

Task / Activity:	Schools - Covid-19
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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

Service Area/Division: Headlands CE J, I and N School	Assessed by: Peta Cocker	Date of Assessment: 19 May 2020	Ref No:
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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"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. Increased cleaning regime. 	<p>Headteacher/Deputy Headteacher/Site Manager to carry out inspection of school to ensure all emergency procedures still in place</p> <p>Business Manager to check these are up to date</p> <p>Site Manager to check this is up to date</p> <p>Site Manager to check these are up to date</p> <p>Site Manager to liaise with cleaning team re after school cleaning</p> <p>Headteacher to explain new cleaning procedures that need to take place regularly</p>	<p>June 2 PC/LD/DH</p> <p>SW</p> <p>DH</p> <p>DH</p> <p>DH</p> <p>PC</p>

			<p>and throughout the day to all staff. These will be carried out by members of staff in each bubble. Staff in each bubble to be provided with appropriate PPE such as rubber gloves/disposable aprons to wear when carrying out cleaning tasks</p> <p>Orders to be placed to ensure school stocks of cleaning products remain high. Sterilising fluid to be purchased for EYFS bubble so that frequently handled toys/resources can be cleaned regularly throughout the day</p>	DH/JJ
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"> 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. 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. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 	<p>Staff made aware of procedures if they or someone in their household become unwell with COVID symptoms. Headteacher to be informed that testing has been organised and informed of results immediately once available</p> <p>Parents of pupils attending school made aware of procedures if they or someone in their household become unwell with COVID symptoms. Headteacher to be informed that testing has been organised and informed of results immediately once available</p> <p>All staff and children to be reminded of hand washing requirements on/before 2 June verbally and in writing. Posters displayed and soap/paper towels regularly renewed. Hand sanitiser to be purchased and distributed round school</p> <p>Staff to be informed to keep classrooms well ventilated. Staff and children to be informed both verbally and in writing about 'catch it, bin it, kill it' approach. Posters to be printed, laminated and displayed around</p>	2 June - PC

		<ul style="list-style-type: none"> Cleaning frequently touched surfaces often using standard products (such as detergents and bleach). Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<p>school. Lidded bins to be purchased for classrooms</p> <p>Bubble staff to be informed about need to clean regularly touched surfaces. Bubble staff to be given time before 2 June to devise their own cleaning rotas to ensure that this takes place. Cleaning products, aprons, gloves should be supplied to each Bubble and system for replenishing organised by Site Manager.</p> <p>4 Bubbles to be established with staff and children allocated to each Bubble. Staggered drop off/collection times to be established. Within each Bubble pupils to be split into 3 classes. Maximum number of children in each class will be 10. Smaller classrooms to have only 7/8 children in them. Desks will be set out to ensure pupils and adults are social distancing 2m apart. Staggered lunchtimes to be established to ensure only one Bubble in dining hall at any one time and tables/seats will be cleaned between each Bubble. Each Bubble to be allocated own outdoor space for playtimes and lunchtime. Each Bubble to be provided with own staff area including staff room, entrance/exit, fridge, tea/coffee facilities. Also see detailed letter to parents dated 21 May and School Protocols from 2 June</p>	
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>	<p>PPE to be purchased for intimate care of children, serious first aid incidents and when a child is displaying COVID symptoms. Aprons, masks, goggles, face shields, gloves to be stored in Meeting Room 1. Staff to be informed.</p>	June 2 - PC

		<ul style="list-style-type: none"> 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. 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. 		
Shielded and clinically vulnerable children	Infection of the coronavirus to vulnerable children	<ul style="list-style-type: none"> For the vast majority of children coronavirus is a mild illness. However children classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. These children are not expected to attend school, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category. Children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. 	<p>Risk assessments carried out with parents of children with EHCP Plans to determine risks of attending school. All pupils with EHCP to remain at home as determined by outcomes of detailed risk assessments. Parents have already informed school if their child has been advised to shield. Pupils/parents of these children to continue to be contacted weekly by SLT/DSL.</p> <p>Staff to be made aware of procedures if a child displays COVID symptoms in school. Parents to be made aware of the procedures and isolation timescales should</p>	June 2 – PC/LD/CC

			a child or family member develop COVID symptoms	
Shielded and clinically vulnerable adults	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> • Clinically extremely vulnerable employees (advised by their clinician or through a letter) are advised not to work outside the home. • Employees to follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. • Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. To support this school may ask staff to support remote education, carry out lesson planning or other roles which can be done from home. • If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may 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. 	In March, headteacher spoke to members of staff whose health records identified underlying health conditions and as a result of discussion it was agreed that these members of staff should stay at home. Some of these staff members were later issued with shielding letters. All these staff to continue to remain at home during the wider opening of the school and support home learning etc if required/appropriate	June 2 – PC

		<ul style="list-style-type: none"> Employees should not attend school if they have symptoms or are self-isolating due to symptoms in their household. 	<p>Staff informed in writing and verbally at staff meetings held prior to June 2 of procedures should they themselves or a member of their household begin to display COVID symptoms.</p>	
Living with a shielded or clinically vulnerable person	Transmission of the coronavirus	<ul style="list-style-type: none"> 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. If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, 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. 	<p>In March, some members of staff provided information that family members needed to shield and these members of staff stayed at home during the partial closure and will continue to do so during the wider opening from June 2. Some are able to support home learning etc if required/applicable.</p>	June 2 - PC
Class/groups sizes	Infection of the coronavirus	<ul style="list-style-type: none"> 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. Where possible keep children in those small groups 2 metres away from each other. While in 	<p>4 Bubbles to be established with staff and children allocated to each Bubble. Within each Bubble pupils to be split into 3 classes. Maximum number of children in each class should be 10. Smaller classrooms to have only 7/8 children in them. Each class should be allocated an identified teacher and TA.</p>	June 2 – PC/LD/CC/DH

		<p>general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <ul style="list-style-type: none"> • For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here. • 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. • 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. • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings 	<p>Each Bubble should be allocated an additional teacher/HLTA to allow for release time/staff absences. Desks to be set out to ensure pupils and adults are social distancing 2m apart. Pupils to be provided with own desk and equipment which is not shared. Each Bubble to be provided with own PE and Music equipment. This is to be cleaned after each use. Staggered lunchtimes to be established to ensure only one Bubble in dining hall at any one time and tables/seats to be cleaned between each Bubble. Each Bubble to be allocated own outdoor space for playtimes and lunchtime. Each Bubble to be provided with own staff area including staff room, entrance/exit, fridge, tea/coffee facilities. 2m markings to be displayed on corridors and along outdoor pedestrian paths on site. Ratio of staff:pupils in EYFS is 10 children:3 adults. Also see letter to parents dated 21 May and School Protocols from 2 June. All pupils attending Headlands are children of key workers and vulnerable pupils. Due to small classrooms and the need for social distancing it will not be possible to open safely to further year groups.</p> <p>Any child or adult displaying symptoms to immediately go home. Meeting Room 1 will be designated room for child to remain awaiting pick up.</p> <p>Frequent washing routines in place for adults and children – entering building, after outside activity, before eating, after PE.</p> <p>Kirklees Cleaning Service to continue to be used for daily cleaning. Frequent cleaning</p>	
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		<ul style="list-style-type: none"> Minimising contact and mixing 	<p>routines for surfaces to be carried out throughout the day by staff in school</p> <p>4 separate Bubbles to be created. See detailed letter to parents 21 May and School Protocols from 2 June.</p>	
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Conclusions:

If the above measures are followed and employees and pupils with suspected symptoms do not attend the school or if they do are sent home immediately, and a high standard of hygiene is maintained then the risk of transmission will be low.

Review Date:

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Assessor (Signed): P Cocker

Dated: 19 May 2020

Manager (Signed):

Dated:

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY

The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to.

Please document that this information has been provided