

Coronavirus (COVID-19): risk assessment for pupils and staff at school

Gresham Primary School

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| Assessment conducted by: Karen Steele, Tracey Butler Kemp & Francesca Sporle | Job title: Head teacher, deputy head teacher & business manager. | Covered by this assessment: pupils, staff and parents/carers, visitors. |
| Date of assessment: 13.07.20 | Review interval: in line with government updates | Date of next review: 21.09.20 |

| Risk rating | | Likelihood of occurrence | | |
|---------------|---|--------------------------|----------|------------|
| | | Probable | Possible | Remote |
| Likely impact | Major Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| | Severe Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| | Minor Causes physical or emotional discomfort. | M | L | L |

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

Please note: ‘Priority Group’ refers to children who are attending outside of their own class rota: children of key workers and vulnerable pupils.

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
|---------------------------|--------------------------------------|---|---------------------|-----------|-----------|---------------------------------------|
| Awareness of policies and | H | <ul style="list-style-type: none"> • All staff are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy | Y | All staff | September | L |

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| procedures | | <ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Guidance on full opening - Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, - guidance on implementing protective measures in education and childcare settings - guidance on critical workers - guidance on vulnerable children and young people • The relevant staff will receive any necessary information that helps minimise the spread of infection. • The headteacher will send the government Covid-19 updates to all staff. • The school keeps up-to-date with advice issued by the DfE and local authority. • Staff are made aware of the school's infection control procedures in relation to coronavirus. Staff may be called to discuss more personal control procedures. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via daily class talks and are informed that they must tell a member of staff if they begin to feel unwell. • Confidentiality Policies are followed at all times – this includes withholding the | | | | |

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| | | names of staff and pupils with either confirmed or suspected cases of coronavirus. | | | | |
| Poor hygiene practice | H | <ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • Pupils wash their hands with soap when they arrive at school (at their classroom sink) before and after break times and lunchtimes for no less than 20 seconds. • Pupils wash hands before and after PE. • Paper towels used for drying hands can go in the usual classroom bin. Tissues should be put in the specially allocated small white bins. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. These can be used by adults. Children should wash their hands. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <u>guidance</u>. • Bar soap is not used – liquid soap dispensers are installed and used instead. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant the Health and Safety Policy. | Y | All staff and pupils | September | M |

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| | | <p>Cleaning will take place before school opens and at lunch times.</p> <ul style="list-style-type: none"> • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. • Toilets will be cleaned more regularly. • If a pupil intentionally, knowingly and repeatedly flaunts hygiene measures (despite reminders) they may be asked to return home to protect the health of the school community. • Kitchen staff follow AIP protocols and have separate risk assessment. | | | | |
| Ill health | H | <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss of taste/smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil who displays signs of being unwell is immediately taken outside or to the medical room. No other children will be permitted into this area and any adult supervising the child should strictly adhere to the 1m+ distancing rules. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The supervising adult or member of the office staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures | | All staff, pupils and parents | September | M |

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| | | <p>are followed in accordance with those outlined in governmental guidance.</p> <ul style="list-style-type: none"> • Unwell pupils who are waiting to go home are kept in an area where they can be at least 1m+ away from others. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use medical room toilet to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. | | | | |
| Spread of infection | H | <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately, using PPE at all times. • PPE ready bags will be used so staff can easily access what they need. • Emergency buckets with spray will be made available. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. Soap and paper towers will be available in each classroom. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell or believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus or live with someone | Y | All staff, pupils and parents | September | M |

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| | | <p>displaying symptoms of coronavirus, must self-isolate for 14 days before returning to school, or until they receive a negative test result.</p> <ul style="list-style-type: none"> • Pupils queue 1m+ apart at entrances and exits to avoid risks of transmission. • Pupils' temperatures will be taken at the start of the day. They will be taken outside before they enter their classroom. The member of staff doing this can choose to wear PPE. If a child's reading is 'amber' or 'red' they will be kept outside or taken to the medical room. • If a child is unwell with Corona Virus symptoms, parents will be expected to seek a test and inform the school of the outcome without delay. • If the outcome is a positive result, the whole school will be informed; the school will phone public health and the LA. Close contacts will be sent home to self-isolate for 14 days. The school will organise a deep clean for the affected areas. | | | | |
| Poor management of infectious diseases | H | <ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms to a senior member of staff. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented as much as possible and staff are given the option to wear PPE. • The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | | All staff | September | L |

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| Lack of communication | M | <ul style="list-style-type: none"> • Any member of staff reports immediately to the headteacher or deputy headteacher about any cases of suspected coronavirus, even if they are unsure. • The headteacher contacts the local HPT (Health Protection Team) immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. <p>HPT contact details:</p> <ul style="list-style-type: none"> • PHE South London Health Protection Team, Floor 3C Skipton House, 80 London Road, London, SE1 6LH • 0344 326 2052 • phe.slhpt@nhs.net • slhpt.oncall@phe.gov.uk • Schools contact their local HPT for specific recommendations for their school • Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. | Y | All staff and parents | September | L |
| Partial school closure | M | <ul style="list-style-type: none"> • The school communicates with parents via a letter regarding any updates to school procedures which are affected by the coronavirus pandemic. • Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. • Pupils working from home are assigned work to complete via Google Classroom. Teachers who are not responsible for a class will maintain regular email contact giving feedback to home learners. | Y | Leaders and teacher | September | L |

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| | | <ul style="list-style-type: none"> • The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. Additional guidance released in regards to using online video calling are adhered to. • The headteacher supports all pupils to access school work and the necessary reading materials at home. • The headteacher works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. • The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to pupils. | | | | |
| Emergencies | H | <ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the | | Office staff | September | M |

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| | | <p>management of medical emergencies – medical emergencies are managed in line with this policy.</p> <ul style="list-style-type: none"> In the event of a fire, the school will follow the Emergency Evacuation Policy and Fire Evacuation Plan will be followed. When lining up on the playground, children will stand with an ideal distance of 1m+ from each other. | | | | |
| Teaching, Learning and pupil well-being | H | <ul style="list-style-type: none"> Class bubbles of either 30 or 32 will be kept from other bubbles where possible (no assemblies or large gatherings, staggered playtimes). Pupils should be seated facing the front in rows in KS2. Teacher to remain at the front of the class where possible. Books can be brought from home, but cleaned when replaced or left for 48hours. Where possible, children should be given their own equipment/stationery. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. The computer suite can be used by difference bubbles, equipment (e.g. key board) should be wiped down after use. Information for parents regarding learning, wellbeing and online safety to | Y | <p>All staff</p> <p>Pupils and parents</p> | September | M |

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| | | <p>be sent out to parents to support them over the summer break.</p> <ul style="list-style-type: none"> • The school will be initiating a 'catch up' view of the curriculum whilst ensuring it remains broad and balanced. Teachers are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. • Leaders and teachers will prioritise wellbeing through daily discussions, weekly PSHE and Philosophy for Children and communication with parents. • Additional time should be given to transition 'meetings' between teachers, including a discussion surrounding pupils' wellbeing and engagement in home learning. • On PE days, children come in wearing their PE kits. | | | | |
| School Premises | H | <ul style="list-style-type: none"> • One parent/adult will drop off their children/child at an allotted time. • There will be staggered pick up and drop off times for different classes. • Parents/carers or other children are not permitted on the school site (including the playground). The children will be escorted by the class teacher. • The front car park will be used to enable parents to queue 1m+ apart. • Parents will be asked to arrive on time to reduce risk of congestion. • A reminder of school opening to be sent to parents/carers on the inset day reiterating key points. • A one-way system will be used through the school to reduce mixing. The infant doors by Year 3 used as an exit. The | | All staff, pupils, parents and potential visitors | In place | M |

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| | | <p>door by the girls' toilets used as an entrance. The door by the boys' toilets used as an exit. The door by Y2 used as an entrance. The main corridor only used by staff.</p> <ul style="list-style-type: none"> • Staff and pupils using the upstairs classrooms should descend down the stairs opposite Year 4N classroom and ascend the stairs opposite the Year 5 classroom. • If the hall is in use, pupils can exit through the fire exit and enter through the doors nearest the office area. • Classroom doors left open and windows open as much as possible. • Teachers to escort children to drop/off collection points. • The small study room to be used by Year 6 and those having Croydon Literacy (cleaned between when necessary). | | | | |
| Outside Space and Playtimes | H | <ul style="list-style-type: none"> • Boxes of play equipment will be allocated to each class. • Kitchen will be re-open – separate risk assessment from AIP • Key Stage 1 lunch: staggered timings, school dinners and packed lunch to be eaten in the dining hall at class specific tables. • Tables to be wiped down between use. • There will be extra supervision and support. • Key Stage 2 lunch: school dinners to be eaten in the dining hall; packed lunches to be eaten outside (inside classrooms if poor weather). • A one-way system will be used in the dining hall and queuing should be predominantly outside under the canopy. • Classes will play with own class; where possible key stages will be separated onto playground or field. • The large play equipment will be used on a weekly rota – one week per class. It will be cleaned on Friday. | Y | All staff and pupils | September | M |

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| | | <ul style="list-style-type: none"> Toilets will be supervised to ensure good handwashing and a limit of 5. First aiders to have PPE equipment available to them. | | | | |
| Those with medical conditions (asthma/diabetes) | H | <ul style="list-style-type: none"> Staff on lunch time duty to be aware of those with medical needs and remind them of social distancing. Teachers to spend some time each day discussing the school routines and social distancing expectations – particularly before going out to play. | Y | All staff | September | M |
| Extra curricula | H | <ul style="list-style-type: none"> Breakfast club and afterschool club currently not running; will be reassessed middle of September. After school activities currently not running; will be reassessed middle of September. No trips organised or planned. Reassess in October. Peripatetic teachers (e.g. piano, violin, soundstart) to start in September. Headteacher has developed a protocol: handwashing before and after; own instruments used, specific areas to teach; wiping down of any shared resources; timetable to be used to allocate specific time slots. Cleaning regime organised from timetable. | | Head teacher and Deputy | September | M |
| Staff lack of Social Distancing | H | <ul style="list-style-type: none"> Staff avoid contact with people who show symptoms of coronavirus, both in and out of school. Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times. Where practicable, staff always keep at least 1m+ apart and avoid close proximity interaction. | | All staff | September | M |

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| | | <ul style="list-style-type: none"> • Where close proximity interaction (being less than 1m+ apart) cannot be avoided, staff are instructed to: <ul style="list-style-type: none"> ○ Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. ○ Work facing away from each other or side-by-side, where possible, instead of face-to-face. ○ Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. ○ Limit close proximity interaction to 5 minutes at a time. • Where group gatherings must occur in larger numbers or higher frequency remote meetings are arranged or meeting takes place outside or large space. • Contact with parents is minimised and alternative arrangements are in place. Email and phone calls will replace face-to-face meetings. • Where staff cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. | | | | |
| Staff ill health | H | <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing a high temperature and loss of taste/smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, is immediately sent home and must take a | Y | All staff | In place | M |

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| | | <p>test. They should call 111 for advice or 999 if they become seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> • Staff ensure that any unwell members of staff who are waiting to go home are moved to an outside area or the medical room. • Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated. • Members of staff who have any concerns should talk to the head teacher. | | | | |
| Staff spread of infection | H | <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE. • Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. • Staff must not enter the school premises if they show signs of being unwell or believe they have been exposed to coronavirus. They must inform the headteacher immediately and detail anyone they have been in close of prolonged contact with. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the local and national guidance. • Staff inform the headteacher when they plan to return to work after having coronavirus. • Staff notify the headteacher if they have an impaired immune system or a medical condition that means they are more vulnerable to infections – alternate | | All staff | In place | M |

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| | | <p>working arrangements are put in place where required.</p> <ul style="list-style-type: none"> • Any additional provisions for staff who are more vulnerable to infections are put in place by the headteacher. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to a senior member of staff. • If equipment shared, this should be wiped down after use. • If communal use of equipment, e.g. photocopiers, telephones etc gloves should be worn. • Telephones should be used on speaker phone wherever possible. • All communication with the office should be done via telephone or email. • Staff who wish to access the office area, toilets or staff room should assess whether access is appropriate at that time (whether social distancing can be adhered to if entered) before entering. • Doors should be open at all times to minimise the touching of door handles. • Staff should wash their hands regularly and use hand sanitiser where washing is not possible. • Only one member of staff to use the toilet at any one time. | | | | |
| Poor staff wellbeing | M | <ul style="list-style-type: none"> • Communication channels are available to all staff, who are required to communicate with their line manager. • Staff know that they can raise concerns with any senior member of staff, e.g. about their commitments, health, workload and mental wellbeing. • Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction. | | Leaders and staff | In place | L |

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| | | <ul style="list-style-type: none"> Staff are encouraged to discuss with their line manager how to manage their workload and balance their commitments, e.g. caring for dependants. Staff are aware of how to report sickness, how long to stay away from the school, and how they will be paid during their absence. | | | | |
| Staff Emergencies | M | <ul style="list-style-type: none"> All staff members' emergency contact details are up-to-date, including alternative emergency contact details, where required. Staff members' alternative contacts are contacted where their primary emergency contact cannot be reached. 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. | | Office staff | In place | L |
| Other Visitors | H | <ul style="list-style-type: none"> There will be no parent visitors at any time. This will be communicated via letter/email and signage. The main gate or vehicle gate will be used for other visitors (e.g. deliveries, maintenance) Wherever possible, deliveries will be left outside the office area. Only essential and well planned access will be granted. On site visitors will be kept to a minimum where possible. Those who require access to the school will have notified the school in advance and a plan around their visit organised (e.g. which rooms they need, how access will be granted and how cleaning will be undertaken). Visitors will be required to wear mask and gloves. | | Leaders | In place | M |