

Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from 1st June 2020 Schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

To support schools with this phased introduction, below is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the '*considerations*' section detailed at the end of the document and the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- Actions for education and childcare settings to prepare for school opening from 8th March 2021
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).


Hazards	Controls Required	Risk Rating L/M/H	Additional Controls and Actions.	Action By who	Action by when	Done
<p>Promotion of good personal hygiene Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations</p>						
<p>Spread of Covid-19 Coronavirus</p>	<p>Stringent hand washing taking place using soap and water (in accordance with this guidance).</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/?utm_medium=email&utm_source=govdelivery</p> <p>Ebug project</p> <p>https://e-bug.eu/?utm_medium=email&utm_source=govdelivery</p>	<p>M</p>	<p>Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</p>	<p>All adults and pupils</p>	<p>Ongoing reminders</p> <p>Updated resources</p> <p>Reminder INSET day 1.9.20</p> <p>Reminder 4.1.21</p> <p>8.3.21</p>	
	<p>Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p>	<p>M</p>	<p>Office staff / Teachers to decide locations and age appropriate audience</p>	<p>Office staff / Site manager / Teachers</p>	<p>22.5.20</p> <p>1.9.20</p> <p>Updated posters round school</p>	<p>22.5.20</p>
	<p>Teach children hand washing techniques Sep 2nd, regular reminders if techniques.</p> <p>https://e-bug.eu</p>	<p>M</p>	<p>Ensure that staff know technique.</p> <p>Cleaning hands more often than usual – wash hands thoroughly for at least 20 seconds with running water and soap and dry them thoroughly or use alcohol</p>	<p>Teachers / TAs</p>	<p>.Regular updates</p> <p>Updated 1.9.20</p> <p>Updated 4.1.21</p>	

			hand rub or sanitiser ensuring that all parts of the hands are covered		8.3.21	
	Drying of hands with disposable paper towels /updated advice on using hand dryers	M	Available at all wash points In addition hand dryers are now available to use	All adults and pupils	As part of reminders on handwashing S Shields to ensure adequate hand towels. K Mal to order 1.6.20 1.9.20	1.9.20
	Children to wash hands before and after eating a snack and before and after eating dinner.	M	Ensure that staff know technique.	Lunchtime Supervisory Assistants	Briefing 1.6.20 Briefing 1.9.20	1.6.20 Ongoing
	PPE required if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely	H	If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).	Business Manager ordered extra aprons gloves face masks	LA to be delivered 1.6.20 pm Staff given information on safe removal of PPE Reminder INSET day	2.6.20 5.6.20
	Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing)	M	Senior Leaders identify locations Group assigned staff inform pupils Placement of hand gel dispensers outside dining rooms	Business Manager	S Shields / K Mal responsible for supplies	1.6.20 1.7.20

	Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.	M	Boxes of tissues ordered. Children regularly reminded	Group assigned staff	Boxes of tissues to be ordered in place by 1.6.20 Briefing 1.9.20 Reminder 4.1.21 8.3.21	
	Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.	M	Senior Leaders identify locations Group assigned staff inform pupils	Business Manager	S Shields to check stock K Mal to order	
	Appropriate receptacles for disposal of tissues which are emptied throughout the day. Smaller bin liners to be used with drawstring handles – removed regularly or as necessary	M	Senior Leaders identify locations Group assigned staff inform pupils. Lidded bins purchased with foot pedal for staffroom	Cleaners and Caretakers	J Whilton purchased tie handle bin liners. Staff informed of use at briefing Reminder 1.9.20	22.5.20 1.6.20
	Pupils discouraged from sharing cutlery, cups or food. No salad bar at present	M	Shires giving children cutlery, dinner supervisors responsible for wiping tables and chairs. Year group bubble to eat in dining room only one year group at a time Reception 11.45 Year 1 12.15 Year 2 12.45 YR – Y4 RB 12.00 KS2 Y6 start at 12.15 (one year group in dining room at a time, keep classes separate)	Group assigned staff	Meeting with Shires to discuss arrangements 2.9.20	22.5.20
	Parents informed of hygiene expectations and advised to discuss with their children.	M	Letter to all parents	Headteacher	Letters to parents.	Y6 letter 22.5.20

			Return to school letter(s)		Updates on website	Y1 letter 3.6.20 Reception letter 9.6.20 13.7.20 1.9.20
	Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. Parents advised to wash pupils clothes – although updated guidance says this is not necessary	M	Letter to all parents	Headteacher		Y6 letter 22.5.20 1.9.20 letter
	Areas are kept well ventilated using natural ventilation where possible. When weather is cold ventilation happens inbetween lessons – so at playtimes, dinner times	M	S Shields open and shut all windows. Teaching staff to adjust accordingly. Door stops used to prevent touching of handles in classrooms	Caretaker	Arrangements discussed for opening school	22.5.20 8.3.21
<p><u>Cleaning</u></p> <p>Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations</p>						
	Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. Children to sit in rows Y1-6 in classrooms and all children in dining room. If moving to sets year groups socially distanced and desks wiped down on leaving room. Children sit in same seats and take stationery packs with them, return to original class after moving	M	Furniture to be readjusted. Seating plan to be created for classroom taking in to account talk partners so no movement within class Children in rows facing the front Years 1- 6 Nursery, reception, KS1 RB tables/workspaces managed by staff	Teaching staff	Classrooms set up	2.6..20 22.5.20 1.9.20


	Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.	M	Senior Leaders to seek assurance at meeting with Direct Services. Additional cleaner employed for September to clean toilets in middle of the day.	Direct Services	Completed Completed 1.9.20	
	Meet with cleaning contractors to review cleaning arrangement and make any necessary changes.	M	Senior Leaders to meet with Cleaning Supervisor before end of May, July for Sep return – identify areas to be used and additional deep clean requirements. Cloths are disinfected through use of antiviral fluid and all cloths washed. Blue paper roll used for desks and disposed of	Headteacher	21.5.20 Reminder on INSET day 1.9.20	21.5.20 All cleaner posts filled. Disposable cloths for toilets. Discussion on staff cleaning throughout the day

	<p>Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods.</p> 	M	<p>All rooms have 2 spray bottles and cloth. (Safe Zone Plus (Virucidal) – cleaning objects, Abacterial spray for tables hard surfaces) Core responsibility for cleaning remains that of Direct Services.</p>	Direct Services and all staff	<p>1.6.20 S Shields to check if need refilling</p>	Ongoing
	<p>Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</p>	M	<p>Health and Safety Audit to be completed by HT. Senior Leaders ensure staff are adhering to risk assessment procedures Staff remain in year group bubbles and observe social distancing of 2m between staff.</p>	SLT / HT	<p>1.6.20 Ongoing</p>	
	<p>All cutlery and cups are thoroughly cleaned before and after use.</p>	M	<p>Shires to lay tables out in dining rooms for social distancing and control giving out of cutlery. Pupils to bring own water bottle</p>	<p>Shires Staff</p>	<p>Staff informed of arrangements at briefing on 1.6.20</p>	<p>Meeting with shires 22.5.20 Risk Assessment received 1.6.20</p>
	<p>Use of the staffroom Each user must clean up after themselves. Staff to wash hands when entering kitchen before touching anything</p>	M	<p>Supply of soap and paper towels available. Paper towels can be used to turn off taps (to avoid any potential cross contamination back onto the clean hand).</p>	Staff	<p>Arrangements discussed at briefing on 1.9.20</p>	



	<p>Staff to use own cutlery and crockery</p> <p>Staff encouraged not to touch face whilst in kitchen.</p> <p>Once eaten to immediately load dishwasher or wash up items</p> <p>If staff have eaten in that area then they are to again wash their hands before leaving the room and returning back to their work area.</p> <p>All staff to maintain 2m distancing and not sit directly opposite another member of staff. If social distancing cannot be maintained a mask should be worn</p> <p>Chairs wiped if member of staff has sat down</p>		<p>This may help to reduce the need to open cupboards.</p> <p>All staff are to wipe down the surfaces and any surfaces they have touched</p> <p>Regular cleaning of handle / door panel to the staff area.</p> <p>Follow guidance for wearing a face mask /face mask to be worn in communal areas</p>		8.3.21 updated guidance	
	<p>Sharing of equipment between staff – such as photocopier, laptop, stationery etc.</p>		<p>To ensure equipment is wiped down after use</p>	Staff	8.3.21	
	<p>Car sharing should be avoided but if it is unavoidable precautions should be followed</p>		<p>Travel with windows open.</p> <p>Wear face coverings for the journey</p> <p>The owner of the car is responsible for cleaning it and wiping hand touchpoints</p>	Staff	8.3.21	
<p><u>Social Distancing</u></p> <p>Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations</p>						
<p>School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).</p>	M	<p>Letter to parents.</p> <p>School office closed.</p> <p>All enquiries by email and phone.</p>	HT	Letters sent to year groups.	Letters / text	

					Letters/ texts if reminder needed Reminder in letters 17.7.20 1.9.20 8.3.21	
	<p>Pupils to only bring lunch boxes in, piece of fruit and own drink bottle, PE kits may bring these in a bag. At this point no other items to be bought in to school</p> <p>Reading books sent home, each class has own selection when returned placed in a box for 48 hours and then returned to circulation</p> <p>If pupil forgets lunchbox and school dinner will be given</p> <p>If pupil forgets PE kit school uniform to be worn and decision made by member of staff on appropriateness of activity for participation</p>		<p>Letter to parents</p> <p>School office closed apart from dropping pupils off no parents on site.</p> <p>Sign in screen to be wiped regularly.</p> <p>System set up for pupils who are late to school or to be picked up.</p> <p>Until further notice no other items to be bought in to school.</p> <p>Learning log shared through emails to office.</p>		<p>Letters and updates sent out</p> <p>Letters and staff training 1.9.20</p>	<p>22.5.20</p> <p>1.9.20</p> <p>Year group letters</p>
	<p>Implementation of social distancing – Staff to maintain social distancing between one another of 2 meters</p> <p>Two members of staff in classroom at maximum and three in resource bases (fewer children)</p>	M	<p>Pupils</p> <p>When in school stay in classroom bubble or year group bubble at playtimes</p> <p>Staff</p> <p>Reduce movement round school.</p> <p>Keep two metres away from other staff.</p> <p>Keep close interactions with pupils to a minimum</p>	Senior Leaders	<p>Staff reminded at briefing</p> <p>1.9.20</p>	



						
<p>Children in Registration classes, 1 teacher (and 1 TA if needed).</p> <p>Will be movement of a few children in Years 2-6 for small groups. Children seated in year groups bring own stationery and tables/equipment wiped after leaving</p>		M	<p>Children to stay in registration groups or Resource Bases. Small groups for maths sets, English and booster groups</p>	Senior Leaders /	<p>1.9.20</p> <p>Reviewed 8.3.21</p>	
<p>Cohorts are kept together and where ever possible different groups are not mixed.</p> <p>Registration groups or Year group bubbles</p>		M	<p>Year group at playtime and dinnertime, will keep classes separate in dining room</p>	Senior Leaders	1.9.20	
<p>Children to stay in year groups but staff can move between groups – PPA, extra learning bubbles, Spanish, Maths Phonics and Soccer 2000</p>		M	<p>See INSET powerpoint – Senior Leaders to communicate to staff Mrs Grayson to move between maths groups Mrs Bull English group Spanish and Soccer 2000</p>	<p>Senior Leaders</p> <p>Groups restricted from 1.9.20</p> <p>Maintain restricted groupings 8.3.21</p>		

	Desks should be set up in rows facing front in Years 1 to 6. Nursery, Reception, small table arrangements Dining room in rows	M	Caretaker to remove and relocate furniture if necessary.	Caretaker/ Teachers	1.9.20	
	Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day	M	See table of arrangements for locations	Group Assigned staff	Discussed with DSO	
	Staff use same work areas throughout the day with thorough cleaning of rooms at end of day.		:	Senior Leaders	Discussed with DSO	
	Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering	M	See timetable for playtimes and dinnertimes. Reception – 11.45 – 12.15 (12.30) Y1 - 12.15 – 12.45 (12.00 – 1.00) Y2 – 12.45 – 1.15 (12.15- 1.15) Y6 - 12.00 – 1.00 Y5 – 12.35 – 12.50 (12.15 – 1.10) Y3 – 12.15 – 12.35 (1.00) Y4 – (12.00)12.50 – 1.05 All children must wash their hands when going out to play and when returning to classrooms	Senior Leaders	Plan complete Reviewed regularly 8.3.21	
	Staff reminded daily of the importance of social distancing both in the workplace and outside of it.	M	Staff received risk assessments and updates shared via TEAMS (updated September)	Senior Leaders	Briefing 1.6.20 Regular updates	
	Redesigning processes / rooms to ensure social distancing in place.	M	Senior Leaders to identify items required and not required in classrooms. Regular checks to see if rooms compliant	Senior Leaders	Removal of soft furnishings from EYFS	

	Conference calls to be used instead of face to face meetings.	M	To be undertaken between Teams from allocated rooms.	Senior Leaders and Teams	TEAMS in place 1.6.20	
	Social distancing also to be adhered to in staff rest areas. Masks to be worn when not eating	M	Limited use of Staff Room.	Senior Leaders	Briefing 1.6.20 1.9.20 8.3.21	
	Management checks to ensure this is adhered to.	M	Senior Leaders check school zones to ensure adherence.	Senior Leaders	Ongoing	
	<p>Parents discouraged from gathering at school gates.</p>  	M	<p>Queuing system designed. set up and then maintained. R – Y2 entrances and exits clearly marked. Paths and fences clearly marked with 2 metre tape. Reception, Y1 and Y2 one way system established. Enter by nursery leave by Kitchen</p> <p>Start times KS2 8.40 – 9.00 R –8.55 – 9.10 Y1,2 – 8.45 – 9.00 N - 8.45 (through nursery gate)</p> <p>Staggered Finish Time Taxis leave 3pm Reception 2.55pm – 3.05 Y1,2 – 3.05 Y3 - 3.10 Y4 – 3.15 Y5/6 – 3.20</p> <p>KS1 /2 bike racks resited so children do not have to travel across the playground.</p>	Senior Leaders then caretaker	One way system in place signs on fences 1.9.20 8.3.21	



Only one parent to bring child / children to school

M

Letter to parents

Staff to monitor

Reminders ongoing

1.9.20
Year group letters

Reducing contact point activities

Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations

Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation.


M

All self-closing fire doors to be assessed as open.
S Shields to place doorstops and remove every night in admin corridor

All fire doors in year group corridors on self closers once alarm sounds these shut.
Staff would shut classroom door as they exit room.
Doors which are propped open are shut at night by caretaker.
Doors left open

Senior Leaders,
Caretakers

Door stops purchased.
Discussed at briefing 1.9.20

			HT office, Staffroom, Deputy Headteacher's office. If fire alarm sounds staff in these rooms would shut doors as they leave.			
	School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. No playdough to be used or children to have individual pots	M	Senior Leaders, Teaching staff	Group Assigned staff	Discussed at briefing 1.6.20 Continually add to guidance	
	No soft furnishings or toys to be available, limit resources in classroom to those that can be easily cleaned 	M	Teaching staff	Teaching staff	Resources removed and cleaning discussed with staff. Each room to have adequate cleaning materials	
	School will cease hand shaking of children and visitors.	M		All staff	1.6.20	

Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down.	M	Class teachers to assess display boards.	Class teachers	Advise staff at briefing / risk assessments updated for EHCP/SA+ pupils 1.6.20	
Music lessons – follow guidance from the music school. All sports equipment cleaned thoroughly between uses No whole school assemblies (Monday HT and DHT share powerpoint and Friday Awards Assembly)	M	Teaching staff to follow guidance	All staff	1.9.20	
No performances with an audience. No school visits until further notice	L		All staff	8.3.21	
<u>Dealing with a suspected case, staff or pupil.</u>					
Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	M	Senior Leaders at briefing 1 September DfE bulletins to be emailed to all staff. Regular Microsoft Teams updates.	Senior Leaders, Business Manager.	Updated at briefing 1.6.20 1.9.20 3.3.21	
Minimising 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	H	Reminders to staff and parents. Notices on entry to school and asked at school office	Senior Leaders / School office	4.1.21	
If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.	H	Areas identified in admin corridor - : POD / PSW office PPE should be worn if a distance of 2 metres cannot be maintained	Teaching staff	Updated at briefing 1.6.20	

<p>Coronavirus testing eligibility and how test and testing kits work</p> <p>Follow updated guidance and scenarios from PHE.</p> <p>Guidance on coronavirus testing, including who is eligible for a test, how to get tested and the different types of test available can be found here:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>The Medicines and Healthcare Products Regulatory Agency has published guidance for members of the public and patients about coronavirus tests and testing kits, including information on the different types of tests available and how they work. The guidance can be found here:</p> <p>https://www.gov.uk/government/publications/how-tests-and-testing-kits-for-coronavirus-covid-19-work</p>				Updated 4.1.21	
<p>If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.</p>	H	Wait in assigned office isolated	Assigned staff	Updated at briefing 1.9.20 1.6.20	
<p>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</p>	H	Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance Caretakers/DSO to deep clean.	S Shields	Updated at briefing 1.6.20	
<p>If a member of staff has helped someone who was unwell with a new, continuous cough and/or a high temperature and/or a loss or change to their sense of smell or taste, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p>	H	They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	All staff	Updated 4.1.21	

If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.	H	Follow the established leadership structure. Use Teams	Senior Leaders	K Mal to keep updates 1.6.20	
If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	H	Senior Leaders in consultation with Deputy and Headteacher.	Senior Leaders	Ongoing	
<p><u>Controlling other users of building</u></p>					
<p>Who affected: Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations</p>					
The school will contact every user and inform them of usage expectations:	M	In addition to standard expectations, users will agree (before entry to school) to updated sign in expectations on screen and receive copies of: Risk Assessment Health and Safety Audit School Return Arrangements inc. table	Senior Leaders / Office staff.	Ongoing	
Compulsory handwashing / use of gel before entering school.	M	<u>On</u> entering school	All adults and children	Office staff / teachers 2.6.20	
Restrictions or suspensions of building usage	M	Outside agencies and visitors strictly limited. Risk to be assessed at point of requested entry.	Senior Leaders, Site manager / Business manager	1.6.20 Ongoing 1.9.20	
<p><u>Emergency procedures</u></p>					

	Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
	All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	M	Completed by Business manager. Teams all staff to remind of duty to inform school of changes.	K Mal	1.6.20 1.9.20	
	Pupils' parents are contacted as soon as practicable in the event of an emergency (new app using SIMs updated)	M	Systems already in place / staff to notify office through TEAMS	K Mal	2.6.20 Ongoing	
	Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.	M	To be checked. Teams all staff.	K Mal / Office staff	2.6.20 Ongoing	
	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.		First Aid policy updated within last 6 months. Update required in the light of Corona Virus.	Senior Leaders / J Whilton		
<p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>						
	Staff to wear masks in communal areas and where social distancing cannot be maintained. Primary pupils are not expected to wear masks Staff and parents to wear face masks if a conversation is required	M	Staff to be provided with school masks Staff to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears)		4.3.21 Shared at briefing	
Teacher / staff shortage	List drawn up of staff that are Clinically extremely vulnerable individuals and Clinically vulnerable individuals	H	Use Teams to request staff to confirm current staff status.	Staff list updated 22.5.20	1.6.20 Ongoing in light of	

			<p>To determine level of risk, each case will undertake a written assessment according to individual circumstances and in consultation with the member of staff.</p> <p>A decision will be made on whether the staff member works from home, at school and what level of staff/pupil contact will be undertaken.</p>		<p>changing guidance</p> <p>15.6.20</p> <p>Guidance 8.3.21 on ECV</p>	
	Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.	H	Brief staff on process of informing Senior Leaders.	Briefing on 1.6.20	1.6.20 1.9.20	
	Daily report to the HT on number of absences and symptoms.	H	Completed by 3:30 each day. Record kept in 'school return' file	K Mal	1.6.20 Ongoing	
	Weekly summary data for each class to HT.	H	Completed each Friday	K Mal	1.6.20 Ongoing	
	Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 14.12.20 - self isolation 10 days	H	List kept in School Return folder and updated. Contact staff for updates when required.	K Mal	1.6.20 Ongoing	
Self Isolation	Self-isolation is essential to reducing the spread of COVID as it breaks the chains of transmission, and we urge everyone to self-isolate when appropriate. Employees may need to self-isolate for a number of reasons, such as: · Employee showing symptoms Household member showing symptoms Contact by NHS Test and Trace Service Self-isolation prior to hospital admission Self-isolation due to travel quarantine	H	Staff/ pupils to inform school if need to self isolate	School office	Ongoing	

	Symptoms, even mild, may include a high temperature (above 37.8) and/or a new persistent cough and/or a loss or change to their sense of smell or taste.	H	Staff / pupil to inform school of symptoms and date started	School office	Ongoing	
	People who test positive should continue to self-isolate for 10 days from the onset of symptoms or 10 days after taking the test where they received a positive result, if asymptomatic.	H	Staff / pupil to inform school of symptoms and date started also date of test	School office Senior Leaders	Ongoing	
Covid 19 testing	Staff receiving lateral flow tests encouraged to test twice weekly	M	Staff to keep school informed. If positive they continue to isolate and seek a PCR test, if negative return to work.	School office Senior Leaders	Ongoing	
	Asymptomatic Testing – rapid lateral flow testing is available for people without symptoms The Civic Centre, St Peter's Square, WV1 1SH Opening hours are 8am – 7pm weekdays and 10am – 6pm on weekends. Free parking is available at St Peter's Car Park off Wulfruna Street (WV1 1LY) · Jamia Masjid Bilal, 58 Newhampton Road, WV6 0AA Opening hours 10am – 6:30pm daily	M	Staff advised to get a test on a regular basis. For staff in educational settings twice weekly is encouraged	All staff	4.1.21	
	Staff and pupils who have been required to self isolate due to identified close contact should complete the period of self isolation and should not access the LFT	M	Local guidance from public health	All staff	4.1.21	
Impact on physical and mental health	Leaders will offer support to staff who are affected by Coronavirus or has a family member affected.	M	Use established school structures:SAS insurance company	Senior Leaders	1.6.20 Ongoing	
	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	M	Use of bought in services and staff CPD	Senior Leaders	Ongoing / reviewed	
	Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.	M	Use of bought in services and staff CPD	Business Manager and Senior Leaders	Ongoing updates in TEAMS Updated January 21	
	Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.	M	Arrange DSE training for all Leaders and Teachers	K Mal to offer display screen advice	Briefing 1.6.20	

Considerations for additional control measures:

Due to the outbreak of Corona Virus and Consequent Lockdown the following update applies

- Staff to wear gloves when administering first aid and masks if coming in to close contact with children.
- Enhanced hygiene – all surfaces touched are wiped with anti-viral cleaner
- In completion of first Aid , staff should complete forms which inform parents of actions
- If you believe a child or adult to be symptomatic of Covid 19 you should take them to the allocated isolation room, inform office using TEAMS and follow the guidance in the risk assessment

Reduce mixing within education or childcare setting by:

- one-way circulation to keep groups apart as they move through the setting where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#).

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.

- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).


Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#))

Additional considerations:

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.

	Name	Position	Signature	Date	Review Date
Risk Assessor	Janice Hopkins	Headteacher		28.8.20	1.6.20

					9.6.20 (F & GP committee) 28.8.20 Sep 20 Jan 21 8.3.21
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