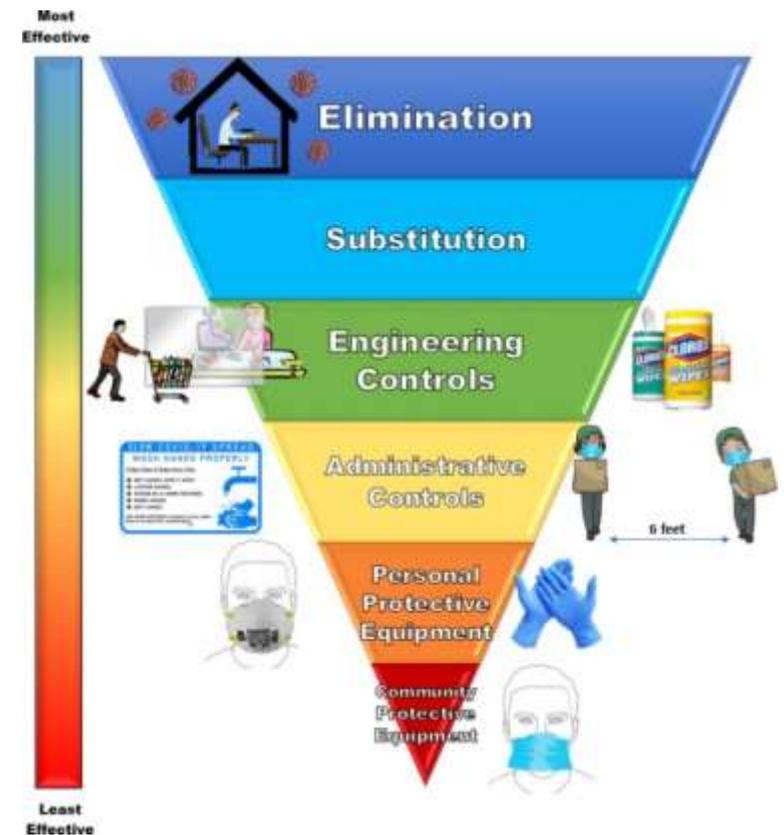


## Covid-19 Risk Assessment: Stowlawn Primary School

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

The cross-infection control measures considered in the risk assessment below are 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).



Stowlawn Primary School 9.7.20 for Sept 2020, reviewed and updated 3.9.20/ 21.9.20/ 7.10.20/ 23.11.20/

6.1.21/18.1.21/20.1.21/1.3.21



**Title:** Covid-19 Risk Assessment

Regular checks are made for the most up to date information and this is relayed to staff, students and parents using the school information systems – emails, newsletters, display screens and signage as appropriate

This risk assessment (and any updates) is sent to staff for consultation through Teams; a face-to face staff meeting was held on 17.7.20 where the Risk Assessment was reviewed with staff and their comments received and acted upon

This update (1.3.21) is made with reference to: DFE Schools Coronavirus (Covid 19) operational guidance Feb 21; City of Wolverhampton Council Covid Control Measures in School Settings – Feb 21 Important reminder; Joint Union advice for fuller opening Feb 21

Hazards	Who might be harmed	Controls Required (LA actions)	Risk Rating L/M/H	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying	<p><b>Updated H&amp;S instructions issued to all staff (see attached document)</b></p> <p><b>Lateral Flow Testing for primary school staff (Jan 2021)</b></p> <p>The school is participating in the Lateral Flow Testing for primary school staff programme. All school staff (teachers, TAs, office staff, lunchtime supervisors, caretaker, cleaners, Soccer 2000 staff) will be provided with home testing kits.</p> <p>Participation is voluntary (staff who are CEV or working from home due to illness or pregnancy do not need to take part). Participants will be expected to collect test kits and observe the instructions when using them, reporting their results to Test and Trace and to the school (both positive and negative) twice a week. Appropriate</p>	L			

	<p>health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>care will be taken (face coverings) when issuing kits and records will be maintained by the school.</p> <p>Staff who test negative will proceed with their duties as normal. Staff who test positive will be advised to self-isolate and follow instructions from Test and Trace. These cases will be reported directly to PHE and advice taken as to measures needed for contacts in school.</p>				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with</p>	<p><b><u>Promotion of good personal hygiene</u></b></p> <p>The ‘Hands. Face. Space’ campaign urges the public to continue to wash their hands, cover their face and make space to control infection rates and avoid a second peak</p> <p>Hand washing facilities with soap and water (ideally warm water) in place. Hand sanitiser available in all bubbles and where hand-washing facilities not immediately available.</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. Posters and information systems are displayed</p> <p>Stringent hand washing taking place. (in accordance with this <u>guidance</u>).</p> <ul style="list-style-type: none"> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>• Classes to teach children hand washing techniques.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Children to wash hands before and after eating a snack and before and after eating dinner.</li> </ul>	L	Regular monitoring by SLT	weekly	

	<p>you in relation to your operations</p>	<ul style="list-style-type: none"> <li>Hand sanitisers meeting a minimum of 70% alcohol content sited in any area where washing facilities not readily available. Staff providing their own hand sanitiser are advised to only use 70% alcohol content products. (Note; hand gel is no substitute for thorough and effective handwashing) For children: use a pea-sized amount of sanitiser and teach children to rub it in until hands are dry to avoid them putting fingers in their mouths</li> </ul> <p>Structured times built into the day for hand washing e.g. on arrival, break times, lunch, before going home. Staff and pupils have been informed of how to use sanitiser safely</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>Advice provided to all staff about putting used tissues in the bin immediately, washing hands with soap and water often – use of hand sanitiser gel if soap and water is not available, avoiding close contact with people who are unwell and not to touch eyes, nose or mouth if hands are not clean.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>Boxes of tissues have been provided for every classroom, replacements through site team when required.</p> <ul style="list-style-type: none"> <li>Appropriate receptacles for disposal of tissues which are emptied throughout the day.</li> </ul> <p>Lidded bins are provided in all bubbles, dining areas and staff areas, these are emptied at lunchtime and at the end of the day</p> <ul style="list-style-type: none"> <li>Pupils do not from share cutlery, cups or food.</li> </ul> <p>Drinking fountains are not in use. Staff and pupils to drink from their own bottles/cups. Pupils have been requested to bring their</p>				
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own water bottles. Sufficient supplies of plates, cups and cutlery have been purchased so that there is no need to wash and reuse during lunch service.

Pupils must not take fruit from shared fruit bowls

- Parents informed of hygiene expectations and advised to discuss with their children.
- Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home
- Areas are kept well-ventilated using natural ventilation where possible.

Internal and external doors may be propped open to facilitate ventilation; doors to food preparation areas are not propped open

Staff to staff contact:

Staff are reminded to:

- maintain 2m social distancing between one another wherever possible including when on playground duty, during breaks, during incidental conversations.
- Staff are reminded that they must not share any foods or treats (especially any foods that are in sharing tubs) or make drinks for other staff members
- observe good hand and respiratory hygiene
- remain vigilant to exposure to COVID-19 outside the school
- minimise Interactions between teaching staff and other school staff, including office / administrative staff
- minimise interactions between staff and parents/carers
- All staff complete movement tracking logs weekly to enable identification of staff in contact with any confirmed case

There is additional cleaning in staff shared areas / staff rooms

		<p>washing / sanitiser facilities are available in staff shared areas / staff rooms</p> <p>individual staff risk assessments have been made and action taken</p> <p>staff are provided with sanitising materials in each bubble</p> <p>all staff are provided with face coverings for use when in contact with groups of parents/ carers and when outside own bubble or within 2m of other staff within their own bubble</p> <p>regular reminders of staff to staff contact procedures</p>				
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Pupils sit at same desk each day which is thoroughly cleaned during and at the end of each day.</li> </ul> <p>Pupils are allocated seating spaces in all classes, facing forwards (except for EYFS). All desks and chairs are cleaned at the end of each day</p> <ul style="list-style-type: none"> <li>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&amp;S policy.</li> <li>Cleaning arrangements are reviewed regularly and necessary changes are made.</li> </ul> <p>Cleaners are provided with a map of all areas requiring cleaning. Cleaning staff are managed and have robust H&amp;S procedures in place for decontamination daily. Extra cleaning of touch points and toilet areas takes place daily at lunchtime; also emptying of lidded bins. Cleaners are provided with appropriate strength COSHH compliant cleaning products. Cleaning staff do not use dry cloths to polish desks, or dry buffers for corridor floors</p> <ul style="list-style-type: none"> <li>Increased 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, banisters, light</li> </ul>	L	Regular meetings with cleaning staff and any adjustments made	weekly	

		<p>switches, reception area / sign in tablets using appropriate cleaning products and methods.</p> <p>Priority surfaces and areas cleaned every day: these include surfaces, door handles, toilets, sinks, banisters, desks, shared items, toys, ipads etc. School staff are instructed to clean touch points and surfaces, shared toys/ equipment during and at the end of each day. Cleaning equipment (Dettol spray, anti viral wipes, cloths) is provided in all bubbles, hall and the dining areas</p> <p>Site teams are also carrying out additional cleans in the toilets / sink surfaces / handles at break times to ensure the surfaces are ready for lunchtime.</p> <ul style="list-style-type: none"> <li>• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> </ul>				
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p><b><u>Social Distancing</u></b></p> <p>2 metre distancing should be observed wherever possible</p> <ul style="list-style-type: none"> <li>• 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).</li> </ul> <p>Reception will remain closed to all but essential visitors/ contractors/deliveries. All visitors entering school are required to complete a form verifying their health status. All visitors receive clear instructions regarding hygiene and social distancing measures in school. Contractors directed to use staff toilet in reception area only. This toilet is otherwise closed to all but staff members in the office bubble. Hygiene station at front entrance. Lettings have been cancelled.</p>	L	Regular reminders and presence by SLT	daily	

	<p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>Implementation of social distancing –</p> <ul style="list-style-type: none"> <li>• Entering/Exiting school: a one-way system “drop and go” system has been implemented along with staggered entry/exit times to maintain social distancing between bubbles and parent/carers</li> <li>• The school has been arranged into “bubbles” of 2 classes separated by a staff break area (no entry for pupils) with access restricted to specific toilets (staff and pupils) and separate playgrounds (a maximum of 30 children and 2 staff occupy each class, with the exception of Y1J and Y2 where there are extra staff to support SEND pupils and Y3 which has 31 pupils). Nursery have extended space and staffing to accommodate their needs. Staff food preparation areas separate from break areas have been designated</li> </ul> <p>Care is taken to ensure that toilet use is managed so that overcrowding does not take place (eg sending pupils in small groups, supervision)</p> <ul style="list-style-type: none"> <li>• Cohorts are kept together and wherever possible different groups are not mixed.</li> </ul> <p>Staff movement is restricted to bubbles wherever possible</p> <p>The same teacher / staff members are assigned to each group and stay the same during the day</p> <ul style="list-style-type: none"> <li>• Desks are spaced as far apart as possible.</li> <li>• Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day.</li> <li>• Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering</li> </ul> <p>Extra dining space has been allocated to allow for each bubble to have a separate dining time. Each bubble has their own separate</p>				
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play space. Pupils using the dining hall line up in the hall to reduce number of children in the corridor at any time.

- Staff reminded daily of the importance of social distancing both in the workplace and outside of it.

Staff are reminded regularly of the H&S rules regarding hygiene and distancing. Staff do not share desks or equipment and any shared equipment is sanitised after each use. If this is not possible equipment is removed from use for 48 hours (72 hours for plastics). All non-essential gatherings e.g. staff meetings are cancelled or take place remotely.

#### **Staff measures**

- Redesigning processes / rooms to ensure social distancing in place. (see staff areas above)

Conference calls to be used instead of face-to-face meetings.

Meetings are limited and where possible ICT utilised

- Social distancing also to be adhered to in staff rest areas and when on playground duty
- Staff are advised to sit beside pupils if one-to-one teaching is needed; a face covering may be worn if it is necessary to be in close proximity to a child
- Staff should stay at a 2m distance from pupils and other adults wherever possible
- 2 metre rule observed in staff areas. Staff have allocated break areas within each bubble; separate food preparation areas allocated with number of staff in the area restricted; staff do not remain in these areas and sanitise after use
- Management checks to ensure this is adhered to.

#### **Pupil measures**

- Pupils are reminded about 2m social distancing daily and this is reinforced with KS2 pupils and with KS1 pupils where possible
- Sufficient space is given in class and play areas for social distancing to take place
- If pupils consistently fail to obey social distancing rules (eg by leaving bubbles) due to behaviour issues, parents are contacted and a support plan is put in place
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**Parent controls**

- Parents discouraged from gathering at school gates and regularly reminded regarding social distancing and requested to wear face coverings. (Parents are reminded regularly by text and newsletter regarding the need to observe social distancing and wear face coverings; they are also advised to minimise the number of adults accompanying pupils to/ collecting from school and about using the one way system)

**Reducing contact point activities**

- School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.
- School will cease hand shaking of children and visitors.
- Any display boards which promote or encourage touching due to a sensory element are temporarily taken down.
- 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. Teaching staff in each bubble are instructed to shut fire doors at the end of each day or when no one is occupying the bubble (eg during PE/ outdoor activities)

**Delivery of items to homes**

		If it is necessary for staff to deliver any items to homes (eg home learning packs, resources etc) appropriate distancing and hygiene measures take place (staff should leave any items at a distance to the home and not have close contact with parents/ carers or pupils, wear face coverings and sanitise hands)				
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your 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><b><u>Dealing with a suspected/ confirmed case (staff and / or pupil)</u></b></p> <ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>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.</li> </ul> <p>2 isolation rooms are designated and PPE is provided in each room (primary room: music room; additional room: small group room off central area)</p> <ul style="list-style-type: none"> <li>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.</li> <li>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated</li> </ul> <p>Cleaning staff are instructed by HT or DHT to perform a deep clean if these rooms are used</p> <ul style="list-style-type: none"> <li>If a member of staff becomes symptomatic regular remote contact will be maintained.</li> <li>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</li> </ul>	L	Staff and pupil monitoring	daily	

		<p>with them and will take advice on any actions or precautions that should be taken.</p> <p>Where staff/students have symptoms, the school is informed by email or telephone absence. Set procedures are in place for reporting absence safely. This information has been sent to staff and parents through the school information systems.</p> <p>New advice re self isolation 14.12.20</p> <p>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exceptions to return following a negative test result are where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact, or if other members of their household are symptomatic.</p> <p>If someone with symptoms tests positive, they should follow the <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> and must self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than a persistent cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill if they have symptoms, or from the date the test was taken if asymptomatic. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for 10 days from the day after contact with the individual who tested positive.</p>				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Pupils</p>	<p>Curriculum</p> <p>Physical activity: prioritise outdoor activity when possible; maximise ventilation in hall (if using) by opening doors and windows; prioritise</p>				

	<p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>sanitising on entering and leaving hall; ensure equipment is sanitised and/or isolated for 72 hours after each use</p> <p>Music/ Dance/ Drama: please observe specific guidance:</p> <p>All pupils should have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place.</p> <p>Additional mitigations, such as extended social distancing, were previously required for singing, and playing of wind and brass instruments given concerns that these were potentially higher risk activities. Department for Culture, Media and Sport (DCMS) has commissioned further scientific studies to be carried out to develop the scientific evidence on these activities, which has allowed the government to reconsider appropriate mitigations and further research is continuing.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at <a href="#">working safely during coronavirus (COVID-19): performing arts</a>. <b><u>Further information can be obtained from the school’s music leader (A Finch)</u></b></p>				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p>	<p><b><u>Controlling other users of building (visitors / contractors)</u></b></p> <p>Allocated times for collections/appointments/deliveries</p> <p>Signage is displayed in the school main entrance giving advice about the virus.</p> <p>All visitors to school are required to complete a check list and declare themselves to be symptom free before permitted entry. All</p>	<p>L</p>			

	<p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>visitors are given a copy of Covid 19 arrangements in school. All visitors are requested to wear face coverings when moving around the building</p> <p>Anyone showing symptoms will be asked to go home, this includes staff / students / visitors or parents.</p> <p>The school will contact users and inform them of usage expectations:</p> <ul style="list-style-type: none"> <li>• Compulsory handwashing / use of sanitiser before entering school.</li> <li>• Restrictions or suspensions of building usage. No use of building for out of hours lettings</li> </ul>				
<p>Fire/ other emergency</p>	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p><b><u>Emergency procedures</u></b></p> <ul style="list-style-type: none"> <li>• All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils’ parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>• 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.</li> </ul> <p><b>Fire/ Lockdown/Evacuation</b></p> <p>Fire evacuation procedures are in place and reviewed regularly, practise fire drills are regularly undertaken</p>	<p>L</p>			

	<p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p>The usual fire checks (alarm and sprinkler systems etc) are maintained</p> <p>Staff and students reminded about safe evacuation and maintaining social distancing, particularly at the assembly point</p> <p>Lockdown/ evacuation procedures are in place. <b>In the event of total evacuation of the premises temporary evacuation procedures are in place</b></p> <p>Staff are aware of need to close classroom doors that are open for hygiene reasons if evacuating the building</p>				
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in</p>	<p><b>First Aid</b></p> <p>PPE is available for all first aiders. (16.6.20 DFE clarified that PPE is not required to perform First Aid on a child/ adult who does not have symptoms of Covid 19; normal precautions (use of gloves, handwashing) should still be taken)</p> <p>Where possible, all direct contact should only be carried out while maintaining social distancing measures – a distance of at least 2 metres (6 feet). Where this is not possible, use measures such as physical barriers and alternative working practices and, as a final measure, the use of personal protective equipment (PPE) based on risk assessment, where other safe working systems alone may not be feasible or may be insufficient to mitigate the risk of transmission of the virus.</p> <p>If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a dynamic risk assessment and adopt appropriate precautions for infection control.</p>	<p>L</p>			

	<p>contact with you in relation to your operations</p>	<p>In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</p> <p>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available. Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the <a href="#">NHS website</a>.</p> <p>Use of defibrillator: this is situated in the Willows entrance-follow the instructions</p> <p>Updated First Aid guidance (HSE Aug 2020)</p> <p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p> <p>If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p><b>Preserve life: CPR</b></p>				
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- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don’t** do rescue breaths

**Prevent worsening, promote recovery: all other injuries or illnesses**

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

**After delivering any first aid**

		<ul style="list-style-type: none"> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</li> <li>• Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</li> </ul> <p>Administration of medicines: this will only take place if the medicine cannot be given at home (ie 4 doses a day). Asthma inhalers will be handled by the pupil and any creams will be administered by the pupil under supervision or, if the child is not able to do this him/her self the parent will be requested to attend school to do so. Hands to be washed before and after administering medicine.</p>				
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically</p>	<p><b><u>Personal Protective Equipment (PPE)</u></b></p> <p><i>“In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.” Op guidance Feb 21</i></p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> </ul>	L	Regular checks that PPE is available Office staff	weekly	

	<p>comes in contact with you in relation to your operations</p>	<ul style="list-style-type: none"> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used”</li> </ul> <p>Staff are provided with the correct PPE when social distancing is not possible. This will include specialised areas such as first aid and personal care/close contact work with students.</p> <p>Staff are also provided with face coverings for contact with groups of parents/carers and where 2m social distancing cannot be maintained</p> <p>Extra PPE will be available for staff if they require it due to personal anxiety or other reasons that staff may feel they need to wear PPE; this is in support of their wellbeing. NB: PPE provided is not of medical grade</p> <p>Where PPE is used it is NOT to be reused by anyone else. This includes any PPE used within curriculum lessons.</p> <p>Guidelines are given to staff for safe removal of PPE/ face coverings</p> <p>Pupils attending school wearing face coverings are asked to remove them and they are sent home with the parent/ carer. If this is not possible, pupils are required to dispose of face coverings in the contaminated waste bins provided for each class.</p> <p>PPE must not be taken home (this includes PPE issued to visitors who attend school on a regular basis)</p> <p>Face coverings are worn when staff are not in their own bubbles except when outside. Most recent guidance from DFE: face visors or shields should not be worn as an alternative to face coverings</p> <p>Staff are recommended to wear face coverings when not in their own bubbles, when moving around the building, in contact with parents/ carers, visitors to school and at any time when 2m distancing cannot be maintained between staff members etc Staff are not recommended to wear face coverings within their bubbles unless they are advised to do so due to medical conditions. School is</p>				
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		<p><u>sensitive to the needs of staff/ parents etc who are exempt from wearing face coverings.</u></p> <p>All visitors who are working with pupils are required to provide and wear their own PPE</p>				
Teacher / staff shortage	Pupils/other staff	<ul style="list-style-type: none"> <li>• School monitors daily any staff absence (any staff working from home are required to check in safe and well weekly).</li> <li>• 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.</li> <li>• Daily report to the HT on number of absences and symptoms.</li> <li>• Weekly summary data for each class to HT.</li> </ul> <p>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>If there is any shortages of teachers, then Level 3 teaching assistants may be allocated to lead a group, working under the direction of a teacher.</p>	L			
Safeguarding lead not able to attend school, be available	All staff and pupils	<p>Several DSLs are trained in the role and can be either on site or available remotely</p> <p>Access to LA support is available</p> <p>Safeguarding training/update for all staff takes place before children return to school in September</p> <p>School operates within the guidelines of KCSiE and the safeguarding addendum published on the school website.</p>	L			
Use of school transport/ public services	Students, staff, visitors	<p>Follow Government Guidance on the use of public transport. (Use of masks compulsory from 15 June 2020)</p> <p>All staff and students have been reminded about covering their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. Putting used tissues in the bin immediately, washing hands with soap and water often – use of hand sanitiser gel if soap and water is not available, trying to avoid close contact with people</p>	L			

		<p>who are unwell and not to touch eyes, nose or mouth if hands are not clean.</p> <p>Staff do not transport pupils in their vehicles.</p>				
Educational off site visits	Students, staff, visitors	<p>Off-site visits are restricted to outdoor spaces in the local area. A robust risk assessment will take place if any local visits take place. This will be reviewed as more venues open and we can be sure that children and staff will be safe to visit. Swimming is cancelled until government advice for the opening of pools is received and will only recommence following a robust risk assessment has been agreed with the provider</p>	L			
Staff member classed as a 'vulnerable person' with a specific illness (clinically vulnerable)  Contracting Coronavirus and their illness worsening	Staff	<p>CEV staff are working from home until 31 March 2021 or until further notice from Government</p> <p>CV staff and those staff over the age of 60 are reminded to take extra care to follow all procedures.</p> <p>All staff have completed an individual risk assessment; any staff in Amber category have been considered as higher risk and advice given regarding taking extra care to follow all and any additional procedures.</p>	L			
Pupil classed as a 'vulnerable person' with a specific illness  Contracting Coronavirus and their illness worsening	Pupil	<p>Individual risk assessments in place for any pupil with a specific illness/ vulnerability (none at present)</p>	L			
Pregnant women in school  Contracting Coronavirus	Pregnant woman	<p>Pregnant staff have taken advice from medical professionals and are working in school</p> <p><b>There are no pregnant staff in school at present</b></p>	L			

Staff who may otherwise be at increased risk from coronavirus (COVID-19) (eg BAME staff)  Contracting Coronavirus	BAME staff	Staff who may otherwise be at increased risk from coronavirus are risk assessed and account is taken of any underlying health issues, (esp heart disease, hypertension, Type 2 diabetes), persons of Bangladeshi/ Pakistani origin; adverse living conditions (over-crowding etc) which may impact on risk  Staff are informed of the increased risk, to take extra care to follow all and any additional procedures and their health is monitored carefully	L			
Lack of testing of systems and facilities within the school and its grounds  Contracting Coronavirus	All occupants	Statutory testing plan in place and is up to date  Essential checks such as for fire and legionella have continued  Prior to opening, the fire alarm call points, sounders and emergency lighting has been checked by the Site Manager.  All toilets, taps (internal and external) and showers are flushed for 5 minutes weekly	L	Regular testing by site team	As required	
Manual handling when having to move furniture, equipment and resources  Upper limb disorders  Back injury  Strains	Site Manager and other school staff	Trained employees move larger/heavier items  Where possible maintain social distancing  Trolleys and other manual aids used  General information about safe manual handling provided to staff	L			
Contracting/spreading Coronavirus	All occupants	<b>Equipment, welfare facilities, play equipment</b>  Water fountains, dishwashers are not to be used  Shared equipment (eg Fridges / microwaves/ kettles): surfaces must be wiped after each user (wipes are provided)	L			

Phones: ideally fixed phones should only be used by one person. If sharing is unavoidable, phones are cleaned between each use. Phones should not be passed from one person to another during a call. Mobile phones should not be shared.

Signage displayed reminding staff to wash their hands before and after use.

Staff must bring in and keep all their own items in their space. They must not share anything where possible with anyone. This includes bringing own cups, containers of food and keeping these with them. Food is not shared and drinks are not made for other staff

Shared areas have minimal use.

School staff must use their own laptops, ipads, pens, pencils etc.

Hot water point in staff room can be used but will require individuals to wash hands before and after use. (wipes will be provided)

Fixed play equipment must not be used and is taped off and out of use. (New guidance 30.6.20 states that play equipment can be used under strict hygiene controls. As we cannot comply at present, fixed equipment will continue to be out of use. This includes the play train in the woodland area)

Each bubble has its own playground equipment which is sanitised regularly

Soft furnishings and soft toys etc are removed from all classrooms. EYFS dressing up clothes are washed weekly or taken out of use for 48 hours. A disinfectant fogger has been purchased so that soft furnishings can be sanitised weekly

		<p>Sports equipment is thoroughly cleaned between each use by different individual groups including PE mats</p> <p>PE equipment is either sanitised thoroughly after use or removed from the hall for 48/72 hours out of use time.</p> <p>Only classroom resources that can be cleaned and sanitised should be used. If resources are used that cannot be cleaned and sanitised (eg fabrics) they must be taken out of use for at least 48 hours at the end of the session/day.</p> <p>Lessons where resources are passed around should be avoided.</p> <p>Musical instruments may be used but must not be shared and must be sanitised after each use</p> <p>Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are not allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Pupils are provided with clear, wipeable bags to use for reading/ homework books. Books are sent home on Mondays, returned on Fridays and kept in school for 48 hours before re-use.</p>				
Impact on physical and mental health	Staff/ pupils	<ul style="list-style-type: none"> <li>• Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>• There is regular communication of mental health information and has an open-door policy for those who need additional support.</li> <li>• Staff are aware of pupil's mental health; any child in need reported to pastoral team</li> </ul>	L			

		<ul style="list-style-type: none"> <li>Workplace well-being charter in place. Crest H&amp;S officer continues to support well-being with information for staff</li> </ul>				
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	Name	Position	Signature	Date	Review Date
<b>Risk Assessor</b>	E Thomson	DHT/ H&S		9.7.20 3.9.20 21.9.20 7.10.20 23.11.20 6.1.21 (lockdown) 18.1.21 (reviewed in line with joint union risk assessment) 20.1.21 (reviewed in line with LA guidance)	as required

				1.3.21 (reviewed prior to reopening on 8 March 2021)	
<b>Line Manager</b>	K Charles	HT		9.7.20  3.9.20  21.9.20  7.10.20  23.11.20  6.1.21 (lockdown)  18.1.21 (reviewed in line with joint union risk assessment)  20.1.21 (reviewed in line with LA guidance)	as required

				1.3.21 (reviewed prior to reopening on 8 March 2021)	
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