

# RISK ASSESSMENT

<b>Educational Setting</b>	<b>All Saints' CEVCP School, Lawshall</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment
<b>Completed by &amp; Date</b>	Clare Lamb Headteacher 30 <sup>th</sup> November 2020
<b>Review Date</b>	<b>To be reviewed when further guidance is received from the DFE/ fortnightly checks by HT/ SBM</b>

<b>What are the hazards?</b>	<b>Who might be harmed and <i>how</i>?</b>	<b>What are you doing already?</b>	<b>What further action is necessary?</b>	<b>Action by whom/ when?</b>	<b>Done</b>
Social Distancing in school	Children and staff – spread of infection	<ul style="list-style-type: none"> <li>• Classroom space reviewed for each class to see how children can be seated to enable social distancing from staff.</li> <li>• Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved.</li> <li>• <b>ALL</b> staff will understand and ensure that <b>social distancing from children and other adults</b> is a priority at <b>ALL</b> times. Activities set up in class and seating positions will be based upon the principles of social distancing away from staff at all times.</li> <li>• Where staff work in the same area at the end of a school day or at break and lunchtimes– there needs to be strict social distancing of 2 metres or more. If the room has been used by a class or other member of staff then the surfaces and chairs need to be cleaned thoroughly with anti-bac spray.</li> <li>• Reduce the number of contacts between children and staff - children and staff will be organised into class 'bubbles'. Bubbles of groups will not be allowed to mix at any point in the school day.</li> </ul>			<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>



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Visitors to the school	Children and staff – spread of infection	<ul style="list-style-type: none"> <li>Visitors are asked to wear face coverings and sanitise hands on entry to school.</li> <li>Maintenance work and repairs are carried out after school hours where possible.</li> <li>Visitors maintain a 2 metre distance from staff and children.</li> <li>Visitors are not allowed in school if they have been in another school previously that day.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	SBM monitors all visitors. Vistors complete new sign in procedure	Completed
Personal hygiene	Children and staff – spread of infection	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li><b>Children will wash and/or sanitise their hands on arrival and on <u>leaving school</u>.</b></li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil’s hands at regular periods, including following breaks, before meals and following the use of toilets.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing reminders.</li> </ul>	All Staff	Completed  Completed  Completed
High temperature	Children and staff – spread of infection	<ul style="list-style-type: none"> <li>Check children’s temperatures if any child feels unwell.</li> <li>Carry out the above actions with staff</li> </ul>	<ul style="list-style-type: none"> <li>Parents are aware that if their child’s temperature is elevated they will be called to collect their child and</li> </ul>		Completed  Completed
Cross contamination of resources	Children and staff – spread of infection	<ul style="list-style-type: none"> <li>Resources in place to ensure that children have their own set of equipment.</li> <li>All soft furnishings and soft toys remain removed from classrooms.</li> <li>In EYFS and Year 1 ensure a reduction of resources and play equipment available for children to use at any one time.</li> <li>Ensure that toys with multiple small pieces (i.e. Lego, Duplo etc.) that are hard to clean on a daily basis are removed and put into storage.</li> </ul>			Completed  Completed  In place  Completed

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		<ul style="list-style-type: none"> <li>Thorough cleaning of classrooms and resources between groups of children.</li> <li>Classroom bases resources, such as books and games can be used and shared within the bubble- these should be cleaned regularly.</li> <li>Pupils and teachers can take books and other shared resources home but unnecessary sharing should be avoided.</li> </ul>			<p>In place</p> <p>In place</p> <p>In place</p>
Bringing items from home	Pupils and staff – cross contamination	<ul style="list-style-type: none"> <li>Children will not be allowed to bring items from home.</li> <li>If children bring items from home for comfort, these will be placed into a named zip wallet and placed in a special things box.</li> <li>Reading books can be taken home but will be quarantined when they come back to school for 72 hours to avoid cross contamination.</li> </ul>	Quarantine system for reading books in classes maintained		<p>In place</p> <p>In place</p> <p>In place</p>
PPE	Pupils and staff – cross contamination	<ul style="list-style-type: none"> <li>Staff will have access to visors, facemasks and gloves along with aprons when dealing with toileting accidents and first aid.</li> <li>Staff will have responsibility to maintain the condition and hygiene PPE equipment</li> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>The PPE station which has the correct PPE and information on correct use is in the HT office.</li> </ul>	<p>All staff have been sent a film about correct donning and doffing of PPE:  <a href="https://www.youtube.com/watch?v=vs9ZMSghbck">https://www.youtube.com/watch?v=vs9ZMSghbck</a></p> <p>SCC guidance poster for PPE:  <a href="https://www.suffolk.gov.uk/assets/Care-and-support-for-adults/working-with-acs/22-04-20-SCC-PPE-Guidance-Poster.pdf">https://www.suffolk.gov.uk/assets/Care-and-support-for-adults/working-with-acs/22-04-20-SCC-PPE-Guidance-Poster.pdf</a></p>		<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>



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Ventilation	Children and staff	<ul style="list-style-type: none"> <li>Ensure windows are open at all times in occupied classes, offices and school hall.</li> </ul>		All staff	Completed
Fire Safety		<ul style="list-style-type: none"> <li>Consider if any Personal Emergency Evacuation Plans (PEEPs) needed to be written for identified children.</li> <li>All emergency escape routes / doors are operational and kept clear.</li> <li>Staff and pupils will be reminded that if the fire alarm is activated that they must keep 2m distancing from other class bubbles when at the evacuation point.</li> <li>Liaison with Pre School has taken place regarding fire evacuation procedures</li> </ul>	Walk through fire drill carried out to show children where to line up safely.	Sept 2020	No PEEPs needed  checked daily  Fire Drill carried out – all in place  Completed
Access/Egress school building		<ul style="list-style-type: none"> <li>Allocated drop off and collection times at three school entrances – oak class door, main entrance, school gate.</li> <li>Staggered every 10 minutes to enable parents to drop off and leave school site before next class arrive/ leave.</li> </ul>	<ul style="list-style-type: none"> <li>Parents have a schedule of dropping off and collection with time slots and protocols.</li> <li>Parents informed to leave the school site immediately after drop off and collection.</li> </ul>	CL before school reopens	Completed  Completed
School bus children		<ul style="list-style-type: none"> <li>On arrival children sent/ taken to classes in bubbles.</li> <li>Going home, teachers put children on the bus in their bubbles.</li> <li>Staff placing children on bus to wear PPE when doing up and checking seatbelts.</li> </ul>			Bus routines now in place to ensure bubbles are maintained

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First Aid		<ul style="list-style-type: none"> <li>• The requirement to provide suitable first aid cover to all staff and pupils has been assessed with suitable first aid or paediatric first aid training provided.</li> <li>• First aid resources are available in various places across the school for staff to access.</li> <li>• Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>• All staff have undertaken refresher first aid training during lockdown.</li> <li>• Ensure plastic first aid aprons are in place when staff need to administer first aid, along with their PPE.</li> <li>• First Aid Policy has addendum for Covid</li> </ul>			<p>Completed</p> <p>In place</p> <p>In place – inhalers only</p> <p>Completed</p> <p>In place</p> <p>In place</p>
Waste		<ul style="list-style-type: none"> <li>• Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely</li> <li>• Flip top bins are in place in all classrooms and offices.</li> <li>• Bins should be emptied daily, ensuring that rubbish is not touched.</li> <li>• Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform cleaners and site staff on wearing PPE and procedures when emptying bins.</li> </ul>		<p>Completed</p> <p>In place</p> <p>In place</p>





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Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> <li>• The Health &amp; Safety Executive have recently updated the <u>Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek further advice and guidance from LA competent Health &amp; Safety Adviser if necessary</li> </ul>		Procedures in place should this occur
Administrative Staff		<ul style="list-style-type: none"> <li>• Review of working spaces has taken place to keep social distances and allow school office to function.</li> <li>• Offices are ventilated.</li> <li>• Due to room constraints where social distancing is not possible in the school office, access to other staff members into the school office is prohibited.</li> <li>• There will a maximum of two people permitted in the headteacher's office in order to maintain social distancing.</li> <li>• Staff needing to use the school phone must use the phone in their classrooms if children are not present or the phone in the HTs office. Handsets should be thoroughly sanitised before and after use.</li> </ul>	<ul style="list-style-type: none"> <li>• Hazard tape has been placed on the floor to indicate the exclusion zone and signage has been placed on the office door. Replace when worn.</li> <li>• Signage on HT office door.</li> </ul>		Screens in place

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Breakfast Club		<ul style="list-style-type: none"> <li>• Children are greeted at the front door by a member of the Breakfast Club staff.</li> <li>• Children apply hand sanitiser before entering the club.</li> <li>• Children sit in class bubbles, which are socially distanced from other bubbles.</li> <li>• Each bubble has their own equipment that is not shared with other bubbles.</li> <li>• Children go to their classes separately in order to maintain distancing between bubbles.</li> </ul>			All procedures in place.
Woodpeckers		<ul style="list-style-type: none"> <li>• Children apply hand sanitiser on entering the club.</li> <li>• Children sit in class bubbles, which are socially distanced from other bubbles.</li> <li>• Each bubble has their own equipment that is not shared with other bubbles.</li> <li>• When children access the outdoor area it is in separate key stages and class bubble must still remain separate from one another.</li> <li>• Key stage 2 children will be located in the school hall, which has been zoned in order to ensure social distancing is adhered to.</li> <li>• Snack foods and equipment(toaster, plates, knives) must be taken to the school hall at the start of the session in order to maintain social distancing.</li> <li>• In KS2 must continue to use their class bubble toilets.</li> <li>• Children in EYFS and Year 1 access a separate designated toilet in Oak Class toilets that have been cleaned at the end of the school day and children in Year 2 access their usual toilets.</li> </ul>			All procedures in place.

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## **Appendix 1: How to wear a face covering**

### **A face covering should:**

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least 2 layers of fabric (the World Health Organization recommends 3, depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

### **When wearing a face covering you should:**

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

### **When removing a face covering:**

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle