

## Schools - Covid-19

***This risk assessment should be produced in conjunction with the current government guidance as highlighted below:***

[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](http://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)

Directorate:	<b>Schools</b>	Date of Assessment:	<b>May 2020</b>
Service / Function:	<b>Primary Schools</b>	Location:	The Mill Academy

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> <li>Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place.</li> <li>Fire Risk Assessment to be reviewed and the Fire log-book is up to date.</li> <li>Legionella checks are to be up to date.</li> <li>Electrical, gas and ventilation systems checks are up to date.</li> </ul>	<ul style="list-style-type: none"> <li>The headteacher is responsible for managing the premises and in their absence another suitable senior leader is required to be on site <b>HT will be available every day. AHT available on any days of absence</b></li> <li>Identify a member of staff within school to be responsible for further school risk assessments as a result of implementing adjustments. E.g. opening windows doors (potential flight risk / entry for public)</li> </ul>	TG 1.6.20  TG 1.6.20

		<ul style="list-style-type: none"> <li>• Increased cleaning regime.</li> <li>• Communal areas</li> </ul>	<p>TG completes all additional risk assessment along side HS lead</p> <ul style="list-style-type: none"> <li>• Weekly building checklist to be submitted to J Jackson (essential caretaker checklist covid19) TG and caretaker to complete on Monday 25<sup>th</sup> May and then weekly thereafter</li> <li>• Ensure school Legionella checks are up to date TG checked with caretaker</li> <li>• Ensure contractor (ICE Plumbing) Legionella checks have been complete or if not due are scheduled Scheduled 28<sup>th</sup> May</li> <li>• Ensure schools have self-assessed against the criteria provided by the contractor (ICE Plumbing) in respect of Legionella Guidelines adhered</li> <li>• Complete the prestart building checklist. Any concerns reported TG and AS to complete</li> <li>• Ensure fire / security alarms are fully operational and in working order Checked and recorded weekly last updated 19.5.20</li> <li>• Update keyholder information and consider the use of remote monitoring or alternative providers if reliant upon staff. JJ to issue guidance Current key holders remain on site</li> <li>• Ensure luminaires and emergency lighting is fully operational</li> </ul>	<p>25.5.20 AS and TG</p> <p>TG and AS 22.5.20</p> <p>28.5.20 AS and ICE</p> <p>AS 22.5.20</p> <p>25.5.20 AS and TG</p> <p>Checked weekly TG to check records 25.5.20</p> <p>Checked weekly</p>
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			<p>Serviced and repairs completed 30.4.20. Checked and recorded weekly .last recorded 20.5.20</p> <ul style="list-style-type: none"> <li>• Review the fire risk assessment TG to complete</li> <li>• Ensure the fire log book is up to date To be checked by TG</li> <li>• Ensure all people in the building are aware of fire/emergency arrangements All staff made aware in team meetings held on 21.5.20 and 22.5.20</li> <li>• Conduct a fire drill before 15<sup>th</sup> June. Re-evaluate the findings and implement actions Last fire drill completed on 7.5.20 Ks2 TG to liaise with AS</li> <li>• Plan a secondary fire drill to see if findings have been resolved. Use a different time of day / timetable / rota to test wider staff understanding</li> <li>• Check access control and lockdown procedures are still operational TG to review lockdown procedure</li> <li>• Increase cleaning capacity with contractors or staff TG to add additional cleaner to plan due to shielding of some staff .Agreed by 27.5.20</li> <li>• Timetable / structure the school day to allow for additional cleaning Meeting arranged for cleaners 27.5.20</li> <li>• Check for any damage to all known asbestos. Not part of routine cycle. A check is required before prestart. AS to complete w/b 25.5.20</li> <li>• Consider the impact of increased ventilation against security measures (i.e. windows/doors open increases risk / likelihood of access in and out of the</li> </ul>	<p>TG to check records 25.5.20</p> <p>TG 30.5.20</p> <p>TG 25.5.20</p> <p>TG 22.5.20</p> <p>TG and AS 5.6.20</p> <p>TG and AS 12.5.20</p> <p>TG 30.5.20</p> <p>TG 27.5.20</p> <p>TG 27.5.20</p> <p>AS 29.5.20</p> <p>TG and AS 1.6.20</p>
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			<p>building. Safeguarding and security) and take action to nullify</p> <p>TG complete walk round with AS 1.6.20 to review</p> <ul style="list-style-type: none"> <li>• Reception areas – posters, 2m marks, no communal pen for signing in Posters ready to put up</li> <li>• Staff room – protocol for fridge, kettle and eating areas Information shared in team meetings 21.5.20 and 22.5.20</li> </ul> <p>Office equipment – protocol for sharing resources i.e. photocopier, pens, staplers etc</p> <p>Information shared in team meetings 21.5.20 and 22.5.20</p>	<p>TG and AS 30.5.20</p> <p>TG 22.5.20</p> <p>TG 22.5.20</p>
Infection Control	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces</p>	<ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</li> <li>• Cleaning 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.</li> <li>• Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</li> <li>• Cleaning frequently touched surfaces often using standard products (such as detergents and bleach).</li> </ul>	<ul style="list-style-type: none"> <li>• Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying symptoms of coronavirus (following the COVID19 guidance for households with possible coronavirus infection) Posters to be displayed on the entrances to school</li> <li>• Assess that sufficient handwashing facilities are available and where these are required. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments Sanitiser available in all classrooms and offices and entrances</li> <li>• Inform everyone that shared resources (where individual resources are not possible) are to be used with a clean,</li> </ul>	<p>TG 30.5.20</p> <p>TG 30.5.20</p> <p>TG 30.5.20</p>

		<ul style="list-style-type: none"> <li>Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> </ul>	<p>use, clean regime. Wash hands / sanitise, use the resource and wash hands / sanitise again</p> <p>To be shared with all staff in team meeting to re iterated via email 30.5.20</p> <ul style="list-style-type: none"> <li>Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing. Ensure adequate signage Government signage up in school</li> <li>Ensure sufficient supply of soap and hand sanitiser by contacting supply chain TG checked with HS lead and confirmed</li> <li>Provide training and continue to model good hand washing practice in line with government guidance Posters displayed in school</li> <li>Provide training and continue to model respiratory hygiene promoting 'catch it, bin it, kill it'. Share with staff via email and daily</li> <li>Ensure an initial order has been placed and processes are in place to re-order tissues in order to continue with the 'catch it, bin it, kill it'. Order to be completed 25.5.20</li> <li>Ensure staff are aware and have been informed of their responsibility for cleaning and continual upkeep of hygiene standards Shared in team meetings 21.5.20 and 22.5.20.</li> <li>Ensure risk assessments are in place for any chemicals which are used and all staff have had the relevant training / guidance Guidance provided by WW to all staff and COSHH risk assessment provided by S.Fogg</li> </ul>	<p>TG 30.5.20</p> <p>Review 1.6.20 TG and WW</p> <p>TG 30.5.20</p> <p>Ongoing TG and all staff 1.6.20</p> <p>TG and JL/WW 25.5.20</p> <p>Reinforced TG 1.6.20</p> <p>WW 1.6.20</p>
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			<p>WW to check all risk assessments for chemicals</p> <ul style="list-style-type: none"> <li>Ensure staff are aware of practices to ensure equipment is appropriately cleaned between use (different children / groups of children)</li> </ul> <p>Shared in team meetings 21.5.20/22.5.20</p> <ul style="list-style-type: none"> <li>Designate a room for storage All staff aware of storage of books and other equipment between groups of children</li> <li>Timetable should not use rooms for multiple purposes. Where this is a necessity documented arrangements for cleaning and infection control are required and must be produced beforehand. This includes the school hall No additional rooms not in use and this has been shared with all staff .Clear areas for use timetabled for each bubble</li> <li>Develop a timetable and rota for cleaning of items which are touched, e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. Team meetings info shared and meeting arranged with cleaners</li> <li>Identify which windows are available to open and aid ventilation. (Safeguarding and fire procedures must not be compromised) Risks assessments for flight risk children to support this and information to be shared with teachers and staff.Discussed in team meetings 21.5.20/22.5.20</li> <li>All non-fire doors to be propped open, where safe to do so (Safeguarding and fire procedures must not be</li> </ul>	<p>Reinforced TG 1.6.20</p> <p>TG 22.5.20</p> <p>TG 22.5.20 Check ongoing starting 1.6.20</p> <p>TG 22.5.20 Check ongoing starting 1.6.20</p> <p>TG 22.5.20 Check ongoing starting 1.6.20</p> <p>WW/AS 1.6.20 and ongoing daily</p>
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			<p>compromised) to limit the use of door handles and increase ventilation</p> <ul style="list-style-type: none"> <li>• Continue chemical store ventilation</li> <li>• Timetable and inform parents of their staggered drop-off and pick-up times <i>Letters distributed 22.5.20 and all staff informed in team meetings</i></li> <li>• Mark a one-way drop-off/pick-up route for parents. Including distancing lines. Entry and exit should not use the same route to avoid 'going against the flow of traffic' and to limit or eliminate any contact, including where possible passing.</li> <li>• Inform parents and display signage for drop-off/pick-up arrangements, e.g. 1 parent only; no access to the building without prior appointment; where to wait; no gatherings. <i>Shared in letters home and signage to be displayed</i></li> <li>• Inform children of their individual drop-off / pick-up protocol</li> <li>• Inform staff of their group protocol for drop-off/pick-up <i>Completed in team meetings 21.5.20/22.5.20</i></li> <li>• Identify required contractors and other professionals and make arrangements for when/if contractors/professionals need to be on site. Plans must include how school will ensure social distancing from the contractor/professional by use</li> </ul>	<p>AS 1.6.20</p> <p>TG 22.5.20</p> <p>TG and AS to be completed by 28.5.20</p> <p>TG and AS to be completed by 28.5.20</p> <p>Class teachers 1.6.20</p> <p>TG 22.5.20</p> <p>WW 1.6.20</p>
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			<p>of either use of barriers, zonal occupancy or out of occupied school hours works. The plans should not compromise other factors.</p> <p>Liaise with SMAT and agreed contractors with week notice to move bubbles into safe unused zones for contractual work</p> <ul style="list-style-type: none"> <li>• Arrange more frequent collection of clinical/offensive waste</li> <li>• Inform staff and produce a rota for frequent emptying of bins during the day Staff to be informed of times</li> <li>• Timetable staggered lunch breaks and inform everyone involved of the arrangements Completed in team meetings 21.5.20/22.5.20</li> <li>• Plan how to limit the number of children using facilities such as toilets at the same time Completed in team meetings 21.5.20/22.5.20. Each group have designated toilet and external doors to access</li> <li>• Inform children, parents, carers and adults that outdoor equipment must not be used and safely segregate/block access to outdoor equipment. Outdoor equipment must not be used unless school can ensure it is appropriately cleaned in line with government guidance for non-healthcare settings All outdoor equipment to be cordoned off and all staff informed in team meetings 21.5.20/22.5.20</li> </ul>	<p>TG/WW 25.5.20</p> <p>TG 30.5.20</p> <p>TG 22.5.20</p> <p>TG 22.5.20</p> <p>TG 22.5.20</p>
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PPE (including face masks/coverings)	Spread of infection (coronavirus)	<p>The majority of staff in education settings 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> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>Children 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.</li> <li>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical 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 disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>	<ul style="list-style-type: none"> <li>School must place an initial order for PPE. This order should include sufficient stock of PPE for children whose care routinely requires PPE and any PPE requirements for potential first aid or individuals displaying symptoms <a href="#">Information shared in team meeting and order placed on 13.5.20</a></li> <li>Have a stock monitoring process in place for PPE and facilities to re-order. Re-order volumes and timescales should factor in lead times and supply chain issues.</li> <li>Prepare a room to be used as an isolation room for anyone displaying symptoms. The room should be prepared giving particular concern to cleaning and hygiene. Any routes to toilets or exit from the building should not be used by others. <a href="#">Isolation room to be PSA room in KS1</a></li> <li>Complete a first aid needs assessment and ensure timetables and rotas are planned with sufficient levels of relevantly qualified, confident and qualified individuals. <a href="#">Rotas ensure that staff are available everyday</a></li> <li>Adopt the mantra more PPE is better than no or less PPE</li> </ul>	<p>JL 13.5.20</p> <p>WW review weekly starting 5.6.20</p> <p>TG /AS 30.5.20</p> <p>TG 22.5.20</p> <p>TG.1.6.20</p>
Shielded and clinically vulnerable children	Infection of the coronavirus to vulnerable children	<ul style="list-style-type: none"> <li>For the vast majority of children coronavirus is a mild illness. However children <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield.</li> <li>These children are not expected to attend school, and they should continue to be supported at</li> </ul>	<a href="#">Shielded children are not in school</a>	TG 1.6.20



		<p>choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, school must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <ul style="list-style-type: none"> <li>• Employees should not attend school if they have symptoms or are self-isolating due to symptoms in their household.</li> </ul>	All staff are aware	TG 1.6.20
Living with a shielded or clinically vulnerable person	Transmission of the coronavirus	<ul style="list-style-type: none"> <li>• If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, they can continue to attend school.</li> <li>• If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, the child is not expected to attend. They should be supported to learn or work at home.</li> </ul>		N/A  N/A
Class/groups sizes	Infection of the coronavirus	<ul style="list-style-type: none"> <li>• Reduce contact between people as much as possible e.g. only mix in a small, consistent group and that small group stays away from other people and groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify pupil/staff bubbles</li> <li>• Either mark a one-way circulation route throughout school or separate corridors with dividers</li> </ul>	TG 22.5.20

		<ul style="list-style-type: none"> <li>• Where possible keep children in those small groups 2 metres away from each other. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</li> <li>• For pre-school children in early years settings, the staff to child ratios within <a href="#">Early Years Foundation Stage</a> (EYFS) continue to apply as set out here.</li> <li>• For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</li> <li>• Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.</li> <li>• Avoid contact with anyone with symptoms</li> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings</li> <li>• Minimising contact and mixing</li> </ul>	<p>All bubbles completed and shared with staff. School areas split with no overlap of groups 21.5.20</p> <ul style="list-style-type: none"> <li>• Ensure signage is in place to support the new systems and ways of working TG to add signage as reminders</li> <li>• Organise classrooms and other environments to maintain space between desks (ideally 2m apart) All classrooms set up with 2m rule and bubble size reduced to 10 pupils</li> <li>• Remove all unnecessary items from all rooms before re-opening</li> <li>• Remove soft furnishings / hard to clean items before re-opening</li> <li>• Where practically possible provide each desk with personal equipment not to be used by others Individual sets of learning resources prepared</li> <li>• Inform staff not to change seating arrangements. Children should use the same desk at all times Shared in team meetings 21.5.20/22.5.20</li> <li>• Document plans to adhere to government guidance for cleaning in non-healthcare settings</li> </ul>	<p>TG 26.5.20</p> <p>TG/AS to check 25.5.20</p> <p>TG/AS to check 25.5.20</p> <p>TG/AS to check 25.5.20</p> <p>TG 22.5.20</p> <p>TG 22.5.20 Monitor and remind 1.6.20</p> <p>WW/AS 1.6.20</p>
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		<ul style="list-style-type: none"> <li>• Staggered arrival and departure times</li> <li>• Meeting needs of EHCP pupils</li> <li>• Pupil resources</li> </ul>	<ul style="list-style-type: none"> <li>• Agree maximum number of pupils in school with CEO <b>Agreed with CEO 21.5.20. TG to inform CEO if increase of key workers children</b></li> <li>• Hand sanitizer in each classroom, hall and entrance <b>In all areas</b></li> <li>• Daily checklist completed</li> <li>• Cleaning schedules</li> <li>• Staff aware of cleaning requirements</li> <li>• Removal of soft furnishings <b>Team meetings 21.5.20/22.5.20</b></li> </ul>	<p>TG 1.6.20</p> <p>WW 1.6.30</p> <p>TG/WW check 1.6.20</p>
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			<ul style="list-style-type: none"> <li>Markers showing walkway directions No shared corridors of groups .classrooms or outdoor space</li> <li>2 M apart markers</li> <li>Communicated to staff (22.5.20)</li> <li>Communicated to parents(22.5.20)</li> <li>Communication to pupils( 1.6.20)</li> <li>Risk Assessment completed</li> <li>One child per desk</li> <li>Personal resources i.e. book, pen, ruler, pencil</li> <li>No sharing of equipment All prepared</li> </ul>	<p>TG/WW 1.6.20 to monitor</p> <p>AS 30.5.20</p> <p>Teachers 1.6.20</p> <p>TG 1.6.20</p> <p>TG 1.6.20</p>
Lack of Awareness	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> <li>Communication</li> <li>Supply staff</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be provided with guidance pack, that includes expectations, protocols etc All staff invited to team meetings 21.5.20/22.5.20</li> <li>Parents to be provided with guidance that includes expectations, protocols etc Parents provided with expectations, routes, routines etc 22.5.20</li> <li>Posters</li> <li>Induction provided on arrival re guidance pack, protocols within school</li> </ul>	<p>TG 1.6.20</p> <p>TG 22.5.20</p> <p>WW to display 25.5.20</p> <p>TG/WW 1.6.20</p>

**Manager's Assessment Acceptance Statement**

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.

Manager's Signature	<b>TK Gulliver</b>
Date	<b>22.5.20</b>
CEO Signature	
Date of planned review (not to exceed 12 months)	
Date of planned full re-assessment (not to exceed 24 months)	