

Foresters Primary School - COVID 19 Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Provision of childcare/education during the Covid-19 pandemic.
Section(s) / Team(s) covered	Foresters Primary School
Location(s) covered	School Premises
Date of Original Assessment	21/05/20

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	22/05/20	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	

Has action been taken	YES
Confirmed by Line Manager?	YES
Lead Assessors name (print)	Jo Garvin
Lead Assessor's signature	
Date:	21/05/20

Has action been taken	YES
Manager's name (print)	H. Spring
Manager's signature	<i>H. Spring</i>
Date:	21/05/20

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19 including opening the school to additional year groups of children.				

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Significant Hazards and Current Controls

Risk Rating: if left with High or Medium after the controls, use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

No	Issue/hazard and what can go wrong	People at risk	Risk Rating before controls – H/M/L	Control measures/ mitigations to be implemented	Risk Rating after controls - H/M/L
1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	M/H	<ul style="list-style-type: none"> • Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ • For those with 'high risk' medical conditions, they need to stay at home (working from home where technology allows) and shield. • Where staff have 'moderate risk' medical conditions they should work from home where they can. If they can't work from home, but are usually fit and well, they can come to work - but they should not do particular activities including provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do. • Where possible, those with 'moderate risk' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. Schools may wish to organise parking on site for them if there are any problems with parking on the nearby streets. • Government Guidance for schools provides specific advice in relation to those moderate risk , as follows: "Clinically vulnerable individuals who are at higher risk of severe illness (for 	L

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				<p>example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.”</p> <ul style="list-style-type: none"> • Link: 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#shielded-and-clinically-vulnerable-children-and-young-people 	
2	People with symptoms of COVID-19 creating potential for transmission from person to person	Staff pupils visitors contractors	H	<ul style="list-style-type: none"> • Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the staying at home guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection • The arrangements for this are discussed in detail in the section of this risk assessment called ‘Someone develops COVID-19 symptoms whilst at school’. <ul style="list-style-type: none"> • Poster: https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/WhctKJVqxzfSNtdLsSjMqrlVvGXHGdjjZrifLwPvWlsgDKPlxGXshCkFqbLSBrRHNCPPbPV?projector=1&messagePartId=0.1 	L

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3	<p>Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</p>	Staff	M/H	<ul style="list-style-type: none"> ● Return to work based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in the row above this one, and in line with Public Health guidance. Link: NHS list of high risk and moderate risk conditions ● Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. ● Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. ● School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). ● If the school buys into a scheme, staff are reminded of the availability of their Employee Assistance Programme. ● Staff and school have access to official guidance from DfE and Public Health England. ● The pavilion is used for highly anxious staff who should be returning to work to enable them to be isolated from children but will allow them to create resources within a staff self-contained 'bubble'. 	L
4	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p> <p>Essential visitors</p>	Staff pupils visitors contractors	H/M	<ul style="list-style-type: none"> ● On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. <u>This is included as a daily part of the curriculum</u> ● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. ● Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. <u>Signage clearly explains this.</u> ● All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. ● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments 	L

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	<p>Use of equipment including pens, keyboards</p> <p>Cleaning</p>			<ul style="list-style-type: none"> ● Link: guidance on hand hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf ● Children in KS1/2 are given their own pack of equipment to use and this is not shared and stored in a clear plastic wallet. This will include pencil, colouring pencil, rubber, ruler and pencil sharpener. ● All staff will use their own equipment and not share. ● IT equipment such as Chromebooks, PCs or tablets should be thoroughly cleaned after use and where possible should not be shared between children or staff. ● Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. ● As staff toilets will need to be shared, it will be necessary for all staff to clean a toilet with a wipe when they have used it and to clean it with a wipe before it is used. ● There is a clear plan of which pupils use which toilets in the school and this is monitored by a member of the staff from the class 'bubble'. ● Pupils and staff are encouraged to close toilet lids before flushing. ● First aiders have access to local handwashing facilities/hand sanitiser. ● Increased cleaning of frequently touched surfaces using standard cleaning products – all classrooms will have their own cleaning resources. Older children will be encouraged to take responsibility for cleaning their own space. <u>This will be part of the curriculum</u> <p>IN addition for EYFS</p> <ul style="list-style-type: none"> ● There is recognition that the EYFS will not be able to social distance and that resources will be shared within the 'bubble'. Each bubble will have its own resources and there will be no sharing between 'bubbles'. ● EYFS resources will be cleaned daily.
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	<p>Social distancing -</p> <p>Classrooms</p> <p>EYFS</p>			<ul style="list-style-type: none"> • Currently, only pupils who fall into specific categories are attending school which results in the majority of pupils not coming into school. On 1st June, the number of pupils attending will increase to include Nursery, Reception, Year 1 and Year 6 pupils (in addition to key worker children). • Cohorts are kept in 'bubbles' of no more than 6 with two members of staff. This may be different in base classes depending on the needs of the children. • Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days • The same staff are assigned to their 'bubble' and, as far as possible, these stay the same during the day and on subsequent days. • Where possible and appropriate, outside space is utilised for lessons or activities. • In the EYFS, Staff should keep 2m social distancing wherever possible but there is acceptance they this may not always be possible. • Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. 	M
6	<p>Social Distancing -</p> <p>Drop off and collection times</p>		M	<ul style="list-style-type: none"> • Unnecessary travel on coaches, buses or public transport is avoided where possible. • Parents are discouraged from gathering at the school gates. <u>Clear signage and markings to help 2m social distancing.</u> • Drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. • The school regularly checks the Government Advice: <ul style="list-style-type: none"> • Link to Government Advice for Schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in- 	L

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				<ul style="list-style-type: none"> ● education-and-childcare-settings#contents ● Link to SEND advice: https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance ● (the SEND link states it is current to the 31st May and will be updated before the 1st June 2020) ● There is a clear plan for drop off and collection and this is communicated to parents. 	
7	Social distancing - lunchtimes	Staff, pupils	M/H	<ul style="list-style-type: none"> ● Review whether it would be practical to have some groups eating lunch outside in good weather. ● Lunchtimes will take place within the classroom and meals will be brought by the kitchen on a trolley. ● Exit doors/windows open remain open at lunchtimes to provide good ventilation. ● Link to Government Advice for Schools: 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#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june 	L/M
8	Social distancing - staff room and staff toilet facilities	Staff	M	<ul style="list-style-type: none"> ● Protocol set for the use of kitchen and toilet areas - signage for one person at a time with distancing indicators on the floor. ● Staff are encouraged to close toilet lids before flushing. ● Staff are to clean the toilet with a wipe before and after use. ● Staff make their own drinks and handle their own food. ● Window(s) opened where possible. 	L

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9	Social distancing - movement around school buildings	Staff, pupils	M	<ul style="list-style-type: none"> ● Children should remain in their room or designated outdoor learning space except when coming to school, leaving for home, going to the toilet or going out to play to reduce any unnecessary movement around the building. ● The same is true for staff although they will need to leave the room for breaks and lunch. There are designated areas within the school for adults to take their breaks. ● Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. ● There is a clear plan as to where each 'bubble' can play so they different groups do not mix. ● All skylights are opened to help with general ventilation where possible. ● Link to Government Advice on Social Distancing in schools: 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#class-or-group-sizes 	L

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				<p>potential-2019-ncov</p> <ul style="list-style-type: none"> ● Resuscitation Council Advice: ● https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ <p>Medication</p> <ul style="list-style-type: none"> ● Staff dispensing medication to students should minimise contact. ● Wash hands before and after dispensing the medication ● Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. ● If required, gloves will be worn by staff when giving medication. 	
11	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	M	<ul style="list-style-type: none"> ● If anyone becomes unwell with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the Staying at Home advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection ● If a pupil is awaiting collection, they remain in their class at least 2m from other children/staff – outside if possible parent comes to collect directly from the classroom. ● The office skylights should be opened. ● If the pupil needs direct personal care until they can return home, full PPE should be worn by the supervising adult until the child is collected. ● If contact with the pupil is necessary, then full PPE should be used. ● If they need to go to the bathroom while waiting to be collected, they use the office toilet. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. ● The school will call 999 if they are seriously ill or injured or their life is at 	L

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				<p>risk.</p> <ul style="list-style-type: none"> • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. • Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. • Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. • Link: Guidance on 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 	
12	Staff changing nappies	Staff	M/H	<ul style="list-style-type: none"> • Staff wear disposable gloves and aprons to change nappies. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, then staff should in addition wear a named visor. • Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. • Areas / changing mats / beds in use are cleaned before and after use. • Link: Guidelines on Hand Hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf 	L
13	Routine cleaning of communal areas of the school estate	Staff/ Cleaning Contractors	M	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> • Disposable gloves are provided for staff/contractors (see next bullet point) • Staff wear their usual washable uniform/clothing • Mops are used for the tasks • No jet washing takes place during the current COVID-19 - not under any circumstances • Staff wash their hands when they have finished their task and dispose of the gloves. 	L

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				<ul style="list-style-type: none"> • Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. • As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19. • A clear list of expectations on cleaning is passed to the contractors and all staff monitor cleaning and report any concerns to SLT member immediately. SLT member will contact SBM who will discuss this with the cleaning contractor. • If staff feel a room is not cleaned properly then cleaning must take place before children enter. This may necessitate the site manager and staff to re-clean the room. In this instance, it is important that all staff follow the above guidance on cleaning. 	
15	<p>Storage and issuing of masks</p> <p>Putting on the masks</p>	Staff	M	<ul style="list-style-type: none"> • If a member of staff requests a masks then they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. • The following link provides information on donning masks: Link: Advice on Donning masks: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf • The following link provides information on how to safely remove the masks and other PPE: Link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf 	L

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				<ul style="list-style-type: none"> All used masks should be placed in a designated black bag, At the end of each day these bags will be removed by the site supervisor and stored for 72 hours before being placed in general waste. 	
16	Ventilation	All	M	<ul style="list-style-type: none"> Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where schools have ventilation systems/air handling units/ air conditioning, refer to the following guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association): Link: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf 	L
17	The potential for transmission of virus droplets from surfaces to the hands and then to the face - shared equipment, play equipment and toys	All	M	<ul style="list-style-type: none"> Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. Sharing of computers and Ipads is avoided No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session. Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Easily cleanable toys should be used. Toys (such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used. Clean toys regularly. Marigold or similar gloves are suitable for this work. Each member of staff who does this task should have their own dedicated 	L

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				pair of gloves and they should not share them with others.	
18	Fire Evacuation	All		<ul style="list-style-type: none"> • All fire evacuation procedures remain the same and children and staff should exit from the next door to the outside. • When lining up in the playground social distancing should be maintained for KS1 and KS2 including the adults. • Reception and nursery should wait in their top playground in their 'bubble'. • Peach and Apple class should wait in the base playground. • Registers must be taken and children and staff should only return to their classroom when told by the SLT member in charge of the school. 	
19	Food and drink	All	M	<ul style="list-style-type: none"> • Staff to make own drinks and not to share, foodstuffs, cutlery and cups etc • All crockery must be cleaned in the dishwasher – handwashing is not acceptable. • Caterers to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc. • Pupils are not allowed to swap food from their lunch boxes/plates. • Pupils should bring their own bottles filled at the beginning of the day. • Staff will refill at break times (or as required when it's hot etc), wearing gloves • Disposable cups are available for kids that forget their bottles. • Water fountains should not be used. 	L
20	Communicating with staff and parents	All		<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important. 	

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				Emphasising their role in terms of the national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures.	
21	COVID controls declaration	-	-	<ul style="list-style-type: none"> The Government has produced a declaration poster for employers to display which schools may like to display: <ul style="list-style-type: none"> Link: Covid Secure Poster: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364fbb6/staying-covid-19-secure.pdf 	

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Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.