure SD is maintained

Water:

1. Children will be expected to bring their own water bottle and will not be allowed to use the drinking fountains

Sharing equipment:

1. Children (other than EYFS) and staff should have their own set of stationary
2. Staff should use their own pen to sign in and out , or use hand sanitiser prior to touching the pen
3. Bubbles will use the same classroom each time they come in
4. The sharing of equipment should be discouraged
5. We will remove soft toys and furnishings, that are difficult to clean
6. We will not allow older children, to use outdoor play equipment, including the outdoor gym or climbing frame, unless the equipment is only used by one child, not shared and will be cleaned by staff before

and afterwards

7. Where possible and practical, disinfectant wipes and spray can be used by children and staff to sanitise resources (and touchpoints) after use, including home reading books.

CV symptoms:

1. Children and staff with suspected CV symptoms will be asked to go home. The playground or well ventilated ESR are the allocated waiting spaces
2. Persons with symptoms will be asked to test for CV and may be able to return when tested negative.
3. If they have a positive test, they must follow self –isolation guidance
4. Confirmed cases of **work-related** CV-19 to be reported to CHSS via usual accident procedure (AIR form). Potential for RIDDOR report to HSE; if necessary, this will be completed by CHSS.
5. When a child or staff member tests positive, the rest of their bubble group should be sent home and be advised to self-isolate for 14 days. (The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms)
6. Staff supervising children with CV symptoms who are waiting to be picked up will be able to wear facemasks and gloves
7. Where staff are at higher risk of infection, they will be able to wear aprons and visors
8. Follow the COVID-19: cleaning of non-healthcare settings guidance [Decontamination in non-healthcare settings](#)
9. As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children, and staff may be asked to self-isolate at home as a precautionary measure – perhaps the whole school.
- 10.

Catch it / bin it/ kill it it:

1. Each class will have a supply of tissues, small bags for disposing tissues and bins with lids. These will be emptied daily
2. Staff and children are encourage to catch their coughs and sneezes in a tissue and dispose of this appropriately , or use their elbow to do this .
3. Bins are emptied throughout the day

		<p>Working in ventilated spaces:</p> <ol style="list-style-type: none"> 1. All spaces should be as ventilated as possible 2. Working outdoors for both children and staff is encouraged where SD can be maintained 3. The use of the air conditioner is not allowed unless there is only one person in the room <p>PPE</p> <ol style="list-style-type: none"> 1. Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way, 			
Someone entering the premises with CV19	<p>Potential for being infected with Covid 19 illness including the following: Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p>Due to: Lack of social distancing (SD)</p>	<p>1st aid</p> <ol style="list-style-type: none"> 1. We will have a trained 1st aider on site at all times 2. We will have a paediatric trained 1st aider on site when we have under 5s on site 3. We will not carry out any high risk activities, in order to limit risk 4. 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. 5. 1st aiders will be offered PPE if 2m distance cannot be maintained, including fluid resistant surgical mask, face visors (if there is a risk of splashing (e.g. coughing, spitting, vomiting), disposable aprons, disposable gloves and disposable bags worn by supervising adult 6. 1st aid should be administered in a well ventilated room 7. 1st aiders should wash hands before and after and ensure the affected area is cleaned upon completion. 	2	3	6
Someone entering the premises with CV19	<p>Potential for being infected with Covid 19 illness including the following: Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p>Due to: Lack of social distancing (SD)</p>	<p>Staff room and other staff spaces</p> <ol style="list-style-type: none"> 1. Social distancing should be in place at all times 2. Staff should stay alert and encourage each other to keep to the 2 metre rule as a minimum. 3. Staff should not socialise at work, and keep interactions outside their bubble to a minimum 4. Staff are encouraged to wash their hands before / after eating for at least 20 seconds 5. Staff should dispose of their food waste into the bins provided, and clean their cutlery and put away 6. Staff should not share cups and cutlery 7. Staff are encouraged to go outside during breaks 8. These areas will have an increased cleaning regime in place managed and monitored 	2	3	6

Staff welfare	<p>Potential for stress related issues and absence from work</p> <p>Due to: Anxiety</p>	<p>Break times</p> <ol style="list-style-type: none"> Staff will work in pairs and will relieve each other for breaks and when there is an emergency <p>Pastoral care:</p> <ol style="list-style-type: none"> Clear messages of available support for vulnerable staff form line-managers Work with staff in re-assuring them everything is being done to make work as safe as possible, without a promise it will be possible to take away all risk Additional consideration is given to those employees who may be deemed to be at increased risk in the planning of work activities Carry our stress RA where appropriate to establish what can be done to support the member of staff, using the CHSS guidance and template Ensure equity between staff in terms of expectations to attend work here valid reasons for absences do not exist <p>Other support</p> <ol style="list-style-type: none"> Referrals to OH where appropriate Agree staff workload expectations (including for leaders). Share workload between staff working at school and those working at home Staff are encouraged to follow sensible home working practices. They can ask their line managers for support if needed <p>Information sharing:</p> <ol style="list-style-type: none"> Provide clear consistent and regular communication to improve understanding for all staff throughout the pandemic Provide early information instruction before any changes to working practices Keep all risk assessments/changes in risk updated as government guidance seems to be updating daily, weekly and inform staff Signpost staff to the following guidance: <ul style="list-style-type: none"> NHS guidance, how to wash your hands video (20 second rule) NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs Government/LA guidance on trace and track measures and clear guidance to managers and staff on actions required and support available 	2	2	4
Staff and pupils individual conditions	<p>Potential for staff inability to maintain regular attendance at work , leading to staff shortages</p>	<p>Identify all staff and students who are either clinically vulnerable, clinically extremely vulnerable/shielded or have household members who are shielded, prior to them entering the school, and assessing if they are expected or not expected to come in, following the following principles:</p>	2	3	6

	<p>Potential for children to miss school, leading to further falling behind with learning and exposure to other safeguarding related risks</p> <p>Due to: Underlying medical conditions and other valid reasons</p>	<p><u>Not expected to attend work/school:</u></p> <ul style="list-style-type: none"> • Those who are ‘clinically extremely vulnerable’/shielded should not attend • ‘Clinically vulnerable’ children and staff should follow the advice of their doctor. Evidence of this should be asked for, if this is leading to non – attendance , where appropriate • Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. <p><u>Expected to attend only if SD can be maintained:</u></p> <ul style="list-style-type: none"> • Those who live with someone ‘clinically extremely vulnerable’/shielded <p><u>Expected to attend work/ school:</u></p> <ul style="list-style-type: none"> • Those with a ‘clinically vulnerable’ household member can attend. <ol style="list-style-type: none"> 1. Explore barriers to attendance with parents/ carers where there are concerns. (Fines for non-attendance cannot be issued.) 2. Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. 3. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and Headteacher. 4. Ensure up to date risk assessments for vulnerable children and those with EHC plans are carried out with social services, other educational providers and parents/carers where appropriate , to ensure child is at no more risk in the school setting than at home. 5. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. 6. Take attendance registers and continuing to complete any online educational setting status form to provide daily updates on how many children and staff are in school and record, monitor. 7. Review of pupils that present stress and anxiety due to the covid-19 fears and adjust the curriculum to provide good pastoral care and learning 			
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Staffing levels	<p>Potential for inappropriate pupil/ staff ratio making it unsafe to open: Accidents, safeguarding issues</p> <p>Due to: Lack of staffing levels</p>	<ol style="list-style-type: none"> 1. As a minimum, there must always be: <ul style="list-style-type: none"> • 2 members of SLT • 1 1st aider • One member of admin staff • Adequate cleaners • 2 members of staff per bubble • Adequate level of SEND support 2. Consider options if necessary staffing levels can't be maintained : <ul style="list-style-type: none"> • Ask others to step in e,g SLT • Cover classes by support staff • Ask Redlands to step in • Arrange supply cover • Close bubbles • Ask individual children to not attend • Alternate attendance on a rota 3. Agree any flexible working arrangements needed to support changes to your usual patterns , including staggered start/end times, allowing staff to bring in own children of staff if there are childcare issues 			
Using public transport	<p>Potential for being infected with Covid 19 illness including the following: Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p>Due to: Lack of social distancing during use on public transport</p>	<ol style="list-style-type: none"> 1. Prioritise staff who do not need to use public transport where fair and possible 2. Minimise no essential travel; enable staff to work at home where possible 3. Enable later start and finish times (10-2) 4. Advise staff of the following: <ul style="list-style-type: none"> • Minimise non-essential travel • Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face • Cleaning regime programme for cleaning of own vehicles before use, after use, recording the schedule of cleaning • Avoid public transport wherever possible 5. Advise staff who choose to wear face masks of the following: <ul style="list-style-type: none"> • Wash hands thoroughly with soap and water for 20 seconds or use of hand sanitiser before putting a face covering on and after removing it • Avoid touching your face or face covering as you can contaminate them with germs from your hands • Change face covering if becomes damp or if you have touched it • Continue to wash hands regularly • Change and wash face covering daily • If not washable dispose of carefully in usual waste • Practise social distancing wherever possible 	2	3	6

		<ul style="list-style-type: none"> You can make your own face covering following guidance on GOV.UK. 			
Following guidelines	<p>Potential for being infected with Covid 19 illness including the following: Fever, cough Breathing issues Loss of smell/ taste, Pneumonia, death</p> <p>Due to: Staff, children , parents and visitors not following the guidelines</p>	<p>Signage</p> <ol style="list-style-type: none"> Information posters and reminders displayed at key points and throughout premises Information on website and in newsletters <p>Training and teaching:</p> <ol style="list-style-type: none"> Ensure all staff are clear about expectations through staff training Ensure all children are clear about expectations through age appropriate teaching, both in school and through on line lessons, before starting school Induction training for children on first day and frequent reminders <p>Ensuring consistency and good implementation</p> <ol style="list-style-type: none"> Repeating messages frequently to all Monitoring of procedures by all staff and reporting issues to SLT Dealing with deliberate breaches appropriately 	2	3	6

For more information:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/coronavirus/education-and-childcare>

<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>