

# Clinton Primary School Risk Assessment

## Covid 19 pandemic

Risk Assessment for

Avoiding spread of Covid 19.

Assessment Date

28/12/20

Review Date

Monthly

What are the hazards	Who might be harmed and how?	LEVEL OF RISK	What existing control measures are in place to reduce / prevent the risk?	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
Combinations of the below.	People with underlying health conditions susceptible to serious illness from virus.	H	<p>Staff who are extremely critically vulnerable to work from home if cases rise, following guidance from government.</p> <p>Pupils who are extremely critically vulnerable to be home schooled if cases rise, following guidance from government.</p>	L	Particularly pay attention to BAME groups. Risk assess individuals. Those are extremely critically vulnerable to work from home if there are cases in 2 other bubbles (which are not their one).	SP	Regular monitoring of updates.
Larger groups of children and more staff in school, operating fuller	Children and adults infected by Corona virus.	H	<p>Classes kept apart from each other, with no mixing of resources between groups.</p> <p>Staff from different bubbles not to mix in break times etc other than with</p>	M	Additional cleaning hours built in on a daily basis.	SP	SP to organise and timetable and facilitate.

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<p>provision means the potential for more mixing with others.</p>			<p>significant distance between bubbles in the hall or innovation lab.</p> <p>Classes kept the same for playtimes / lunchtime breaks – with children in fixed locations for these.</p> <p>Where there is staff sickness, other staff from the same bubble to cover if at all possible. Otherwise consistency of supply teacher to one bubble.</p> <p>PPA staff and TAs who would normally move between classes to be timetabled so this is limited to only 2 different class bubbles. This to be the case for all staff, including those delivering after school provision. (see before school and after school provision assessment below).</p> <p>Those staff to ensure vigilance regarding hand washing and social distancing as far as is possible, keeping distances and avoiding proximity to others wherever practicable.</p> <p>No extra curricular clubs in mixed age groups and no before or after school club mixing of children.</p>		<p>Contingency plans drawn up for staffing so that quick decisions can be made, including where key staff aren't available to consult.</p>		

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			<p>No mixing of children at dinner times, with children kept in the classroom for these.</p> <p>No music lessons in mixed bubbles (risk assess all introduction to music lessons).</p> <p>'Small group' areas (for intervention or to allow SEND work allocated to specific users. Hall to be split into 'bays' for each class using furniture, with 2m distance between each.</p> <p>Staff meetings to be held via zoom unless these are in small groups in ventilated rooms.</p>				
<p><b>Movement around school could cause virus spread through contact or through touching shared objects:</b></p>	<p>Children and adults from other groups infected by Corona virus.</p>	<p>H</p>	<p>No access to anywhere in school grounds which other groups are accessing at that time.</p> <p>Staggered times of movement so there's no accidental meeting of groups. This to incorporate start and end of day as well as playtimes (including lunch play).</p> <p>Playtimes to be in specific zones in order to keep distance.</p>	<p>L</p>	<p>Informing parents of these measures so that children aren't touching the same things after school.</p>	<p>Teachers to ensure that's the case for themselves and pupils.</p> <p>Other staff in school to take responsibility.</p>	<p>Constant</p>

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			<p>Lunches to be delivered to classrooms where children will eat.</p> <p>Limited collection of equipment often requesting this via a member of office team who wash hands and then deliver outside to doors of classrooms, leaving them there.</p> <p>No equipment to be returned into circulation without cleaning or quarantining for 48/72 hours.</p> <p>Children access the school through external doors, never passing through one corridor or another room except for their day in the computer suite (where they will be the only ones moving around) OR when they use their own bubble table in the hall.</p> <p>Computer suite allocated to one group per day (with computers allocated to specific children). These then to be cleaned thoroughly at the end of the day.</p> <p>Communications, including registration to take place electronically and not</p>		<p>Handheld vacuums used to Hoover up food debris.</p> <p>Identify areas where there several staff might touch – eg. photocopier / door handles to stockroom etc. (see below)</p>	SP to ensure adherence	

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			<p>requiring face to face or sharing of physical items.</p> <p>Toilets are to be allocated to groups (most are in classrooms but others to be made unisex in order to ensure only children in their own bubbles can use them). They go one at a time.</p> <p>Staff using toilets to wipe these down with cleaning wipes when they've finished.</p> <p>Bays in hall set up for specific year-groups to use, separated from each other. Equipment in these bays not to be shared. Tables and chairs to be cleaned after use.</p> <p>Use of personal stylus for photocopiers. Limited number of staff to use – avoid touching anything other than paper being copied and paper being retrieved.</p> <p>Staff to bring own drinks.</p>		<p>Ensure toilets have soap checked and refilled daily.</p>		
<p>People (and items) moving from home to school</p>	<p>Children and adults infected</p>	<p>H</p>	<p>Limit equipment coming in and going home to reading books and certain other essentials. PE kits to remain in school.</p>	<p>M</p>	<p>NB No adults or children use public transport.</p>	<p>SP Teaching staff Office staff</p>	<p>Teachers to monitor and control flow of children in particular.</p>

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	by Corona virus.		<p>Parents will be regularly reminded about their own social distancing and instructing their children to do the same.</p> <p>Parents to be advised of rules for self-isolation where they or members of their households have symptoms.</p> <p>Children will be asked to wash hands on arrival (and regularly throughout the day).</p> <p>15 minute slots for arrival at school to ensure not every child / parent arrives at once (in addition to staggered entry).</p> <p>Children released from classrooms one at a time so there is no crowding on the way out.</p> <p>School field (with gate opened) used for parents to wait to ensure social distancing. Parents informed about the above.</p> <p>Cloakrooms not used. Children put coats / lunches in specified places.</p> <p>Parents asked to inform us if they or their children have been in contact with</p>		<p>Classrooms all to have soap and access to hot water with handwashing occurring before and after any snacks or meals as well as other moments periodically throughout the day.</p> <p>Parent updates to regularly remind about social distancing on playground.</p>		SP to ensure clear communication with parents.

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			<p>anyone who has CV symptoms. This enables us to track and ask those who have been in proximity to isolate.</p> <p>Continue to remind parents of symptoms and send updated information as it arrives from Warwickshire LA or the DFE.</p>				
<p>Sharing of resources at school EYFS and KS1</p>	<p>Children and adults infected by Corona virus.</p>	<p>H</p>	<p>Limiting numbers of children in certain zones of classrooms – using the full space.</p> <p>Resources to be cleaned at the end of the day.</p> <p>Where possible, resources provided for specific children.</p> <p>Children to wash hands once they have finished with certain equipment.</p> <p>All additional physical resources to be 'delivered' to classrooms by office staff meaning other staff don't need to go into the school itself. Staff will wash hands, then leave item (most often printing) outside the room.</p> <p>Playtime resources kept to a minimum, enabling with handwashing occurring immediately afterwards. Games played not to include close contact.</p>	<p>M</p>	<p>It would not be appropriate to separate children from each other at all times in these year-groups, whilst insisting resources are never shared. This would have a greater risk to children through wellbeing issues.</p> <p>Children to be made clear – particularly through signage and other systems designed by teachers.</p> <p>Cleaning equipment, to be provided so that adults can clean as and when possible.</p> <p>Additional cleaning to occur each evening – particularly of door handles, light switches, etc. Specific cleaning schedules to</p>	<p>Class teachers</p> <p>Cleaners</p> <p>SP to monitor</p>	<p>SP to monitor regularly.</p>

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			Children's tables set at right-angles or in rows to avoid face to face contact.		ticked off so the practice is methodical. Cleaners trained.		
Sharing of resources (Yr 6)	Children and adults infected by Corona virus.	H	<p>Children to sit in rows (or other formations where they are not face to face), with given resources.</p> <p>Resources such as ipads not to be shared or swapped until they are cleaned at the end of the day.</p> <p>Playtime resources kept to a minimum, enabling with handwashing occurring immediately afterwards. Games played not to include close contact. Likewise during PE lessons.</p>	L	<p>Ensure children are very aware of rules.</p> <p>As above for additional cleaning.</p>	Those teaching year 6	Established by SP and monitored. Put in place by teachers.
Children show symptoms of Coronaviruses	Children and adults infected by Corona virus.	H	<p>Child to be taken by a member of staff (with full PPE it is not possible to maintain a distance from them during this process), to an unused room in the school (the innovation lab) where they will wait to be picked up by parents.</p> <p>Parents contacted and given clear instructions about testing / isolating and track and trace.</p> <p>If child tests positive, those who have in class bubble, to self-isolate for 10 days, and home learning plans initiated.</p>	M	<p>The room these children have been in to be cleaned thoroughly with staff wearing PPE.</p> <p>It is unlikely that we will be able to guarantee any child in a classroom hasn't been within 1m which is why entire class bubble will self-isolate.</p>	SP to supervise / instruct	



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			<p>If a child tests negative, when their symptoms have gone, they can return to school.</p> <p>If a child tests positive, they can return to school after 10 days so long as the only remaining symptoms are cough and loss of sense of taste / smell. It's essential that temperature has gone.</p> <p>If 2 or more children test positive, a decision will be made as to whether to close further classes or even the whole school. Decisions made in conjunction with the local health protection team.</p>				
<p>Children have first aid needs where proximity is needed.</p>	<p>First aider infected by Corona virus.</p> <p>Before and After School provisions need paediatric first aiders</p>	H	<p>First aiders for children from other bubbles or those giving intimate care to wear PPE – including gloves, face shield, mask and gown.</p> <p>Paediatric first aiders with appropriate classes.</p> <p>Ensure training is up to date and ensure that there are qualified first aiders on site, even if not with after school club, to administer any necessary first aid.</p>	L	<p>Ensure first aid kits are well stocked.</p> <p>First aider to rehearse use of PPE.</p> <p>Dispose of PPE equipment when finished with it.</p>	<p>First Aider on site</p> <p>SP to supervise</p>	<p>Rehearsal to happen in week beg 1<sup>st</sup> June.</p>

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Being indoors with those who may be infectious.	Virus being air-born	H	<p>Keeping 2m away where possible.</p> <p>Ensuring there is good ventilation in the room.</p> <p>Limiting number of classes / school groups adults mix between to just 2.</p> <p>See table arrangement plans above.</p> <p>Encouraging children to keep a distance where it is appropriate – ie there are occasions when it is plausible not to be close to others which don't detract from their experience.</p> <p>PPA staff who do move between groups to plan sessions where they are less likely to come into close contact with children.</p>	M		Teachers	SP to monitor regularly
Cleaners entering all rooms	Cleaners and other adults and children being infected by corona.	H	<p>Cleaners to wear gloves.</p> <p>To ensure windows and doors are open to move air around the room prior to work.</p> <p>To ensure their gloves are cleaned as they move between one room and another.</p> <p>Ensuring cleaning matches specifications outlined by government.</p>	L/M	Offer cleaners the chance to wear masks.	SP	SP to monitor regularly

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			If a child has tested positive, their table and area to be cleaned with bleach.				
Ratios of after / before school club could lead to children and adults being left 1:1	Risk of abuse	M	<p>Adults in school not in classrooms to be circulating.</p> <p>Sightlines kept via view panels in doors. Maintain culture of vigilance. All staff DBS information to be up to date.</p> <p>When children leave after school club and only one child is left, leader and child to move to their hall bay so that they are with others or at least in a very visible part of the hall. Always ensure that there are two adults in the hall until all children have gone.</p>	L		SP	SP to monitor and communicate importance of safeguarding message, including how to report concerns.
Visitors to school	Visitors bring virus in or catch it from school.	H	<p>Only essential visitors to be invited in. Rules of the site to be explained. Where something is delivered, unpack, dispose of the outer packaging and wash hands.</p> <p>Where deliveries don't need to be unpacked, leave for 3 days in order for any traces of the virus to die, in all likelihood.</p> <p>Any essential maintenance work to be done out of hours.</p>	L	Where visitors are in school, direct them to hand sanitiser in the foyer.	SP Office staff	SP to check protocols are understood and to monitor adherence.

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<p>Finding medication for children with needs and knowing how to manage these.</p>	<p>Children suffer through lack of proper medical treatment.</p> <p>Virus is spread in the event of searching out medication.</p>	H	<p>Ensure medical information AND medicines are in classrooms with the children.</p> <p>For those who need medication storing in the fridge, that to be arranged with office staff, cleaning medication bottle / casing prior to storage and then it being delivered outside doors as with other equipment (see above)</p> <p>Administration of medicine to be done wearing mask / face shield.</p>	L		<p>SP</p> <p>Office staff</p>	<p>SP to monitor regularly</p>
<p>Children who find conforming to behaviours connected to social distancing.</p>	<p>Spreading virus between the group and across groups.</p>	H	<p>Children to make their own posters / leaflets / rules about social distancing they will adhere to (with adult supervision).</p> <p>Ensure provision can be as inclusive as possible to mitigate the risk, with risk assessments for individuals carried out where necessary) but where the risk remains, find ways to manage their learning from home as best as possible including gaining support from professionals and even funding for respite provision.</p> <p>Training staff on how to manage behaviour during these times, using an adapted version of the behaviour policy.</p>	L	<p>Some children will not stay in one area but these numbers are small.</p> <p>Work with them, using social stories and ensuring staffing ratios are high, as well as ensuring they have safe places to go to and allocated work-spaces will limit their movement from place to place.</p>	SP	SP

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There may have been bereavement or other significant events in children's lives.	Children's emotional wellbeing may be low.	H	<p>Staff to be trained in how to support children who may find school return difficult. INSET used to prepare.</p> <p>Training also delivered on supporting children where there's been bereavement.</p> <p>Transition back to school for Reception to be longer than usual, with dialogue between staff and parents enabling a flexible approach to being in full time children to be for half days in the first week.</p> <p>Continue to send parents information (as provided by the Educational Psychology Service) to support them with managing children's wellbeing and return to school (as well as support for their own wellbeing).</p>	L	<p>Asking parents in communications with them to inform us of children who are affected in this way so we are prepared.</p> <p>In addition, letting us know if there has been a bereavement in the family.</p>	SP	Regular updates
Lockdown has an effect on school income	Less income means our provision might not be able to be sustained to the same level.	H	<p>Use existing carry forwards and increase in school funding this year to mitigate the estimated £10,000 lost income.</p> <p>Recoup money used for unexpected Covid expenses via the government scheme.</p> <p>Governor's meetings occurring at least as often, with discussions about finance in place in order to review expenditure.</p>	M		SP Governors	Keep under review

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			Work with legal services to minimise any losses regarding potential school trip cancellation and refunds.				
Lockdown and reduced schooling	Effect on the physical and mental health of children with SEND as well as their closing of the attainment gap.	H	Enabled phased returns to school where desired and appropriate to ensure a smooth transition back into school.	M		SENDCo and SEND team	Continuously reviewed
After school club normally puts children from different bubbles together.	Spread of virus is more likely.	H	<p>After school club to be split across classrooms, where children don't mix bubbles except for in certain cases where staffing can't be managed. In those cases, children to be with siblings where possible.</p> <p>Snacks to be delivered to each room prior to the club to avoid them coming together.</p> <p>Additional cleaning hours to be put in place since classrooms will be busier until later.</p>	L		SP/KH (club leaders)	In place in September

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			<p>Cleaning equipment to be provided.</p> <p>Equipment in each room supplied purely for after school club so resources aren't shared (unless they are cleaned or quarantined).</p>				
Before school club normally puts children from different bubbles together	Spread of virus is more likely.	H	<p>To be run in the hall, with children in their own 'class bays' (see above), and with their own equipment. Staff to be in the middle of the group, not entering into any of the bays but supervising from that position. Class teachers will be on hand to manage any difficulties.</p> <p>Children to enter through the front door not touching anything and going straight to their class bay. They will be registered as the pass through the door, with no need for parents to come in.</p>	L	This will need careful monitoring as it's not so easy to manage.	SP and before school club staff	In place by Sept.
Not having the right equipment to hand when managing cleanliness / emergency situations.	Spread though shared touching.	M	<p>Ensure waste is managed carefully with lidded pedal bins in every room.</p> <p>Ensure a supply of disposable tissues in each room.</p> <p>Each staff member to have a personal supply of PPE (with spares kept centrally) so they can access any aspect of that (including disposable gloves) where necessary.</p>	L	Assign roles for ensuring these stocks are kept plentiful.	SP / LG	In place by September

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Name of Assessor	Sam Pater	Signature	
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### Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

Initial Review Date			
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Next Review Date	12 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	24 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

Initial Review Date	36 months from initial review		
Assessor's Signature		Date:	
Signature of Responsible Manager		Date:	

