

Coronavirus (COVID-19): risk assessment for partial opening of Gresham Primary School

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; 2.11.20; 4.01.21	Review interval: in line with government updates	Date of next review: 04.02.21

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).

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 procedures	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 • 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 opening - Supporting vulnerable children and young people during the 	Y	All staff	In place	L

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
		<p>coronavirus (COVID-19) outbreak guidance,</p> <ul style="list-style-type: none"> - guidance on implementing protective measures in education and childcare settings - guidance on critical workers - guidance on vulnerable children and young people <ul style="list-style-type: none"> • 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 – 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 names of staff and pupils with either confirmed or suspected cases of coronavirus. 				

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
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, when they return from breaks, when they change rooms (e.g. using the hall) and before and after eating 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. Children with diagnosed skin conditions are permitted to use their own soap. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant the Health and Safety Policy. Cleaning will take place before school opens and at lunch times. • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. 	Y	All staff and pupils	In place	M

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
		<ul style="list-style-type: none"> • Additional cleaning of toilets will take place at lunch time. • 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. • Any surface used for eating should be wiped after use. <p>If the kitchen is in use:</p> <ul style="list-style-type: none"> • Pupils do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use. • 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 2m 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. • Any pupils displaying any signs of illness (e.g. typical cold symptoms) are not to attend school and will be sent home if brought to school. • The supervising adult or member of the office staff calls for emergency assistance immediately if the pupil's symptoms worsen. 	Y	All staff, pupils and parents	In place	M

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
		<ul style="list-style-type: none"> • 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 are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least 2m 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 	Y	All staff, pupils and parents	In place	M

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
		<p>premises if they show signs of being unwell or believe they have been exposed to coronavirus (including cold symptoms).</p> <ul style="list-style-type: none"> • Children who have displayed symptoms of coronavirus should isolate for 10 days. • Those living with someone who displays symptoms should isolate for 10 days (or until a negative test result is received). • Pupils queue 2m apart at entrances in class bubble and exits to avoid risks of transmission. • Pupils' temperatures will be taken twice a day – once at the start of the day and at lunchtime. 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. 37.8 or above is considered a high temperature. • 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 10 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 PPE to wear. 		All staff	September	L

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
		<ul style="list-style-type: none"> The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 				
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 Department of Education coronavirus helpline (0800 046 8687) immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. The LA is also informed. Schools put into place any actions or precautions advised by their local HPT. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. Important whole school or whole class communication should be sent through email (not Google Classroom) Class emails to be used to communicate efficiently with parents regarding the own child. 	Y	All staff and parents	September	L
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. 		Office staff	September	M

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
		<ul style="list-style-type: none"> 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. 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 2m from each other. 				
Specific partial opening considerations	H	<p>Those attending school – Priority Group – sent letter outlining expectations:</p> <p>Safety</p> <ul style="list-style-type: none"> One parent/carer at drop off/collection. Social distancing at all times. Masks to be worn by all parents/carers who can. Drop and go. Whilst in the car park, children must be kept near and not allowed to run around or mix with others. Families to adhere strictly to government rules and guidance. Please do not approach members of staff – any communication should be by phone or email. Keep poorly children at home (including those with what appear to be typical cold symptoms) Provide the school with information regarding Covid testing and outcomes immediately The priority group will be using the vehicle entrance/exit, arriving at 8:30am and leaving at 3:15pm – there will be no parking; the gate can only be operated with a code; adults using the gate must ensure it is closed before leaving; additional adult support when children arrive and leave. 	Y	All staff Pupils and parents	January 2021	M

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
		<ul style="list-style-type: none"> • Priority groups will be in their classroom. If/when numbers increase, the headteacher will review the provision and changes may be made. • Priority group bubbles will be kept from other bubbles (no assemblies or large gatherings, separation at playtimes). • Where possible, pupils should be seated facing the front in rows and kept 2m apart. • Teacher to remain at the front of the class. • Teaching assistant supporting learning should wear a shield and maintain 2m distance wherever possible. • There should be no sharing of resources between individuals. • Adults should avoid touching books and other equipment used by children, unless wearing gloves. • Books and equipment can be brought from home, but only used by the child. • If resources are 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. • Communal areas can only be used with the headteacher's permission. <p>Those engaging in remote learning:</p> <ul style="list-style-type: none"> • Remote Learning Policy to be implemented and regularly reviewed, 				

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
		taking into consideration the views of staff, parents and pupils.				
School Premises	H	<ul style="list-style-type: none"> Parents/carers or other children are not permitted on the school site (including the playground). The children will be escorted by the class teacher. KS2 children may be permitted to walk unsupervised. The front car park will be used to enable parents to queue 2m apart. Parents will be asked to arrive on time to reduce risk of congestion. A one-way system will be used through the school to reduce mixing. The infant doors by Year 3 used as an exit. The 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. 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, but not to the point where children or adults are uncomfortable. 		All staff, pupils, parents and potential visitors	In place	M
Outside Space and Playtimes	H	<ul style="list-style-type: none"> Separate play equipment for each bubble. Children will eat their lunches in their classrooms. Staff to wipe tables after eating. Classes will play with own class; bubbles should play in separate areas on the playground. The large play equipment will only be used on a weekly rota system. First aiders to have PPE equipment available to them. 	Y	All staff and pupils	September	M

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
		<ul style="list-style-type: none"> First aid bags in each class for minor injuries. 				
Those with medical conditions (asthma/diabetes)	H	<ul style="list-style-type: none"> Staff to be aware of those with medical needs and remind them of social distancing. Staff 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. After school activities currently not running. No trips organised or planned No peripatetic teachers (e.g. piano, violin, soundstart). No booster groups running initially. Any booster group which does take place, will be done remotely. 		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 2m apart and avoid close proximity interaction. Where close proximity interaction (being less than 2m 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. 		All staff	September	M

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
		<ul style="list-style-type: none"> ○ 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, or a high temperature, is immediately sent home and must take a test. They should call 111 for advice or 999 if they become seriously ill or their life is at risk. ● Staff ensure that any unwell members of staff who are waiting to go home are moved to an outside area or to the medical room. 	Y	All staff	In place	M

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
		<ul style="list-style-type: none"> • 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 working arrangements are put in place where required. • 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 		All staff	In place	M

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
		<p>similar symptoms if somebody has been sent home with suspected coronavirus.</p> <ul style="list-style-type: none"> • 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 is shared, this should be wiped down after use. • If communal use of equipment, e.g. photocopiers, telephones etc gloves must be worn or wiped down before and after use. • Telephones should be used on speaker phone wherever possible, or wiped down before and after use. • All communication with the office should be done via telephone, email or through the window. No physical access to the office. • Staff who wish to use the staff room should do so briefly and infrequently, always maintaining 2m distance. • Doors in school should be open 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. • Cleaners should not enter the school premises if unwell. 				
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. • Staff are encouraged to discuss with their line manager how to manage their workload and balance their 		Leaders and staff	In place	L

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
		<p>commitments, e.g. caring for dependants.</p> <ul style="list-style-type: none"> 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 to wear social distancing badges. 				
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. 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. There will be no outside visitors apart from essential building and utilities work. Only essential and well-planned access will be granted. Separate risk assessment undertaken for students. There will be no students on site. To be reviewed in February. 		Leaders	In place	M
Changes made to school impacting on safety	H	<ul style="list-style-type: none"> Vehicle gate access restricted by the addition of high fences. Exit through this gate now controlled using a key pad. At least two members of staff greet pupils and send them home at this gate. The one-way system relies on children being able to freely access the doors to the school building, as such the internal doors are no longer locked. Although children can therefore freely move around the school and outside areas, they cannot leave the school grounds 	Y	FS, KS All staff	In place	M

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
		<p>due to codes being required on both exit points (vehicle gate and red main gate).</p> <ul style="list-style-type: none"> • Wherever possible children are asked to use the toilet during playtime/lunchtime to reduce the number of children moving around the one-way system unsupervised. Where this is unavoidable, children are expected to walk sensibly to avoid falling and injury. Pupils or teachers make a note of who has left class to visit the toilet. Some support staff hours have been redeployed to support in classes who would previously not had afternoon teaching assistants. • In the case of a fire, the additional high fence should be move to the side to allow emergency vehicle access. 				