

	Belton Lane Primary School	Risk Assessment Form	COV 19
Person(s)/Group at Risk Staff, Pupils and Visitors		Initial Assessment Review <input type="checkbox"/> Yes Following Incident <input type="checkbox"/>	
COVID-19 RISK ASSESSMENT – August 2020		Date of Assessment: August 2020 Assessor(s) Jonathan Mason /Amy Cussell- Smith	

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Assessed risk if control measures not in place	
		No	Yes
"Very High Risk" employees contracting COVID-19	<ul style="list-style-type: none"> Not allowed to work in school, MUST remain in Lockdown and working from home as per Government Instruction. 	20	5
Employee who have "very high risk" individuals within their household and /or dependents transmitting COVID-19 to them.	<ul style="list-style-type: none"> Can/is the employee self-isolating from the "very high-risk" individual within their household:- <ol style="list-style-type: none"> If NO then they will NOT be allowed to work from school, MUST remain in Lockdown and working from home as per Government Instruction. If YES further investigation by the line manager will be required to establish length of self-isolation i.e. more than 14 days, are they showing/had any symptoms? Where suitable self-isolation is confirmed and no symptoms present this employee may be considered to work from school with any specific controls implemented depending on their situation. The testing of essential / key worker and their families/households could allow certain individuals to return to work. See appendix - Critical Staff Testing Process flowchart. 	15	5
School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	<ul style="list-style-type: none"> Daily checks will be made with:- <ul style="list-style-type: none"> Government websites (Gov.uk) or LCC website Local/National news providers Local school networks/partnerships (if applicable) Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action. <p>Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary.</p>		

<p>COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.</p>	<ul style="list-style-type: none"> • COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site. • Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of :- <ul style="list-style-type: none"> ○ Hand washing on a regular basis ○ Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) ○ Trying to maintain 'social distance' wherever possible ○ Not touching eyes/nose/mouth with unwashed hands • All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available • Hand sanitiser to be provided to all classrooms (if available), for use at the start of the day, after lunch etc. • Pupils to wash/sanitise their hands after sporting activities/ PE etc. • Class teachers to be provided with anti-bacterial wipes (or alternative) to wipe down classroom surfaces. 	12	4
<p>Children and/or staff will transmit or become infected with COVID-19</p>	<p>PPE:</p> <ul style="list-style-type: none"> • PPE is not necessary to be worn in school unless dealing with a child or pupil who is displaying symptoms of COVID 19 • Children should not wear face coverings -Children under 11 are exempt from wearing face coverings so for the majority of children this should not be an issue – If however they are 11 and do come to school with a face covering then they should remove the covering on entry to school and place it either in a bin if it is disposable or in a sealed plastic bag/container so it can be washed at home. They will need to keep any other face coverings secure during the day ready for their return journey. Hands must be sanitised following the removal and safe disposal/storage of face coverings. <p>Signs and symptoms:</p> <ul style="list-style-type: none"> • Staff and children should stay at home if they are experiencing signs of illness outlined on the NHS website: https://www.nhs.uk/conditions/coronavirus-covid19/ • Children in school must be isolated and sent home through usual school procedures if they are experiencing the signs and symptoms of Covid 19 as given in NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/ or staff have noticed these signs and symptoms. • Anyone with suspected symptoms are to remain home; they are entitled to a test (see guidance) https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested If one person in the ‘bubble’ tests positive, everyone in the bubble will be instructed to self-isolate for the recommended 14 days. • Staff in school must follow the government guidelines given on the NHS site https://www.nhs.uk/conditions/coronavirus-covid-19/ if they are experiencing the signs and symptoms and inform the Head Teacher. <p>Government Updates:</p> <ul style="list-style-type: none"> • SLT must check the DFE website daily to look for updates and inform staff of any changes that need to be applied to their practice. 	12	4

- Reminders on the signs and symptoms and links to the government and NHS websites will be sent out regularly and when changes have occurred in their guidance: use the Government distributed signage.
- Letters/updates sent to parents frequently to remind them of the latest information from the above-mentioned two websites regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms.

‘Bubble groups’:

- Bubble’ groups will be created to mitigate further risk/reduce the risk of contact (risk reduction procedure) with the same children and same adult(s) working within their ‘bubble.’ This should remain as constant as possible.
- Resources personalised to children
- Where possible wipeable resources used

Drop off/Pick up:

- Parents encouraged not to congregate outside school and to observe social distancing.
- Gates to be manned by staff to ensure guidelines maintained.
- One adult per child at drop off time.
- Queuing system for staff to greet each child
- No parents allowed within school building.
- Stagger arrival and departure times (different locations/pinch-points for collection/drop-off) for different groups of children.
- When staff and children come into school they will be required to wash/sanitise their hands. Hand washing will occur at regular intervals throughout the day. Children will be taught how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand washing/sanitising their hands.

Dealing with staff/children with suspected Covid -19:

- Staff looking after children in school who are experiencing the signs and symptoms of Covid 19 must wear the Personal Protective Equipment (PPE) provided. Adults should wear latex gloves when performing any medical or care routines with children.
- PPE to be used when caring for a suspected ill child (kit to include: gloves, aprons, safety goggles, handsanitizer,) if 2 m distance cannot be maintained or if contact is necessary. Staff to follow the guidance on appropriate and safe use of PPE kits.
- If on assessment it is determined there is a risk of fluids entering the eye from, for example, coughing, spitting, vomiting, then eye protection should be worn.

Coughing and Sneezing:

- Used tissues to be placed by the child in a lined and covered bin.

	<ul style="list-style-type: none"> Children taught to cough and sneeze into their elbow and away from the direction of other children and adults. <p>Visitors:</p> <ul style="list-style-type: none"> Visitors to the school will be asked to sanitise their hands. They will be directed to posters giving guidelines on safe ways to wash hands at all hand washing stations. Hand sanitiser must be applied frequently during visit, especially if moving between rooms. All rooms must be appropriately ventilated. Non-essential visitors will not be granted access. Continue to follow the HSE guidance. Any essential visits: 2m distancing is to be maintained where possible. Communication to school is encouraged to be conducted remotely. Any essential visits: 2m distancing is essential. <p>Activities:</p> <ul style="list-style-type: none"> Consideration and risk assessment of activities are vital: Avoid singing lessons (singing is a plosive activity); 		
<p>Children will transmit infection to the home environment from school</p>	<ul style="list-style-type: none"> As well as washing on entry to school, children will also wash their hands before leaving school at the end of the day: parents advised to wash hands again on arriving home too. Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child's whose name is on the bottle should handle the bottle, including collecting and filling it in school. Used tissues to be placed by the child in a lined bin immediately. Uniforms that are machine-washable: parents advised to wash clothes daily & for children to bathe/shower daily after school. Books can be sent home and shared between classes however they will need to be left for 72 hours between uses. Children should use hand sanitiser after use of shared book. Where possible use e-books from Pearson. 	12	4
<p>Infection may be transmitted via the physical school environment</p>	<p>Cleaning:</p> <ul style="list-style-type: none"> The school to be kept sterile by the cleaners, and objects and surfaces to be frequently wiped using the wipes provided by the school. Each classroom to also have its own cleaning equipment during the day. Doors propped open where safe to do so (avoiding contact with door handles). <p>Movement around school:</p> <ul style="list-style-type: none"> Children to remain in their classrooms with messages being 'sent' to the office via adult. No whole-school Assemblies - unless by zoom/teams Lunch to be staggered entry/exit from the dining room following a one way system. Toilets to be identified for each bubble (class doors propped open to access cloakroom) Limit occupancy of locations (staffroom; office; staff toilets), arranging 2m spaces where possible and/or limiting the number of people. 	12	4

	<ul style="list-style-type: none"> • Lunch and play times will be set/staggered. • Outdoor spaces will be set/zoned for specific groups. • Hands washed before and after play times: that way large wooden apparatus <i>could</i> be used. • Staff toilets: single-use facilities only. Wash hands after <u>leaving</u> the physical facilities too. <p>Layout</p> <ul style="list-style-type: none"> • Physical layout of school altered where possible to mitigate/reduce contact and/or distancing of 2m: <ul style="list-style-type: none"> ○ Rearrange classroom spaces to create as much space between children as possible; ○ Arrange resources to reduce the possibility of movement in classrooms. <p>Home-school</p> <ul style="list-style-type: none"> • Avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated before being distributed. <p>Bubble Groups:</p> <ul style="list-style-type: none"> • ‘Bubbles’ - Where possible, individual children should have their own equipment. Where material is shared, equipment must be cleaned and hands washed or sanitised • Each ‘bubble’ to have their own cleaning kit (including antibacterial spray, cloths, hand sanitizers, soap) and first aid kit (including any specific medication the child may need). • Children should work in as small groups as possible - for practical purposes this will be a class of approximately 30 children. • Children should work/play outside as often as is possible in uncirculated air, if not outside children should be in small groups in well ventilated areas. Children should know to use only the designated toilets. <p>Distancing:</p> <ul style="list-style-type: none"> • Children should be encouraged to observe social distancing. Any staff or child with suspected symptoms need to be taken to ‘The Learning Zone’ to await collection. 		
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List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
ENSURE ENOUGH PPE IS AVAILABLE FOR STAFF		
ENSURE ENOUGH CLEANING AND SANITISING MATERIALS ARE AVAILABLE IN EACH CLASSROOM		
DEVISE SYSTEM FOR MOVING AROUND SCHOOL and for ENTERING/LEAVING THE DINING ROOM		

ADEQUATE NOTICES AND INFORMATION DISPLAYED AROUND SCHOOL		
UPDATED FIRE DRILL PROCEDURES – SHARED & PRACTISED		
CLASS SETS CREATED (equipment, resources for learning & play, first-aid)		
NEW SCHOOL PROCEDURES/CHANGES TO ROUTINE		
UPDATE BEHAVIOUR POLICY		
DISCLAIMER TO FAMILIES: this is risk reduction – understanding the risk, identifying the risk and procedures put in place to minimise them... families then make the decision.		

signed Jonathan Mason (Headteacher)

Date August 2020

Appendix A

Calculating Risk Rating

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4			15 - 19	High Risk	
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2			4 – 8	Low Risk	
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

Appendix B - Decision Tree for Health and Safety Teams

Is this Case of Covid-19 Work Related?

