



St. Vincent's Catholic Primary School

Coronavirus/Covid-19 Risk Assessment Template for Persons Attending a Primary School Setting

Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Teaching staff and support staff including administrators and premises manager ▪ Pupils ▪ Catering staff ▪ Cleaners 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare provision during COVID-19 pandemic including social distancing ▪ General site occupancy and site movement ▪ Personal hygiene ▪ Cleaning and sanitisation ▪ Serving school meals; see separate document regarding food preparation ▪ Interactions with maintenance contractors, not including the actual maintenance and compliance activities 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Marina Coleman	Date of completion:	27.05.2020
Date risk assessment to be reviewed by:	Weekly during June	Risk assessment no:	1

Record of risk assessment reviews

Date of review:	Reviewed by:	Comments / date of next review:

Background

This risk assessment will consider the risks to pupils, staff and others impacted by the infection of a member of the school community attending school (e.g. pupils, staff, contractors, visitors and household members of pupils and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The school should separately consider non-physical hazards e.g. stress to staff and hazards not directly related to exposure to the virus, e.g. working at home, catering, including food preparation and building management arrangements.

Hazard - Coronavirus (SARS-CoV2), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Risk Consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions who should be excluded from school. Government guidelines mention that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19)
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)

The **severity** of Covid-19 remains **high** until a vaccine or treatment is available.

Likelihood is based on the likelihood of transmission, which may lead to one or multiple fatalities.

If personal hygiene, school cleaning measures, and social distancing measures (in accordance with government guidance) are followed and all very high risk/very vulnerable (shielded) persons remain at home and high risk/vulnerable persons (see NHS lists) either work from home or away from other people in non-classroom environments, likelihood of transmission leading to a fatality will be low.

The overall risk assessment below considers scenarios and possible control measures on the basis that **nobody** involved in classroom/face-to-face activities is a very high risk (shielded) or high risk individual (shielded persons **must** only work from home and high risk persons should work from home wherever possible, or in the safest locations in school, where not possible). A person living in a household where somebody is very high risk (shielded) should also work from home if possible. If this is not possible, they may only do a job role where social distancing is stringently maintained (which cannot be achieved in most classroom roles).

The arrangements suggested in the government's guidance will be suggested as the basic controls "Actions for education and childcare settings to prepare for wider opening from 1 June 2020", latest version at <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

General control measures

Procedures in place to ensure all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.

Reminders to all adults and children via classroom reminders, specific learning and poster displays to:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly and the correct hand washing technique.
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- Not touch their mouth, eyes and nose.
- Implement normal personal hygiene and washing of clothes following a day in an educational or childcare setting.

Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby fixed cohorts / groups to reduce unnecessary pupil movement within school and assist social distancing - portable coat racks and cycle racks could be relocated.

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1	CLINICAL RISK TO INDIVIDUALS FROM COVID-19-staff	<p><i>National Framework requirement: Identify staff who can't return to school at this point and how they can work from home (for example, supporting remote education). Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your local authority on your plans.</i></p> <p>Identified (and recorded that this has been carried out for every individual) all staff who are either clinically vulnerable, clinically extremely vulnerable/shielded or have household members who are shielded, with the Head teacher prior to them entering the school.</p> <ul style="list-style-type: none"> • 'Clinically vulnerable' children and staff should follow the advice of their doctor. • Those with a 'clinically vulnerable' household member can attend. • Those who are 'clinically extremely vulnerable'/shielded should not attend. • Those who live within someone 'clinically extremely vulnerable'/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply. <p>Identify those staff 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. Self isolation guidance Staff to be regularly reminded of this requirement.</p> <p>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. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and headteacher.</p> <p>SAGE-need to support black and minority ethnic (BAME) and disadvantaged communities whose members are at higher risk of severe illness.</p>	Medium	<p><i>Notes: Email with requirements and link to guidance sent to all staff 15.05.20.</i></p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p><i>Reminded staff again at Inset day 01.06 and in staff handbook.</i></p>	MC

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2	<p>Staffing levels cannot be maintained</p> <p>Lack of safeguarding or first aiders.</p>	<p><i>National Framework requirements: Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers). Agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times). Agree staff workload expectations (including for leaders).</i></p> <p>Decisions made and reviewed on staffing levels dependent on numbers / needs of pupils present in school. Prior to opening, agree flexible working patterns to support changes to the school day/ class arrangement.</p> <p>Review staffing levels and workloads daily.</p> <p>Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies.</p> <p>DSL and first aid must be maintained. All staff have completed first aid training.</p> <p>MC and HC DSLs . Seek online safeguarding and local authority designated lead training where possible.</p> <p>Clear plan of organisation regarding leadership and support to manage setting if usual leaders are not available.</p> <p>If teachers numbers become low, teachers working from home TA and RL will be required to come into school) . Support staff will also cover classes. (Options such as supply staff, splitting and alternating classes, SLT cover, partial closure may be required in event of severe staff shortages.</p> <p>Weekly staff meeting (Zoom) at which staffing levels and workload will be reviewed</p>	Low	<p><i>Note: Staffing levels are sufficient for first phase of reopening (Hub, R, Y1, Y6) but will need to be reviewed once further children admitted.</i></p>	MC

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3	Staff wellbeing Staff shortages dues to shielding / isolation /Bereavement Leadership team shortages	Follow government guidance including maintaining ratios and pay. Clear plan in place if unable to meet ratios due to staff shortages including contacting local authority for bank staff support and local agencies (see above). Guidance for staff on well being support including bereavement, shielding and isolation to reduce uncertainty, Regular check ins and well being support to staff either at home or those at workers. Weekly zoom meeting with teachers, phone calls to support staff. Recruitment as virtual as possible and measures in place to discuss any staff travelling into the UK. At present we are fully staffed for September as recruitment completed before lockdown. Weekly email to continue. Whatsapp groups to continue. EAP reminder Wellbeing activities organised by assistant head.	Low	<i>Note: Teachers working from home on online learning will cover teacher absence if needed and support staff are supporting covering classes</i>	MC

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4	Pupils/household members symptomatic / at very high risk Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Parents/carers informed that no pupil who is symptomatic or in a household where somebody else is symptomatic may attend school - they must all follow the government's self-isolation guidelines. Pupils who are very high risk or part of a household with persons at very high risk should remain at home. Link to relevant GOV website: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 . Remind parents/carers e.g. by notices at entrance, that nobody in such a household may attend school. Parents informed by letter 22.5.20 with reminder on school website 22.05.20. Home School Agreement sent home 22.05.20	Medium		MC

5	<p>Classroom activities for pupils with the maturity and ability to observe social distancing and personal hygiene instructions e.g. older KS2 pupils</p> <p>Fatal illness</p> <p>i) staff (high risk)</p> <p>ii) children (low risk)</p> <p>iii) adult household members of cohort (high risk)</p>	<p>Fixed cohort maximum 15 pupils and related staff (no other staff, pupils, visitors to enter room except in an emergency). The cohort may be reduced depending on space availability and other considerations, such as pupil maturity, see below.</p> <p>Cohort spaced at 2m intervals at allocated desks in classrooms - pupils remain at same desk throughout (desk must be cleaned if pupils moved).</p> <p>Where possible, staff should not spend extended periods in very close proximity to pupils</p> <p>No paired or other activities which cause pupils to be close to each other.</p> <p>Resources reviewed with all staff 19.05.20</p> <p>No equipment (pens, toys, etc.) to be shared, unless cleaned between each child's usages).</p> <p>Soft furnishings, soft toys and toys that are hard to clean have been removed (such as those with intricate parts).</p> <p>No toys, books, etc. to be sent home (if a child needs to work at home, use a work sheet that does not need bringing back for use by another child).</p> <p>Parents to be requested to not allow their children to bring toys, books or any other non-essential items to school. Parents informed by letter 22.5.20 with reminder on school website 22.05.20. MNP books to be returned and left in box over weekend, then wiped on Monday ready for use.</p> <p>Home School Agreement sent home 22.05.20</p> <p>Frequent hand washing and tissues readily available.</p> <p>Where a sink is not available in the immediate vicinity, alcohol-based hand sanitiser is provided in classrooms and other learning environments.</p> <p>Regular classroom cleaning. Boxes and cleaning supplies ordered 19.05.20</p> <p>Removing ill/symptomatic persons from classroom.</p> <p>Where possible, reduce the number of items in the classrooms that are not necessary such as furniture.</p> <p>Provide cleaning equipment in each classroom that can only be used by teaching staff.</p> <p>Help is available for children who have difficulties cleaning their hands independently. All classes to have regular reminders/ teaching re hand washing. Posters</p>	<p>Low</p>	<p><i>Note: Difficult to maintain 2 m distance between desks due to small classrooms and large number of pupils in bubbles (max 15).</i></p>	<p>SLT</p> <p>Teachers</p> <p>All staff</p>
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		<p>Reviewed timetable to consider the following:</p> <ul style="list-style-type: none"> • which lessons or activities will be delivered • which lessons or classroom activities could take place outdoors • selection of classroom or other learning environment to reduce movement around the school or building • not having physical assemblies, (instead use virtual assemblies) <p>Timetables drafted with staff 19.05.20 Parents informed 22.05.20</p>			

5	<p>Classroom activities for young pupils and those without the ability to socially distance (e.g. EYFS, KS1, children with additional learning needs)</p> <p>Fatal illness</p> <p>i) staff (high risk)</p> <p>ii) children (low risk)</p> <p>iii) adult household members of cohort (high risk)</p>	<p>Fixed cohort maximum 15 pupils and related staff (The cohort may be reduced depending on space availability and other considerations, such as pupil maturity, see below</p> <p>Cohort spaced at 2m intervals at allocated desks in classrooms so far as practical - however this age group may not have the maturity to socially distance and mix during activities.</p> <p>Pupils may require direct physical intervention from staff, due to young age. This should be managed as carefully as possible using available best practice guidance.</p> <p>No equipment (pens, toys, etc.) to be shared, unless cleaned between each child's usages).</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed.</p> <p>Limit the amount of toys to what is needed for the group and clean after each use.</p> <p>No toys, books, etc. to be sent home (if a child needs to work at home, use a work sheet that does not need bringing back for use by another child).</p> <p>Resources reviewed with all staff 19.05.20</p> <p>Parents requested to not allow their children to bring toys, books or any other non-essential items to school. Parents informed by letter 22.5.20 with reminder on school website 22.05.20. Home School Agreement sent home 22.05.20</p> <p>Frequent hand washing and tissues readily available.</p> <p>Where soap and warm water is not available or feasible, sanitising gel containing at least 60% alcohol to be used.</p> <p>Regular classroom cleaning In line with guidance at https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Boxes and cleaning supplies ordered 19.05.20. One provided in every room.</p> <p>Removing ill/symptomatic persons from classroom.</p> <p>Reduce the number of items in the classrooms that are not necessary such as furniture.</p> <p>Review timetable to consider the following:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • which lessons or classroom activities could take place outdoors 	<p>Low</p>	<p>Unable to provide separate space for full FS. As Nursery is non-statutory, Reception will be the priority, and whether we can support the return of Nursery will need to be reviewed separately (no other suitable classrooms/ spaces with direct access to the outside).</p> <p>Agreed at GB meeting 21.05.20</p> <p>Difficult to maintain 2 m distance between desks due to small classrooms and large number of pupils in bubbles (max 15) in KS1.</p>	<p>SLT EYFS and KS1 Team</p>
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		<ul style="list-style-type: none"> • selection of classroom or other learning environment to reduce movement around the school or building • not having physical assemblies, (use virtual assemblies instead) 			
6	Use of toilets Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	<p>Each cohort has a specified toilet facility adjacent to their classroom as far as practicable.</p> <p>Toilets allocated on Action Plan. Reviewed with staff and agreed 19.05.20.</p> <p>Handwashing supervised, with consideration of safeguarding.</p> <p>Facilities to be cleaned regularly, and more often than usual.</p> <p>One pupil at a time. (hang person on door). If more than one pupil, implement queuing at 2 metres.</p> <p>Staff have also been allocated specific toilet and only one person at a time.</p>	Low		All staff

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7	Personal care (EYFS) Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	PPE only needed for: <ul style="list-style-type: none"> • children, young people and learners 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 • PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms Instruction provided on how to use PPE correctly including hand hygiene. PPE Guidance shared 19.05.20 and reviewed on inset day 01.06.20. Minimise close contact time without negative impact on personal care. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Additional PPE sourced-must be worn when dealing with incidents and recommended on journey-especially public transport.	Medium		MC
8	Children's wellbeing - maybe unsettled, upset and confused need more comforting and means unable to social distance Children not understanding and adhering to social distancing,	Follow government guidance on social distancing. Explaining to children where possible why and what social distancing is. Incorporate stories and planning into activities where children develop understanding. Activities set up in order to minimise contact Floor markings to support social distancing at collection/ drop off points. Outings from the setting into the local community postponed. Tablets and electronic devices to be cleaned regularly especially contact points.	Low		MC & HC

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9	One-on-one teaching and personal care for children with additional needs Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Care in line with government guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Instruction provided on how to use PPE correctly including hand hygiene. Close contact time to be minimised. Strategies shared to keep the adult as far away from any coughs, sneezes as possible (e.g. sitting/standing behind and above child) Risk Assessments completed for individuals eg EHCP who require one to one teaching	Low	<i>Note: This is low because these children are not currently in the year groups returning to school. Will need to be reviewed if other year groups are required to come back to school.</i>	MC
10	Playground activities <i>Outdoor transmission likelihood believed to be much lower than indoors.</i> Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Staggered breaks and lunch times to ensure pupils and staff cohorts do not mix Staggered lunchtimes and break agreed 19.05.20 and will be reviewed regularly. Hand washing before and after each break. Social distancing enforced as far as practical for pupils. All staff (teaching, premises, catering etc) to try to maintain social distancing where possible to safeguard themselves and set an example to the pupils. Staff advised of social distancing and posters displayed. Confirmed in staff handbook and reiterated on Inset Day. No team sports (e.g. football, netball) or other activities where children come very close together (activities such as aerobics or singles table tennis, where children are separated is to be encouraged). No climbing equipment where children hold bars, ropes, etc. to be used (if any equipment is used, it would need cleaning between cohorts) Agreed lunchtime activities and cleaning of equipment.	Low		SLT & all staff

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11	<p>Corridors/movements to other rooms, etc.</p> <p>Fatal illness</p> <p>i) staff (high risk)</p> <p>ii) children (low risk)</p> <p>iii) adult household members of cohort (high risk)</p>	<p>Wherever possible, pupils and staff should stay in their classroom and services brought to them.(nb for pupil wellbeing we have decided they can safely go to the hall for lunch)</p> <p>Movement restricted but pupils will go to lunch hall. This also allows for classroom to be wiped down.</p> <p>Children should always be escorted in their cohorts and no two cohorts allowed to meet in a corridor.</p> <p>Any interaction between cohorts and staff should be avoided where possible, or limited to as short a period as possible (eg crossing in corridors)</p> <p>Carefully timetables established, which will be reviewed regularly, especially as more pupils join</p> <p>Doors to be kept open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Dorgard devices used to hold doors open, where it does not impact fire safety and building users' thermal comfort. If they are installed they should be checked daily.</p> <p>Schoolkeeper has list of daily tasks including checking door guards.</p> <p>If children are late they will not be allowed in the building as the movement needed to accommodate them would endanger others and compromise the bubbles.</p>	Low	Due to the nature of our building, we cannot do a one way system in the corridors. However, carefully timetabling has ensured that the bubbles will not meet in the corridor. The staircases have been made one way.	MC & HC

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12	Lunch Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Lunch to be served to cohort, who must not meet any other cohort. Escort one cohort at a time (staggered lunch) to the hall. Pupils to sit in socially distanced manner on the marked seats. (3 per table for reception and 2 per table for Y1 and y6, all facing the mosaic wall). Tables and chairs to be cleaned between each cohort use. Ensure staff are trained with food hygiene procedures. Procedure in place for covering chef/cook if needed- Harrison Review of lunchbox procedures and cleanliness. – wiping down etc. Parents are only allowed to send in wipe down boxes for pack lunches. Lunch to be packed lunch for first two weeks	Low		MC & HC
13	Sports Hall/Gym Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	<i>Hall is not to be used as a sports hall/gym</i> Social distancing is difficult in this environment. All physical activity will be taken outdoors. The hall will be used for other activities bearing in mind social distancing and how pupils might circulate to the space. Singing-all pupils to be sat two metres apart, facing same direction, one bubble at a time therefore max 15 pupils. IR over 2m away.	Low		MC

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14	Arrival/departure Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Pupil arrival and departure times to be staggered (try to split cohorts so that a parent does not have to wait for two starting/finishing times). Review drop off/ collection with regards to siblings being collected –special arrangements to be made with the parents. All pupils and any parents to wait outdoors - mark socially distanced spacing in suitable area Footprints to be outside to encourage social distancing. Head and Deputy to monitor. Head to liaise with local building sites as this is an additional hazard. Each cohort assigned to a specific entry / exit points. No parents/carers/visitors to enter school and must be encouraged not congregate outside the school entrance / exit. If children are late they will not be allowed in the building as the movement needed to accommodate them would endanger others and compromise the bubbles.	Low		MC & HC
15	Maintenance (to be done outside school hours, where possible) Fatal illness i) staff (high risk) ii) contractors (high risk)	Contractors to be advised of school’s social distancing and hygiene arrangements. Contractors not to mix with any cohort of pupils with their staff. Emergency works procedure; classroom activities may need to cease and relocate to an alternative space. Contracts must provide RAMS for all activities on site bearing in mind Covid-19 risk. Contractors to be limited to emergency only and to work during hours when pupils not on site. Premises Manager to enforce	Low		NC

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16	Meetings with staff, parents etc Fatal illness i) staff (high risk) ii) parents, visitors etc. (high risk)	Wherever possible, all meetings to be conducted by telephone, video conferencing etc. Essential other meetings to be conducted with social distancing and hygiene in place. Zoom being used effectively. Parents informed 22.05.20 that entry to building is limited Office closed. Parents need to telephone or email. Signs displayed to remind parents of this.	Low		MC
17	First Aid/III Health Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Further guidance issued to first aiders on providing general first aid, CPR and resuscitation. We will hold an alternative, clean classroom space if there is illness in the classroom, which must be cleaned or isolated (Y2 & Y3 classrooms to be used). Hdtr office to be used for first aid. Updated First Aid guidance included in June 2020 Staff Handbook	Medium		MC

18	Suspected case on site	<p>Establish protocol and train all staff on swift and safe response to suspected cases on site.</p> <p>Communicate protocol clearly to parents and carers and record on school website.</p> <p>Protocol for suspected cases to be agreed on Inset Day and recorded in Staff Handbook</p> <p>Designated headteachers office as waiting room/s for symptomatic child/children waiting to be collected.</p> <p>PPE acquired for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Stock record/ ordering system set up.</p> <p>E.g. Considerations for protocol: 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</p> <ul style="list-style-type: none"> • Ensure all children are reminded daily to inform their teacher if they feel poorly • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer • Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training • Child/ staff member with symptoms should go home as soon as possible. • While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) • Parents/ carer/ symptomatic staff provided with self-isolation advice, and information about seeking help 	Medium		MC
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		<ul style="list-style-type: none"> Advise that testing is available for symptomatic staff https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and children (aged 5 or over, via 111 online service; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Clean the affected area with normal household disinfectant Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. Headteacher follow up if test result is not received. If one student or teacher tests positive for coronavirus, the whole class / group should 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 child or staff member they with in that group subsequently develops symptoms). Log completed. Always call 999 in an emergency. <p>Isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance:</p> <ul style="list-style-type: none"> Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist). Household members should self-isolate for 14 days. If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms. There is no need for households to start their isolation again if a second member falls ill. On receipt of a negative test result, a pupil or staff member may return. <p>Testing is available for all staff, pupils who are eligible to return to school, and their households.</p>			
18	Cleaning Fatal illness i) staff (high risk)	<p>According to guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Implement COVID-19: cleaning of non-healthcare settings guidance, as appropriate.</p> <p>Cleaning to be done while pupils not in classrooms.</p>	Low		MC & NC

Ref	Activity/Area Risk Consequence of transmission	KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK If you cannot implement all controls below, you must consider if you can safely undertake the activity Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICER
	ii) contractors (high risk)	<p>PPE in line with COSHH/cleaning risk assessment, including of metal/hard surfaces and toilet facilities.</p> <p>Instruction provided on how to use PPE correctly including hand hygiene.</p> <p>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal frequency.</p> <p>Cleaning staff should collect full waste bags at the end of the school day to avoid entering a classroom when carrying out cleaning in the classroom.</p> <p>Full cleaning team to return even though there are fewer classes / pupils. Rigorous cleaning expected.</p> <p>Bins all have lids and foot pedals. (Pedal bins ordered for every room and box of cleaning materials ordered. 19.05.20)</p> <p>Separate cleaning activities risk assessment must be completed by competent person and communicated to cleaning staff prior to cleaning activities.</p>			
19	Staff welfare facilities Fatal illness to staff (high risk)	<p>Consider maximum occupancy of the staff room bearing in mind social distancing guidelines. Separate staff rooms established and assigned to certain staff members</p> <p>Staff to socially distance when using toilets and clean down all equipment before and after use.</p> <p>Staff reminded to socially distance. Signs up around the school to remind.</p> <p>Do not share cups, crockery and cutlery. Staff to bring in their own.</p>	Medium		MC & NC

Ref	Activity/Area Risk Consequence of transmission	KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK If you cannot implement all controls below, you must consider if you can safely undertake the activity Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICER
20	Water Fountains	Turn off water fountains and follow the Legionella management programme weekly. Encourage pupils to bring in their own water, in a named bottle. Reminder in PPT. MC and HC to check as pupils enter the building. Children are able to refill water bottles using classroom drinking water taps (wipe down between use)	Low		NC All staff
21	Travel to/from school	All persons (staff and pupils) to avoid public transport, where possible walking and other forms of travel should be encouraged. Where walking not possible for staff, arrangements to be made for them to park on-site, where possible. Parking on site not possible. Parking dispensation available but no removal of congestion charges, which are incredibly expensive. Staff provided with face masks to wear on public transport.	Medium		MC
	Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	As public transport use is unavoidable, start and finish times have been moved to reduce need for travel at peak times when pavements and, in particular, public transport very busy. Later start/ earlier finish to support staff travelling by public transport. Teachers off site by 16:00-this also supports cleaning. Review working/attendance times for staff and pupils who cannot avoid public transport. Consider wearing a face covering in line with government guidance. Face masks available and encouraged for travel on public transport.	High	The location of our school makes the use of public transport unavoidable for staff. Westminster has offered parking dispensation but the need to pay the congestion charge has made it too expensive for staff to drive in daily. Also many staff do not have cars.	MC

Figure 2 Risk assessment for schools, teachers, students, and family/carers

SCHOOL ASSESSMENT

- › Communicate and monitor local knowledge of COVID-19 cases and prevalence
- › Monitor student and staff absences
- › Ability to screen students and employees for symptoms or history of exposure to COVID-19
- › Adequate staffing (for additional cover)
- › Adequate space for social distancing
- › General school hygiene facilities e.g. regular cleaning, sanitisers
- › Adequate wash facilities and changing rooms
- › Intensify cleaning and disinfection
- › Adequate dining facilities
- › Appropriate curriculum

STUDENT ASSESSMENT

- › Transportation
- › Behavioural assessment
- › Adequate personal equipment and stationary
- › Provision of lunch where relevant
- › Awareness and importance of social distancing
- › Training on hygiene at school and after school

TEACHER/STAFF ASSESSMENT

- › Individual risk assessment*
- › Training in social distancing
- › Training in personal protective behaviours
- › Remote teaching or other adjustments (if high risk)
- › Training on health and safety protocols

FAMILY/CARERS ASSESSMENT

- › Individual family member risk assessment*
- › Family make up e.g. multigenerational family
- › Family members shielding or high risk
- › Training in personal protective behaviours
- › Training in social distancing
- › Encourage to assess and report child for signs and symptoms of possible COVID-19

*INDIVIDUAL RISK ASSESSMENT

Six factors need to be considered:

1. Age: Those aged over 70 have already been identified clinically vulnerable
2. Sex
3. Clinically vulnerable people: Those with underlying health conditions or co-morbidities
4. Ethnicity: Those of BAME appear to be at increased risks, particularly aged above 55 or have co-morbidities
5. Pregnancy in particular those who are over 28 weeks or have underlying health conditions
6. Disabilities identified which may be the subject of reasonable adjustments