

<b>Area, task or activity:</b>  COVID 19 Re-opening School	<b>Location:</b>  Jeavons Wood Primary School	<b>Date of Assessment:</b>  May 2020
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Significant Hazards	Who might be harmed and how?	Current control measures	Likelihood of harm or loss occurring with current controls in place? <sup>1</sup> (High, Medium or Low)	Further control measures (if required)	Residual Risk (High, Medium or Low)? Is this acceptable? <sup>2</sup>	Date controls are to be implemented and by whom <sup>3</sup>
<b>Social distancing in school</b>	Staff, pupils, parents,  Risk of Coronavirus infection The virus is thought to spread through contact with infected bodily fluids i.e. most commonly when sneezing and coughing but also through normal	Follow social distancing as per government guidance  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</a>  <ul style="list-style-type: none"> <li>All staff are always required to follow current social distancing rules when not in the workplace (as directed by the latest government guidance). Failure to do so will put colleagues at added risk.</li> <li>When pupils arrive staff will tick a pre prepared register and do not ask parents to do this. Parents asked not to send their child to school if they have a temperature or cough</li> </ul>	Low	Sign at front gate reminding parents to follow social distancing regs when dropping off/collecting (2m rule)  Parent will enter via different gates at staggered times to stop congregating.	Low	All controls to be implemented week beginning 1 <sup>st</sup> June ready for re-opening 8 <sup>th</sup> June. June 2020

1 Risk should be reduced as low as reasonably practicable. NB. If risks remain significant even with existing control measures then further control measures MUST be identified and implemented.

2 If a risk of significant loss or injury (i.e. any incident that would result in over 3 days lost time, or a major injury or a reportable near-miss or which could lead to a financial loss greater than £) still exists when all “reasonably practicable” control measures have been implemented then the risk is NOT tolerable and the activity should be ceased. Further advice should be sought from the County’s Health and Safety Team.

3 Record who is responsible for implementing the additional controls and when this action is to be completed by.

	<p>mucas released when breathing and talking. Entry can be made through the eyes, nose and mouth but NOT through the skin.</p> <p>The following symptoms may develop:</p> <p>a high temperature or fever a new continuous cough</p>	<ul style="list-style-type: none"> <li>• Pupils to be allocated to a classroom (bubble group) (maximum of 10) and have their own desk (Year 1 &amp; 6). Teacher and TA allocated to each bubble. Pupils will not be allowed to wander around the classroom and will have their own set of pens/pencils etc. Items not to be brought in from home other than water bottle/packed lunch and any school books/work books. School books/work books from home must be collected together in the classroom and not touched for at least 3 days (72 hours)</li> <li>• Class furniture will be moved or placed in a position to reduce pinch points, to ensure free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved.</li> <li>• All classes marked with 'clearways' to entrance/exit doors and toilet facilities.</li> <li>• Spare rooms (and those designated for storage of furniture removed from in-use classrooms) secured to avoid use to reduce potential cross-contamination.</li> <li>• <b>Bike Sheds</b> only Yr 6 to bike in and parking of bikes to be supervised to ensure social distancing maintained.</li> <li>• Staff &amp; pupils discouraged from making physical contact with each other. Basic hygiene practices, such as regularly washing hands and always sneezing into a tissue, to stem the spread of virus.</li> <li>• The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>• <b>Appropriate controls</b> are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.             <ul style="list-style-type: none"> <li>○ Staff aware of procedures and communicating this with children regularly</li> <li>○ <b>Sign and poster reminders</b> in appropriate places</li> </ul> </li> </ul>		<p>Marked area/PE spots on floor outside outside entry points to remind parents to keep distance from staff</p> <p>Team leader to remind all staff and pupils daily Handwashing posters to be displayed. Soap dispensers to be checked and filled regularly</p>		<p>AG to check soap dispensers daily</p> <p>AG to disable hand dryers</p>
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Staff/pupils within the shielded group	Staff & pupils	<ul style="list-style-type: none"> <li>● Any member of staff (or who live with someone who is shielding) or pupil that is within the <a href="#">Clinically extremely vulnerable group</a> must not attend school as per the Government guidelines</li> <li>● Staff that meet the criteria as <a href="#">moderate risk of infection</a> e.g. diabetics, those who are <a href="#">pregnant</a>, - option to work from home – if in school strict social distancing to be adhered to at all times</li> </ul>	Medium	Head SLT Safeguarding Team to assess/review	Low	
Lunchtime Catering facilities	Staff & pupils	<ul style="list-style-type: none"> <li>● All children and staff to provide a packed lunch – all rubbish, wrappers and uneaten food to be taken home.</li> </ul>	Low	All staff and pupils should	low	

	Infection of the virus	<ul style="list-style-type: none"> <li>Pupil packed lunches – parents asked to send lunch/snacks in packages that pupils can open themselves. Sharing of ‘finger food’ avoided</li> <li>All children to eat lunch in their designated classroom space or outside space – NO access to Agora or hall</li> <li>All children to bring a water bottle from home</li> </ul> <p>This will be reviewed after the first few weeks. FSM voucher scheme to be continued.</p>		<p>bring a packed lunch</p> <p>Phase 2 - Consideration to expanding once ‘open’ to include kitchen provided packed lunch for UFSM children.</p> <p>Phase 3 – Consideration to expanding to hot meals for all if appropriate.</p>		
Number of pupils too high	<p>Staff, pupils</p> <p>Pupil numbers to be kept to as few as possible</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> <li>Lists of Key worker children attending reviewed &amp; parents asked to inform school if their working conditions change to facilitate a parent working at home</li> <li>School to continue to remind parents that this facility is to support critical work, explaining we need to keep staff safe to keep school open for those who need it most</li> <li>Staff with children need to arrange alternative care or use Keyworker care provision</li> <li>Year groups that are back in school are confirmed by questionnaire and parents are encouraged to bring child to school every day at the allocated times. Parents have the right to change their mind and withdraw their child’s place but can’t swap in an out. If parents change their mind after the initial survey they will have to wait until the next round of school places offered.</li> <li>Size of each bubble limited to max 10 and 2 members of staff</li> </ul>	Medium	Bubble groups will be 8 – 10 in size to support some social distancing and reduce risk.	low	<p>List updated regularly LO/NE</p> <p>Regular reminders sent to parents EF/SW</p>
<b>Staff pupils with symptoms</b>	Staff, pupils, parents,	<ul style="list-style-type: none"> <li>Parents to be contacted if child shows symptoms during day &amp; sent home</li> </ul>	Medium	Check at least 2 contact numbers for every pupil		LO to contact keyworker parents



		<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>				
		SEE FLOWCHART BELOW				
<b>Behaviour</b>	<p>All children and adults (inc. parents and carers).</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> <li>• Staff, pupil and parental behaviour and cooperation will be the key to implementing all of the control measures.</li> <li>• School will carry out inductions to inform staff and pupils of the changes.</li> <li>• School will inform parents with suitable guidance around entry to/exit from the school site and their responsibilities for supervision of children whilst on site and when journeying to and from school.</li> <li>• Encourage staff and parents to cooperate with government plans for contact tracing.</li> </ul> <p>Behaviour protocols used &amp; difficult situations de-escalated</p>	Low	Children with challenging behaviour supported by SEND team	low	
<b>Cleaning</b>	<p>Staff &amp; pupils</p> <p>Risk of Coronavirus infection The virus is thought to remain on textile or textured surfaces for 6-12hrs but up to 6 days on smooth, hard surfaces such as plastic and metal.</p>	<p>Children are kept in designated classrooms enabling very frequent cleaning Observation of all PHE guidance Follow PHE advice to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs. Free flow PVC curtains to be removed from ASC/Pre/school and reception classroom</p> <p>Frequent daily cleaning of high-contact areas;</p> <ul style="list-style-type: none"> <li>• Taps and washing facilities,</li> <li>• Toilet flush and seats,</li> <li>• Door handles and push plates,</li> <li>• Handrails on staircases and corridors,</li> <li>• Lift and hoist controls,</li> <li>• Machinery and equipment controls,</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles,</li> <li>• Telephone equipment,</li> <li>• Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> </ul>	Medium	<p>Bee Services have been advised and will be kept updated about priority areas</p> <p>Bee Services contact details in Critical Incident packs</p> <p>Complete COSHH risk assessment for any cleaning activities completed by</p>	Low	

		<ul style="list-style-type: none"> <li>Each classroom and communal space (including spaces such as ASC/Pre School, Admin office staffroom, etc) have their own set of cleaning materials and equipment: <ul style="list-style-type: none"> <li>Dettol type spray and suitable disposable cloths</li> <li>Boxes of tissues</li> <li>A box of gloves (for cleaning only- spares stored in medical )</li> <li>Liquid soap and hot water</li> <li>Anitbac gel</li> <li>Lidded bin in each classroom/area to enable safe disposal of gloves/wipes etc.</li> </ul> </li> </ul> <p>Worktops/surfaces to be cleared to enable thorough cleaning.</p> <p>When cleaning staff to wear protective gloves and plastic aprons</p> <p>Regular communications with cleaning company to update re priority areas to be cleaned</p> <p>If we have a confirmed case of either a pupil or member of staff, Bee Services are to be contacted to arrange a Deep Clean carried out by a specialist team The classroom will be closed as necessary to arrange cleaning</p>		<p>staff to identify the correct process and PPE to be worn.</p> <p>If informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</p>		
Break/Lunch times	Staff & pupils  Infection of the virus	<p><b>Staggered break and lunchtimes</b> to create more space to enable promotion of appropriate distancing between children. Staggered break and lunchtimes to minimise cross-contamination between class groups.</p> <p><b>Reduction and isolation of equipment</b> available for each group to avoid cross-contamination between groups and reduction of cleaning required.</p>				
Access/Egress of school building	Staff, pupils and parents	<ul style="list-style-type: none"> <li>One-way traffic through designated gates and external doors (for each group) to avoid face to face passing.</li> </ul>	Low	Main reception closed to parents/visitors		

	Infection of the virus	<ul style="list-style-type: none"> <li>Where possible, external and internal doors to be propped open to reduce the need for touching (all other fire protection measures must be adhered to).</li> <li>External doors to be closed as normal once gates are closed.</li> <li>Sanitiser stations available at each main entrance door.</li> <li>All children required to wash hands thoroughly using designated facilities once inside the building.</li> <li>Increased cleaning of handles and touch plates.</li> <li>Staggered collection times and designated exit doors for each class group will reduce the concentration of parents collecting children and congestion in known pinch points around the school site.</li> <li>Parents prohibited from entering the school building and given clear guidance (markers on ground near to entrance doors/pathways along with appropriate signage) as to where they should drop their children off and where to collect.</li> </ul>		<p>Guidance to be provided to parents on drop off and pick up arrangements.</p> <p>Additional staff required to supervise perimeter gates and ensure appropriate flow of people.</p>		
<b>Risk that staff will not follow guidelines</b>	Staff	<ul style="list-style-type: none"> <li>All staff will be retrained before school re-opens. Clear guidance will be sent to all staff and they will confirm that they have read and understood.</li> <li>There will always be two adults in each room to gently remind each other to keep to the guidance when needed.</li> </ul>	medium	<p>Staff will sign on My Concern to say read and understood</p> <p>As we are upscaling key worker provision bubble then this will support staff to follow a familiar model as all have been trained in this and on the rota</p>	low	
Waste	Staff	<ul style="list-style-type: none"> <li>Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>Bins should be emptied daily.</li> <li>Unlidded bins to be double bagged and emptied when no more than half full to avoid spillages of contaminated waste.</li> </ul>	medium	<p>Staff to ensure they wear protective gloves and or wash hands immediately</p>	low	



		<ul style="list-style-type: none"> <li>• Pupils . and adults reminded NOT to remove any item from the bins or insert hands inside.</li> </ul>		after carrying out this activity.		
Administrative & other office based staff	<p>All office based staff.</p> <p>Infection of the virus</p>	<ul style="list-style-type: none"> <li>• Staff shift rota to be in place so as to keep social distances and allow school office to function.</li> <li>• Continue to encourage and provide the facilities for office based staff to work remotely.</li> <li>• Main reception area closed to visitors/parents &amp; deliveries to be left in reception lobby when possible, Intercom to be used as necessary</li> <li>• Screen will be added to Main reception desk and in place when the school is open to all in the future and social distancing measures have eased</li> </ul>	Low	Only 1 member of admin staff to be in office	reduced	SW/JB
First Aid	Staff & Pupils	<ul style="list-style-type: none"> <li>• Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided.</li> <li>• All TA's hold at least Emergency First Aid qualifications</li> <li>• Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.</li> <li>• ALL classroom areas have individual 'bum bag' first aid kits removing the need for shared equipment between class groups</li> <li>• Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>• Masks, gloves and aprons must be used if 2m distance cannot be adhered to. Older children can be encouraged to clean a slight graze themselves and apply a plaster themselves.</li> <li>• Any child or member of staff displaying symptoms of COVID-19 to be isolated immediately and arrangements made for them to be sent home and a test applied for.</li> <li>• Parents and staff made aware of necessity to isolate and for how long – see <a href="#">parent guide</a> on website.</li> </ul>	low	The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid	low	
Fire Safety	Staff & pupils	<ul style="list-style-type: none"> <li>• Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to</li> </ul>	Low	All children to be reminded of new drill rules as in	Low	

		<p>work in the school and any pupils that access the school site..</p> <ul style="list-style-type: none"> <li>• Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>• Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.</li> <li>• Fire drill to be completed within first week of school re-opening</li> </ul>		<p>different classrooms for exit.</p> <p>All staff to review evacuation procedures in light of adapted working environments.</p>		
Contractors	Staff & pupils	<ul style="list-style-type: none"> <li>• All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>• All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency or appropriate social distancing can be maintained.</li> </ul>	low	Contractor visits to be arranged with SBM	Low	
Property Compliance	Staff & pupils	<ul style="list-style-type: none"> <li>• The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>• Daily and weekly checks have been reinstated</li> </ul>	low	AGLO will continue with this as we have been doing.	low	
Accident reporting Covid-19 incidents	Staff & pupils	<ul style="list-style-type: none"> <li>• The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>• For further advice and guidance contact competent Health &amp; Safety Adviser.</li> </ul>	low	New helpline number to call	low	
<b>Other information</b>		<p><a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</a></p> <p>The Department for Education coronavirus helpline is available to answer questions about COVID-19 relating to education and children's social care. Phone: 0800 046 8687</p>				

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**Useful Guidance**

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)

**General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting**

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

<b>Name of Assessor/s:</b>	<b>Date of Next Review</b>	<b>Line Manager/Supervisor:</b>
Linda Ogilvie – School Business Manager	To be reviewed and updated regularly	Sue Wright - Headteacher

## What if someone gets the virus in school?



7  
days

The adult or child with symptoms must self-isolate for 7 days and arrange to be tested



14  
days

The people who live with that person must also self-isolate for 14 days.



14  
days

If anyone attending school tests positive, their WHOLE CLASS GROUP must self-isolate for 14 days.