

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

Gresham Primary School

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Date of assessment: 13.07.20; 2.11.20, 23.02.21, 13.5.21	Review interval: in line with government updates	Date of next review: 21.06.21

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: 	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
		<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 <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 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 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. • 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. • Hand dryers are now in use. • 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. • Additional cleaning of toilets will take place at lunch time. • Any surface used for eating should be wiped after use. • Pupils do not share cutlery, cups or food. 	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"> 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. 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. 	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"> • 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 towels 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 (including cold symptoms). • 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). 	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"> • Pupils queue 2m apart from other bubbles 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. 37.8 or above is considered a high temperature. • If a child is unwell with Coronavirus 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. • Adults and pupils are not expected to wear face coverings in classrooms. It is recommended that adults should wear face coverings where social distancing is not possible in other communal areas. Shields should not be worn in replace of a face mask. • Any close contact outside of bubbles should be recorded in a manageable way. 				
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. 	Y	All staff	In place	L

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		<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	In place	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. 	Y	Office 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"> 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. 				
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). 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. Books can be taken home by staff and pupils. 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 different bubbles, equipment (e.g. key 	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>board and mouse) should be wiped down after use.</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. • On PE days, children come in wearing their PE kits. • Where lessons involve singing or wind instruments, ventilation should be increased. Pupils should also be back to back or shoulder to shoulder where possible. Consult Safer Singing for more information. 				
School Premises	H	<ul style="list-style-type: none"> • Parents reminded of expectations: <ul style="list-style-type: none"> ○ One adult accompanying ○ 2m distance ○ Arrive on time ○ Leave promptly ○ Wear a face covering • 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 2m apart. • Parents will be asked to arrive on time to reduce risk of congestion. 	Y	All staff, pupils, parents and potential visitors	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"> • A one-way system in place 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. • 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). • An outside wash basin has ben installed to ease potential congestion. 				
Outside Space and Playtimes	H	<ul style="list-style-type: none"> • Boxes of play equipment will be allocated to each class. • Kitchen is open and serving meals as usual – 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 in the dining hall and queuing predominantly outside under the canopy. 	Y	All staff and pupils	In place	M

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		<ul style="list-style-type: none"> Classes will play with own year group; 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. 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. Staff to spend some time each day discussing the school routines and social distancing expectations – particularly before going out to play. Medicines - including inhalers and autoinjectors - to be kept in classrooms (out of reach of children and not locked away) 	Y	All staff	In place	M
Extra curricula	H	<ul style="list-style-type: none"> Breakfast club and afterschool club are currently running, but to a reduced service, e.g. reduced time and no food served. After school activities are permitted and the school is reducing risk by limiting these to existing bubbles. Indoor and outdoor competition between different schools can now take place. Leaders must consult the grassroots sports for public and sport providers. Booster groups are running, but within bubbles. Day and residential trips can now be undertaken. Leaders of trips must read Annex C of the School Coronavirus Operational Guidance, as well as the health and safety guidance on education visits. Peripatetic teachers (e.g. piano, violin, soundstart) are permitted on site. 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. 	Y	Head teacher and Deputy	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"> Live performances are now permitted. Those planning performances must risk assess and consult the latest information from Performing arts - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) 				
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 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. 	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
		<p>Email and phone calls will replace face-to-face meetings.</p> <ul style="list-style-type: none"> 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 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 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. 	Y	All staff	In place	M
Staff spread of infection	H	<ul style="list-style-type: none"> Staff to undertake twice weekly Lateral Flow Home Tests. Results from these (void, negative, positive) should be reported to the NHS. Those not employed by the school (e.g. volunteers, peripatetic teachers and students) should continue to also report these to the school. Full guidance can be found 	Y	All staff	In place	M

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		<p>in 'Your step-by-step guide for Cobid-19 self-testing'. This is voluntary.</p> <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 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. 				

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		<ul style="list-style-type: none"> • 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. • Fire doors must be closed. • 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. • Teachers reminded not to allow parents to approach them at the beginning or end of the day (not to pass the barrier). 				
Poor staff wellbeing	M	<ul style="list-style-type: none"> • Communication channels are available to all staff, who are required to communicate with the head teacher or deputy. • 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 made aware of the wellbeing resources made available to them via the school website. • Staff are encouraged to communicate remotely, where possible, and to minimise close-proximity interaction. • Staff are encouraged to discuss with the head teacher or deputy how to manage their workload and balance their 	Y	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. Telephones have been allocated to each class. 				
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. 	Y	Office staff	In place	L
Other Visitors	H	<ul style="list-style-type: none"> Parent visitors will be kept to a minimum and permission must be obtained from the head teacher prior to visit. Specialists, therapists, clinicians and other support staff for pupils with special educational needs and disability can attend the school to provide interventions where this is reasonably necessary. 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 well-planned access will be granted. Separate risk assessment undertaken for students. A Covid visitors' form must be completed before access is granted. Any planned open days should be risk assessed and align with the road map out of lockdown. 	Y	Leaders	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
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 park gate is unlocked temporarily to allow access for the start and end of the day and is supervised by a member of staff. • 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 due to codes being required on both exit points (vehicle gate and red main gate). • 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. • All fire doors must be operational at all times. 	Y	FS, KS All staff	In place	M