

Title: Covid-19 Risk Assessment



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in</p>	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water (ideally warm water) in place. • Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Stringent hand washing taking place. (in accordance with this guidance). • Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Classes to teach children hand washing techniques. • Drying of hands with disposable paper towels. • Children to wash hands before and after eating a snack and before and after eating dinner. • A hand sanitiser meeting a minimum of 70% alcohol content (for as long as it's available to buy) given to each group (<i>Note; hand gel is no substitute for thorough and effective handwashing</i>) • Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. 	M	<p>Posters displayed throughout school reminding pupils, staff and visitors to catch it, bin it, kill it.</p> <p>Pupils will have a hot meal provided by Shires or a packed lunch from home. Meals will be pre ordered at the beginning of the week. Meals will either be served in the hall or their own classroom depending on their year group. Lunchtimes will be staggered.</p>

	<p>contact with you in relation to your operations</p>	<ul style="list-style-type: none">• Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.• Appropriate receptacles for disposal of tissues which are emptied throughout the day.• Pupils discouraged from sharing cutlery, cups or food.• Parents informed of hygiene expectations and to advise it's discussed with their children.• Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.• Areas are kept well ventilated using natural ventilation where possible. <p><u>Cleaning</u></p> <ul style="list-style-type: none">• Pupils sit at same desk each day which is thoroughly cleaned at the end of each day.• Cleaners are employed by the school to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.• Meet with cleaning contractors to review cleaning arrangement and make any necessary changes.• Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods.• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. <p><u>Social Distancing</u></p> <ul style="list-style-type: none">• School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare		<p>Additional cleaner employed at St Stephen's not currently required at Parkfield</p> <p>Additional rest areas have been set up for staff</p> <p>Desks are spaced out and are forward facing</p>
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		<p>setting if they are displaying any symptoms of coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. • Class sizes are based on the cohort – full class. • Desks should be spaced as far apart as possible. • Cohorts are kept together and where ever possible different groups are not mixed. • The same teacher / staff members are assigned to each group and stay the same during the day • Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day. • Staggered lunch and break times and the movement of pupils around school to minimise contact with others • Staff and pupils reminded regularly of the importance of social distancing both in the workplace and outside of it. • Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of staff on site at any one time. • Redesigning processes / rooms to ensure social distancing in place. • Conference calls to be used instead of face to face meetings. • Social distancing also to be adhered to in staff rest areas. • Management checks to ensure this is adhered to. • Parents discouraged from gathering at school gates. 	<p>PPA cover teachers cover classes in line with government guidance</p> <p>Lunchtimes covered within the group where this is not possible that group has an assigned ‘lunchtime supervisor’ to minimise potential cross infection</p> <p>All staff are now on site</p> <p>Additional staff rest areas allocated.</p> <p>School office is closed. Parents can visit school office by prior arrangement and appointment only</p> <p>One way system to enter and leave school site</p> <p>Parents informed that only 1 parent/carers should drop off/ collect their child where possible</p> <p>Pupils to use toilets allocated to their group. Staff to limit the number of pupils at a time and Teams message staff in other groups to inform them</p> <p>Outdoor area timetabled for groups to use so as to minimise contact (outdoor equipment not used)</p>
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				(Also see Trust procedure for suspected/ confirmed COVID case)

		<p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>		<p>PPE required if;</p> <ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.
Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	H	<p>If there are any shortages of teachers, then teaching assistants/HLTA can be allocated to lead a group, working under the direction of a teacher.</p>
Impact on physical and mental health		<ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information and an open-door policy for those who need additional support. • Staff briefed on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 	M	

Date of review	Comments
31 st August 2020	Year groups in Key Stage 2 have coloured cones to be left outside the toilet when in use to support social distancing and avoiding bubbles mixing
18 th September 2020	Health & Safety consultant inspection – COVID controls and infection prevention control meet requirements Following on from our parent survey siblings are now dismissed from the school hall
23 rd September 2020	Year 6 pupil isolating Year 6 bubble remained open, child had no access to peers whilst in contagious period
14 th September 2020	Year 5 bubble closed No access to the Year 5 classroom or staff area for 72+ hours COVID clean prior to return to school
9 th November 2020	Year 4 bubble closed No access to the Year 4 classroom or staff area for 72+ hours COVID clean prior to return to school
16 th November 2020	Year 3 bubble closed No access to the Year 3 classroom or staff area for 72+ hours COVID clean prior to return to school
4 th December 2020	Year 1 bubble closed No access to the Year 1 classroom or staff area for 72+ hours COVID clean prior to return to school
11 th December 2020	Year 2 bubble closed No access to the Year 2 classroom or staff area for 72+ hours COVID clean prior to return to school
3 rd January 2021	Move to remote learning for week beginning 4 th January – Trustees approved 3 rd January 2021 School closed 4 th January 2021 to all pupils School open for Key Worker / Vulnerable pupils 5 th January 2021 onwards maintaining 2 metre social distancing Review planned for 7 th January 2021 Staff to wear face masks / visors in communal areas Staff able to wear a visor in the classroom Parents requested to wear a face mask / shield on the playground

4 th January 2021	National Lockdown introduced with effect from 6 th January 2021 School open for Key Worker / Vulnerable pupils
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