

Essa Primary

Date of risk assessment review: 16th September 2020

Date of next review: 6th November 2020 (unless guidance changes sooner)

Name of person(s) completing the risk assessment: Joanna Atherton

RISK ASSESSMENT COVID19:

Aim: To ensure the school is 'COVID-19 Secure' through compliance with the Government's guidance on managing the risk of COVID-19, by ensuring:

1. We have carried out a COVID-19 risk assessment and shared the results with the people who work here;
2. We have cleaning, handwashing and hygiene procedures in line with guidance;
3. We have taken all reasonable steps to help people work from home;
4. We have taken all reasonable steps to maintain a 2m/1m+ distance in the workplace for staff;
5. Where people cannot be 1m+ apart, we have done everything practical to manage transmission risk.

The successful management of the above risks involves all staff, pupils, parents, visitors being committed to observing the controls.

Related documents:

- Infection Control policy
- First Aid/infectious disease risk assessment
- First Aid policy
- Business Continuity Plan
- Supporting Pupils with Medical Conditions policy
- Data Protection policy
- COVID-19 home school agreement
- COVID-19 behaviour policy
- Staff code of conduct
- Health and Safety policy
- COSHH risk assessment

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

			<ul style="list-style-type: none"> • Latest advice from Public Health England shared with staff, parents, children and (necessary) visitors. • Cleaning schedules rewritten to ensure enhanced cleaning both throughout the day and before/after school 		
Pupils and or staff transmit or become infected with Covid-19	Anyone in contact	High	<ul style="list-style-type: none"> • Staff are reminded of the symptoms of possible coronavirus infection, e.g. a new cough, difficulty in breathing and a high temperature, and are kept up to date with the national guidance about the signs, symptoms and transmission of coronavirus. • Staff and Pupils must stay at home if they experience signs of illness as outlined on the NHS website Coronavirus (COVID-19). • Any Pupils in school with signs of illness as outlined on the NHS website Coronavirus (COVID-19) must be isolated from all pupils and staff, and sent home following usual school protocol. Pupils and their families will be offered a test through the LA testing centre/local testing centre. • Anyone refusing a test will be enforced to isolate for 14 days. • Admin team to call for emergency assistance immediately if a pupil/staff's symptoms worsen. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in the governmental guidance and the infection control policy. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use a separate toilet to the rest of the school to minimize the spread of the infection. The meeting room is now the isolation room and the toilet next to it is now the associated WC. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Calpol is administered in accordance with the administering medication policy. • All staff must follow the government guidelines given on the NHS site Coronavirus (COVID-19) if they experience any symptoms relating to Covid-19 whilst on the school premises. The Principal should be informed immediately and any absence will be recorded in line with the school sickness absence policy. Staff and their families will be offered a test through the LA testing centre. • Staff must check the NHS website regularly for updated advice and apply this to their practice. • Links to both the government and NHS websites will be communicated regularly to include updated advice. • A weekly email reminder with the latest government & NHS 	Medium	<p>All staff</p> <p>Staff Pupils</p> <p>Admin</p> <p>SLT</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SVi</p> <p>All staff</p> <p>All staff</p> <p>JAt</p> <p>JAt</p>

			<p>information/advice re Covid-19 to be sent to parents.</p> <ul style="list-style-type: none"> Any 'used' tissues/ PPE to be placed in a bin liner and immediately discarded – double bagged. Contaminated waste should be taken straight to the contaminated waste room (internal store in hall – site team to be called immediately) Pupils reminded to cough and sneeze into their elbow and away from the direction of other pupils and adults. All visitors to the school will be required to wash their hands upon entering and leaving the building. NHS/DfE guidelines must be followed immediately if an adult displays any symptoms of Covid-19 having come into contact with other adults or pupils whilst on school premises. 		<p>Staff</p> <p>Pupils</p> <p>All staff</p>
Spread of infection	<p>Staff</p> <p>Pupils</p> <p>Family members</p> <p>Visitors</p>	High	<p>Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).</p> <ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges are cleaned up immediately in line with the infection control policy using PPE at all times. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in the bin. minimise contact with individuals who are unwell clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered Ensure good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Pupils to clean their hands after they have coughed or sneezed. cleaning frequently touched surfaces often using standard products, such as detergents and bleach minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break and lunchtimes) Pupils will be asked to wash their hands before leaving school at the end of the school day. Pupils bring their own named water bottle into school which needs to be sent home at the end of each school day. Only the child whose name is on the bottle should handle the bottle, including collecting and refilling (for younger children needing support, gloves must be worn). Children will be encouraged to have a school lunch. If packed lunches are being brought, disposable bags must be used rather than lunch boxes. If the primary kitchen is out of use for any reason, meals will be prepared at Essa Academy. 	Medium	<p>All staff</p> <p>Pupils</p> <p>Parents</p>

			<ul style="list-style-type: none"> Fabric chairs to be taken out of use where possible. Where this is not possible, the chairs must be limited to single person use. Staff to wear face coverings at all times in communal areas. 		
Confirmed case of COVID-19 in school	Anyone in contact	High	<p>When a pupil or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending school will have access to a test (through the LA/NHS) if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>If the pupil or staff member tests negative, they will be able to return to school and the fellow household members can end their self-isolation.</p> <p>If the pupil or staff member tests positive, the rest of their class or group within the school will be sent home and advised to self-isolate for 14 days. The other household members of the wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</p> <ul style="list-style-type: none"> As part of the national test and trace programme, 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 pupils may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 	Medium	Staff Pupils Parents
Fire Procedures	Staff Pupils Visitors	High	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster points to enable social distancing where possible Fire evacuation routes have been re-mapped (see new site maps) Fire risk assessment completed and shared with staff – TBC 3/9/20 Staff and pupils have been briefed on new evacuation procedures Incident controller and fire marshals have been trained and briefed accordingly. Plans for fire evacuation drills are in place which are in line with social distancing measures. An additional staff rota is on place for fire marshals to cover any absences and staff have been briefed accordingly. 		ASp JA† LBa ASp ASp ASp/JA† JA†
Re-opening after minimal use of the building	Staff Pupils Visitors	High	<ul style="list-style-type: none"> All statutory compliance is up to date Legionella testing completed Fire call point/alarm testing completed 		ASp

Cleaning	Staff Pupils Visitors	High	<ul style="list-style-type: none"> • Cleaners are employed by the school to carry out daily, thorough cleaning that follows the national guidance and is compliant with the COSHH guidance and the Health and Safety policy. • A return to work plan for cleaning staff (including deep cleans) is completed by the site manager and shared with all cleaners prior to opening. • The site manager arranges enhanced cleaning to be undertaken where required. Cleaning protocols are shared with all cleaning staff. • Working hours for cleaning staff are increased. • An audit of handwashing facilities and sanitizer dispensers is undertaken before the school reopens and additional supplies ordered by the site manager. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitizer are maintained throughout the day. 		ASp Cleaners
Partial school closure	Staff Pupils	High	<ul style="list-style-type: none"> • The school communicates with parents via DoJo, website and letter regarding any updates to school procedures which are affected by the coronavirus pandemic. • Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. • Pupils working from home are assigned work to complete to a timeframe set by the teacher. Daily wellbeing checks are continued and concerns reported through CPOMS. • The behaviour policy and staff code of conduct are adhered to at all times, even while working remotely. 	Medium	SLT Staff
Emergencies	Pupils	High	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • Medical emergencies are managed in line with the first aid policy. 		Admin
Personal Protective Equipment (PPE) including face coverings and face masks	Staff Pupils Visitors	High	<p>Wearing a face covering or face mask in schools or other education settings is not recommended for pupils. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people we do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools. We do not, therefore require children to wear face coverings. Staff will be expected to wear them in communal areas but should remove them in the classroom.</p> <ul style="list-style-type: none"> • The majority of staff in school will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. <p>PPE will only be needed in a very small number of cases including:</p>	Medium	Staff

			<ul style="list-style-type: none"> • 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. • If a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 		
Movement around school	Staff Pupils Parents Visitors	High	<ul style="list-style-type: none"> • Entrance/exit points clearly demarcated for use by each year group • Plan is in place to control the movement of people upon their arrival - including one-way routes and access to handwashing facilities • Number of entrances and exits to be used is maximized • Circulation plans have been reviewed and revised. • One-way system in place as much as possible • Appropriate signage in place to clarify circulation routes • 'Pinch points' and 'bottlenecks' identified, reduced and managed proactively. • Adequate duty rotas are in place for maximum supervision at all times - especially toilet facilities and transitions. • Staff and pupils briefed regarding rules for safe movement around school • Staggered start/finish times, breaks, lunches and reduced timetabling. • Queuing zones for toilets and hand washing have been established and are monitored. Pupils know that they can only use the toilet one at a time. 	Medium	SLT ASp
Class or group sizes	Staff Pupils	High	<p>Whilst primary school children are not expected to be able to remain 2 metres apart from one another and staff, social distancing should be maintained as much as possible. The Government has recommended a hierarchy of controls that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:</p> <ul style="list-style-type: none"> • avoid contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimise contact and mixing • work/play outside where possible to maintain required social distancing requirements as outlined by the government. • Pupils encouraged to observe social distancing • Pupils and staff where possible, to only mix in a small, consistent 'bubble'/group. Bubble to stay away from other people and groups. • If there are any shortages of teachers, then teaching assistants to be allocated to lead a group, working under the direction of a teacher. • Posters clearly displayed in prominent areas to remind pupils of 'the rules' for safe learning. 	Medium	Staff Pupils

			<ul style="list-style-type: none"> • Staff to issue regular reminders, as needed, regarding 'the rules' for safe learning • Large gatherings such as assemblies are prohibited • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. • Behaviour policy updated, staff trained and built in to first day planning to share with children. All parents and children have received the home school agreement and must sign this at the start of term. 		
Staffing levels are reduced due to vulnerability or illness	Staff Pupils	High	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Adhere to stringent infection control/ prevention methods outlined in this risk assessment (see below). • Develop a clear picture of the health and vulnerability of all staff to ensure a clear understanding of staff availability • Flexible and responsive use of associate staff to supervise/support classes • Make full use of LA and NHS testing to keep a abreast of staff health • Support staff wellbeing in order to reduce absenteeism 	Medium	JAt HR
Continued prioritization of key worker and vulnerable children	Pupils Staff	High	<ul style="list-style-type: none"> • Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school if having to work remotely for isolation. • Pastoral and SEND support is deployed wherever possible to support prioritized pupils. • Efforts continue to improve the attendance of vulnerable pupils and those with an EHCP 	Medium	Staff GWg SPa JAt
Adult work spaces and rest areas do not allow for social distancing	Staff	Medium	<ul style="list-style-type: none"> • Staff rooms, offices etc. have been reviewed to ensure social distancing can be maintained • Furniture has been removed reconfigured to allow for social distancing and provide additional spaces where this is not possible • Signage displayed to remind colleagues of safe working guidelines during coronavirus • Staff briefed on the best use of these areas 	Low	JAt ASp Admin JAt
Reception/main entrance	Pupils Staff Parents Visitors	High	<ul style="list-style-type: none"> • Social distancing set out for access to the main office – queuing system in place outside the building – one visitor in the office at a time. • Glass window to remain closed • Non essential deliveries and visitors to school are minimized. • Hand sanitizer used before and after use of Inventory screen 		ASp JAt
Pupils returning to school will have fallen behind due to their prolonged absence from school	Pupils	High	<ul style="list-style-type: none"> • Identify gaps in learning through teacher assessment and use these to inform planning/ teaching • Configure home learning strategies to target gaps in learning • Deploy staff to deliver interventions in order to target gaps in learning 	Medium	Staff

Clinically vulnerable staff and pupils	Staff Pupils	High	Such adults/children should take extra care in observing social distancing. School will endeavour to support this, for example by asking staff to support remote education/work in one bubble in school, carry out lesson planning or other roles which can be done from one bubble base. Clinically vulnerable - If they have to spend time within 2 metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk and complete a personal risk assessment.	Medium	JAt HR
Using public transport to travel to and from school	Staff Pupils Parents	High	<ul style="list-style-type: none"> Staff, parents and pupils are encouraged to walk or cycle to school where possible. Staff, parents and pupils follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required. Further guidance from the government can be found at Coronavirus (COVID-19): safer travel guidance for passengers Ensure transport arrangements cater for any changes to start and finish time Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance between their passengers Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils with complex needs who need support to access the vehicle or fasten seatbelts 	Medium	Staff Pupils
Shared travel to/ from school in a private motor vehicle and the use of taxis and private hire vehicles	Staff Pupils Parents	High	<ul style="list-style-type: none"> Staff, parents and pupils should avoid travel to and from school in a private motor vehicle with anyone outside of their household where possible. If this is not possible, face coverings must be used and current guidance must be followed. Staff, parents and pupils follow the government guidance on how to travel safely, when planning their travel, particularly if a taxi or private hire vehicle is required. Further guidance from the government can be found at Coronavirus (COVID-19): safer travel guidance for passengers 	Medium	Staff Pupils
The mental wellbeing of staff and pupils is/ has been affected by the pandemic – including through the death of a loved one	Staff Pupils	High	<p>Pupils:</p> <ul style="list-style-type: none"> Children's wellbeing is prioritised upon their return to school through daily wellbeing checks, informal activities, games, discussions, worry boxes and the deployment of pastoral staff Access to wellbeing resources/ charities/ websites is actively encouraged including support from CJs mentor, Aspire and internal staff Staff are trained to meet the pastoral needs of pupils - including through support from mental health trained staff Regular 'contact' and support is provided to any children who are proving to be extra vulnerable, especially those who may have suffered a bereavement. Children making the transition are supported to ensure their concerns and anxieties are discussed and acted upon. <p>Staff:</p> <ul style="list-style-type: none"> Staff wellbeing is prioritised upon their return to school through regular 'contact' with line managers 	Medium	Staff Pupils

		<ul style="list-style-type: none"> • Access to wellbeing resources/ charities/ websites is actively encouraged including access to Simply Health, Occupational Health and mental health trained staff on site • Home working is considered for staff where there is a risk their health/ wellbeing may be compromised • Workload reduction is a key focus to ensure staff can maintain a healthy work life balance • Staff working from home due to shielding have regular catch ups with line managers • Risks assessments have been completed with all vulnerable staff 		
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Covid Secure Bolton Schools: Points for Consideration			
Date:	1.10.20	Version:	1.0
This guidance links to national guidance and should be used alongside the current risk assessment.			
This information was gathered by Bolton Head Teachers and was last reviewed as per the published date above.			
KEY FACTORS	POINTS FOR CONSIDERATION (if relevant to your setting)		
Avoidance of Direct and Close Contact	<ul style="list-style-type: none"> • Conversations between adults, young people and children – not face to face, it goes against convention but stand side by side and beyond 1 metre away. • Ensure staff maintain distance from pupils and other staff as much as possible, reminders to children about creating space between adults and themselves (where appropriate). • Reminders to staff that even when wearing face coverings that distance is the key method to keep safe – Hands, Face and Space. 		
Communal Spaces	<ul style="list-style-type: none"> • Adults seating at least 2 metres distance away from each other (arrange the chairs in this manner). • Adults wear a face covering if not eating/drinking in the staff bases. Face coverings to be worn at all times in communal spaces. • Ensure good hand hygiene in place before making drinks, using cutlery, microwave etc. 		
Shared Facilities or equipment	<ul style="list-style-type: none"> • Have access to gloves or hand sanitiser next to shared resources, guillotines, photocopier, sinks etc. • Office staff/HT to have their own fridge/drinks resources. • Staff to be very mindful of using a shared facilities such as the W.C. Cleaning equipment to be made available for staff to use if they wish to do so. • Sanitise before and after handling paperwork from the office – send as much paperwork as possible electronically. 		
Work Practises	<ul style="list-style-type: none"> • All meetings to be carried out virtually. • Limit the number of items being brought in to and taken from school. • Ensure a regular cleaning regime is happening for high contact points. • Create dedicated staff room spaces so that other year groups/staff never encounter each other. 		

	<ul style="list-style-type: none"> • Time scales for +ve test staff - post day 10 of the onset of symptoms they need either a sick note or a self-isolation note. • On PE days, staff and children come into school in their own PE kit to avoid getting changed. • If seating plans are in place only move a child to a different place on the seating plan on a Monday (after a 48hr break). • Reading books to be collected and left in a box for 48h before they are changed.
Visitors to school	<ul style="list-style-type: none"> • Download QR code for visitors and contractors – Track and Trace. • All visitors/adults that come to work in school are made aware of what our own individual procedures are. • Ask for Risk Assessments from our professional partners.
Succession planning for Senior Leaders to remain Covid Secure	<ul style="list-style-type: none"> • Meetings/assemblies carried out virtually. • Principal/Deputy carry out well-being walks/learning walks when the corridors are not busy. • Leaders work from home during their dedicated PPA time. • Sanitise before and after handling paperwork from the office – send as much paperwork as possible electronically. • That each SLT member has a specific 'role/focus' and ensure that there is a contingency plan in place in the absence of the Principal/Deputy for example – do the SLT know how to facilitate the closing of a Bubble in the Principal's absence? Practice doing this with the Principal as an observer to be sure all the necessary steps will be carried out. • Ensure the SLT/Leadership team have the necessary documents saved (either in email/PC at home) so that if there is an issue with remote access this would not impact on the necessary reporting procedure
Common Sense	<ul style="list-style-type: none"> • Maintain regular hand hygiene • Communication with staff, children and parents is key, do not assume they know. • Follow the Bolton COVID-19 Resource Pack for Schools Action Card when a positive case occurs. • Look after your own well-being.