



Risk Assessment

Location / Site	Uppingham C of E Primary School
Activity	Returning to school during Covid-19 September 1 st 2020
Assessment date	Start: 13/7/2020 to be updated regularly until re-opening, then reviewed weekly Reviewed 25/8/2020

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

The system of controls: protective measures

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection

- 7) engage with the NHS Test and Trace process
 - 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
 - 9) contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.

Hazard	Children and staff bringing virus into school
Control measures	
<p>Prevention</p> <p>Our school will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. We will ensure anyone developing those symptoms during the school day is sent home.</p> <p>If anyone in our school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will move to an area which is at least 2 metres away from other people.</p> <p>If a child needs to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>Pupils will be restricted to what they can bring into school. Essential items only.</p>	
Hazard	Lack of social distancing in the classroom resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Remove excess furniture to increase space in classes. KS2 desks in rows where possible, KS1 and EYFS not in rows 2. Teaching staff and children remain in consistent class bubbles. Support staff may cross bubbles but this will remain as consistent as possible. 3. The bubble will distance themselves from other bubbles. 4. Children have an allocated desk and are seated at the same space each day and keep to their desks when in the room. 5. Class rules written with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc). In Early Years and Year 1 	

- include how to play with resources inside and out.
6. Protocols re-visited and modelled throughout the day
 7. Lessons planned for individual work or paired (no group work in the first instant)
 8. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction
 9. Where possible staff to be at the front or side or back of room - 2m distancing from children and other adults
 10. Set seating plan so children have their desk which is the same each day. Water bottles on desk,
 11. Teacher and TA are assigned to classes and remain working with these children throughout the day. ELSA and HLTA will cross bubbles following strict guidance: no shared resources between classes, handwashing when changing groups, maintaining 2m distance, planning activities that support 2m distance e.g. outdoor PE
 12. Children stay in their designated space (classroom/outdoor area/hall) for majority of the day and do not mix with other groups
 13. Staff will supervise across bubbles at playtime and lunchtime outside and maintain 2m distancing.
 14. Coats on pegs, children sent in small groups when needed
 15. Ensure good ventilation in rooms, windows and doors open.
 16. PE outside for Term 1 (review at half term)
 17. Children who attend Before and After School club with remain in class bubbles, in the hall

Hazard	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Only one child allowed to go to toilet at a time. 2. Allocated toilets for each groups of children. Hedgehogs and Squirrels pod area split in half to prevent two groups from mixing. 3. Extra signs in toilet to provide a visual reminder about washing hands 4. Extra soap and paper towels ordered to ensure sufficient supplies 5. Soap and paper towel check during middle of day and replenish if necessary. 	
Hazard	Lack of social distancing waiting to enter school in morning resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Markers on fences leading into school to guide children and parents to socially distance and remain 2m apart. 2. Allocated entry point for each year group (external doors to classrooms to be used where possible) 3. Communicate with parents drop off and pick up routines in advance to ensure understanding of social distancing when dropping off and picking up. 4. Signage for parents and children displayed outside entry doors and on entrance to school. 5. HT and senior school staff to be on duty to supervise and reinforce expectations at drop off and pick up. 6. Staggered drop off and pick up times for: siblings, surname A-M and Surname N -Z (see staff handbook and parent information for full details) 	
Hazard	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Staggered playtimes for EYFS/KS1 and KS2 2. Each bubble to have an allocated zone to play in outside so groups do not mix. Trim trail to be in the rota for one class each week. 3. Reduced playtime equipment – hard surfaces and can be easily cleaned. Each bubble to have a set of playtime equipment to be cleaned after use. 4. Games shared which encourage social distancing – football passing, catch etc 5. Staff supervision throughout – actively encouraging social distancing 	
Hazard	Lack of social distancing when eating lunch resulting in direct transmission of the virus
Control measures	

1. Staggered lunchtime, children to eat in bubbles, one way system in the hall so bubbles kept separate.
2. Children to wash/sterilise hands before and after eating.
3. Hall to be well ventilated
4. Tables and chairs to be cleaned down between the two sittings
5. Wet lunchtime rota – children in class. **Staff rota**
6. Staff on duty will manage and enforce clear rules.

Hazard	Catering staff preparing and serving lunches
Control measures	
<ol style="list-style-type: none"> 1. Continue good communication with Love Food in preparation of reopening to confirm operational controls. 2. Ensure all pupils food allergy information is up to date 3. See Love Food Coronavirus Contingency Plan for further details. 	
Hazard	Lack of social distancing in the corridors resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door where possible 2. One child going to toilet at one time 3. One way system around the school using walkway and outside 4. Agree instructions with children concerning going and returning to toilet 	
Hazard	Contact of shared resources resulting in indirect transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Resources and equipment remain within the class bubbles. 2. Resources and furniture not needed are removed from the setting where possible. 3. Soft toys and furnishings that are difficult to clean are removed from the classroom. 4. Children to have own stationery provided by the school. 5. Tubs of resources for pairs if needed – maths cubes etc 6. Resources cleaned following enhanced cleaning schedule 7. Tables, door handles and other surfaces cleaned following enhanced cleaning schedule 8. Lessons planned so resources are paired and not group – or on white board 9. Resources on tables ready for lesson and not distributed within the lesson 10. Children encouraged to wash hands / use hand gel before lessons and after each lesson 11. All surfaces left clear at the end of the day 	
Hazard	Emotional distress of the children
Control measures	
<ol style="list-style-type: none"> 1. Transition work sent home as part of home learning pack end of summer term. 2. Clear communication with parents, being aware of not overloading with information. 3. Induction week and Recovery Curriculum upon return to school to support children’s mental health and build relationships whilst slowly increasing cognitive load. 4. Clear signposting for children in need of additional support via ELSA and Safeguarding lead. 5. Individualised return plan for EHCP/vulnerable children which may include: phased return, ELSA support sessions additional 	
Hazard	Emotional distress of the staff – including anxiety
Control measures	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting – to discuss concerns and share control measures 3. Headteacher available for staff to discuss any concerns 4. Sharing of support helpline – SAS Insurance, posters in staffroom, email 5. Risk assessments regularly reviewed 6. Planned time for planning and preparation within the week 	

7. Flexibility where possible to accommodate family logistics
8. Training for all staff to supporting a safe and successful return to school

Hazard	Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Individual risk assessments for children if close 1-1 personal contact may be required. (1 child in school) 2. PPE equipment in school available for staff, visors, masks, gloves, aprons 3. June 2020 Behaviour Policy Addendum written and shared with staff before school starts, shared with children as part of settling into school, expectations of policy shared with parents via Home School Agreement <p>The Government guidance states “Wearing face coverings or face masks is not recommended”</p>	
Hazard	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. All soaps and paper towel dispensers to be checked regularly through the day and replenished 2. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 3. Washing hands posters replaced in all washing areas 4. Reminders how to wash hands properly – in class as part of return to school protocol sharing 5. Procedure agreed for children to wash hands so thorough hand washing 6. Time within timetables for handwashing 	
Hazard	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Enhanced cleaning schedule to be adhered to. All areas in high use will be cleaned during the day and in-depth in the evening. Extra attention to be given to frequently touched areas e.g. doors, toilets, door handles. 2. Only cleaning products used by the school to be used. 3. Refer to COSHH risk assessments for further control measures in relation to cleaning chemicals used. 4. Pupils and staff will have limited spaces and access so reducing surfaces to clean 5. PPE will be available. 6. Shared resources cleaned at the end of each day. 7. Whole school has been deep cleaned during summer holidays. 	
Hazard	Risk of illness of vulnerable staff and family members; and children with vulnerable family members through direct and indirect transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Those staff who are clinically extremely vulnerable or living with someone who is clinically extremely vulnerable to complete personal risk assessment in partnership with Headteacher – strict social distancing from adults and children. 2. Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable to discuss any concerns with Head and individual risk assessment completed if necessary. 	
Hazard	First Aid - requires the 2m social distancing rules to be broken
Control measures	
A FIRST AIDER WILL <u>NOT</u> BE TREATING A PERSON WHO HAS THE SYMPTOMS OF COVID-19 AS SPECIFIED BY THE NHS AND GOVERNMENT <u>UNLESS LIFE THREATENING CONDITION.</u>	

Any first aid will be provided by staff in strict accordance with guidance. If time permits then pause and consider best approach.	
<ol style="list-style-type: none"> 1. The first aider will wash their hands for at least 20 seconds with soap and water. 2. Gloves will be worn to deliver first aid (in all first aid boxes) 3. The first aider will cover any cuts on their hands with waterproof plasters. 4. The first aider will avoid putting their fingers in their mouth and touching their face. 5. The first aider will avoid touching any part of a dressing that will come into contact with a wound. 6. The first aider will wear PPE that is deemed appropriate (mask, gloves, apron and visor) 7. After each treatment equipment and surfaces including PPE visors will be cleaned down after use using appropriate cleaning products. 8. After using face masks, aprons and gloves they will be correctly disposed of – they will only be used for 1 treatment of first aid. 9. Training has been given on how to use PPE and additional guidance is in first aid kits. 10. After first aid treatment has been given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. 	
Hazard	Staff social distancing
Control measures	
<ol style="list-style-type: none"> 1. Consider the number of staff that can be accommodated in each area to achieve social distancing: only 4 people will be allowed in the staffroom at any time, 3 people in the office area, staff meeting in hall 2. Soft furnishing removed and furniture rearranged to allow for social distancing 3. Use of signs to inform of hand washing on entry/exit to room 4. Staff to wash area after use. 5. All cloths removed and washed at the end of each day. 6. Cleaning of room daily. 7. All dirty plates, cutlery etc to be placed in dishwasher once finished with and washed at the end of every day. 	
Hazard	Visitors to site
Control measures	
<ol style="list-style-type: none"> 1. Only visitors with prearranged appointments are allowed on site. 2. Visitors are asked if they have any symptoms of COVID 19 or have had contact with anyone who has symptoms of COVID 19 before they arrive on site. 3. Wash/sterilise hands on entry to school. 4. Visible poster on display at entrance explaining 2 m social distancing and strict handwashing is expected. 5. Visitors arrival during office hours, office staff to remind of expectations. 6. When out of hours premises officer to remind expectations. 7. If a visiting professional (e.g. EP, social worker) needs to meet with a child or adult they must meet in well ventilated area, with space to social distance e.g. Badgers classroom 8. Sports coaches to adhere to school risk assessment, maintain 2m from children, clean equipment between groups, work outside 9. Contractors arranged out of school hours where possible. Any documentation required is sent/received prior to contractor arriving on site. Safe systems of work/risk assessment which include COVID controls measure are received and agreed by the school before work commences. 10. Log to be kept of who visitors work with. This register will be kept securely to ensure GDPR compliance is maintained and only contains names. In the event of an infection the office team will manage contact to ensure all persons are aware of potential infection risk. 	
Hazard	Emergency procedures
Control measures	
<ol style="list-style-type: none"> 1. No changes to evacuation routes. 2. Walk through fire practise during week 1 to familiarise children with routine. 3. Emergency evacuation to take place following social distancing principles as far as is reasonably possible. <u>In an emergency risk to life takes precedence.</u> 	
Hazard	Disposal of waste

Control measures	
<p>When cleaning the isolation room after a child with possible symptoms has used it. The following waste removal steps must be followed.</p> <ol style="list-style-type: none"> All disposable cloths and tissues should be put in a plastic rubbish bag and tied closed. The plastic bag should then be placed in a second bin bag and tied. It will then be stored in a lidded bin in the boiler house and marked for storage until the individual's test results are known. <p>Waste will be stored safely and kept away from children. It will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste 	
Hazard	There is a higher risk for Black, Asian and Minority Ethnic (BAME) people due to Covid-19
Control measures	
<ul style="list-style-type: none"> BAME staff will not administer any first aid to children in school. If a child develops symptoms then BAME staff will not be responsible for or take part in the process of sending the child home. If a child goes home with COVID-19 symptoms BAME members of staff from that group are to go home and isolate until child's test results come back. If negative staff member may return to work. If positive follow government guidance. This aspect of the risk assessment will be reviewed regularly with BAME members of staff to ensure an ongoing conversation. Where BAME children develop symptoms within the school day we will follow guidance and speak to parents to ensure they organise a test as a priority. 	

- **September opening of schools:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> **THIS WILL BE REFERENCED IN EVENT OF A LOCAL LOCKDOWN**
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <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>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**

Leicester City : icrs.service@leicester.gov.uk

Leicester County: enquirylinequality&contracts@leics.gov.uk

Rutland: PPE@rutland.gov.uk