**COVID-19 SCHOOL RISK ASSESSMENT**

**Name of School/setting: College Town Primary School**

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| Assessment conducted by:  | Job Title: Pete Norman  | Signature: | Date: 18th May 2020 |
| Signed off by:  | Job Title: Trudi Sammons | Signature: | Date: 18th May 2020 |



The Risk Assessment Matrix is used to assess risks before and after control measures are applied. The objective is to remove all HIGH risks and to reduce all other risks to an acceptable level.

| Area for concern | Risk rating prior to controlH/M/L | Risk Control Measures | In place?Yes/No | By whom? | By when? | Risk rating following actionH/M/L |
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| Situational Awareness |  | * Daily monitoring of advice and guidance on Covid

<https://www.gov.uk/coronavirus><https://www.gov.uk/coronavirus/education-and-childcare> * Daily review of general Covid situation in school
 | **YES** | **Head via GOV.UK** | **DAILY** | **LOW** |
| Communication |  | Ensure Staff and Parents are communicated with in preparation for a return to school. See:<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>* Procedure for isolating pupils displaying symptoms is made available and is clear for all staff
* Audit staff on a daily basis to establish availability to be in school
* Staff are kept informed and updated about measures in place by email and verbal instruction
* Feedback mechanisms in place for communication to and from staff
* Online staff meeting before 1 June, to go through arrangements
* Staff have regular opportunities to feedback on new arrangements
* Guidance for staff on the new rules and routines that will be in place
* Parents and carers asked to confirm if child is attending from 1 June
* Parents clearly instructed what you need them to do
* Parents are kept informed and updated about measures in place
* Parents and staff are clear on hygiene and cleaning expectations
* Parents requested to advise school if their child has symptoms, or is self-isolating,
* Parents requested to advise if family members exhibit symptoms, self-isolating or shielding)
* Parents and carers to confirm that the pupil is NOT symptomatic on arrival
* Parents are informed if there is an outbreak in school
* Parents aware of recommendations on transport to and from school
* Pupils are kept informed and updated about measures in place
* Pupils must tell a member of staff if they begin to feel unwell
* Pupils’ parental emergency contact details are up to date
* Names of confirmed or suspected cases of Covid kept confidential
* Limit the number of external visitors during school hours
* Visitors advised of Covid procedures on booking in
* Appropriate signage is in place including external
* Daily data returns to DfE on school attendance
 | **YES** | **Head & office staff** | **As required** | **LOW** |
| School Organisation |  | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>* School organisation plan in place for pupil numbers in school
* Staffing audit in place is sufficient to deliver organisation plan
* Appropriate signage in place at drop off and pick up points
* Plan in place to ensure there are no gatherings at the school gates
* Plan in place for growing pupil/staff numbers in the future
* Senior leader available on school site
* Sufficient Teachers and Teaching Assistants available on site
* Sufficient office, site and lunchtime staff available
* Maximum safe group sizes (15 children) in place
* Minimum 2m distance between desks
* Plan to reduce contact and movement e.g. One way system where appropriate, staggered start, finish and lunchtime, Assemblies in allocated classrooms
* Limit the external visitors to school during school day
* Arrangements are in place to ensure training requirements are still in place including PPE, signs & symptoms, infection control & scenarios
* Governors are fully aware of arrangements in place and have scrutinised these arrangements
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| Hygiene |  | <https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus><https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>* Posters are displayed throughout the school including classrooms, staffrooms, school gate, entrance and in all toilets
* Frequent hand washing regime in place, including on arrival to school, supervised by staff
* Hand washing by soap & water or alcohol-based hand sanitiser if soap is not available
* Adequate supplies of tissues are provided
* Bar soap replaced by liquid soap dispensers
* Lidded pedal operated bins are available in classrooms and key locations
* Shared teaching & learning resources are limited
* All resources are thoroughly cleaned before and after use (including play and gym equipment)
* Resources that are not easy to wipe clean (soft toys etc) are removed from classroom
* Encourage parents to wash uniforms on a daily basis after a day in school
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| Cleaning |  |  (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>* Covid –19 Guidance in relation to the cleaning of Education Setting is followed. This includes:

 * Enhanced cleaning regime is in place
* Includes cleaning rota in place across the day
* Includes wiping down of surfaces and furniture
* Sufficient supplies of cleaning materials are available
* Contingency plan for deep cleaning in the event of an outbreak
* Cleanliness monitored daily to required standards
* Difficult to clean items are stored away e.g. cushions, rugs, blankets
* Reduced resources in use to reduce cleaning between sessions
* Lidded bins located in classrooms and in other key locations
* Double bagging of contents of waste bins in line with guidance
* Caretaker or cleaner available on school site
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| Outbreak |  | <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control>* Contingency plan in place for someone falling ill in school (include tracing back and cleansing areas person may have contaminated)
	+ The relevant member of 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 relevant 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 two metres away from others.
	+ If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.
	+ Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.
* Areas used by unwell persons thoroughly cleaned once vacated
* Contaminated waste double bagged and disposed of in line with guidance
* Staff track and trace system is understood, and local testing centres identified.
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| Pupil Wellbeing |  | <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers><https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>* Attendance registers are taken AND daily data returns to DfE completed
* Parents encouraged to contact school on daily basis if child not attending
* Pupils are educated about how to protect themselves from Covid-19
* Pupils are encouraged and re-assured about their own safety
* Pupils required to respect and protect others by their behaviour
* Staff use due care and attention & observe safe working methods
* Support is available for pupils
	+ who have found the long period at home hard to manage
	+ who have developed anxieties related to the virus
	+ who have safeguarding concerns
	+ who may make safeguarding disclosures
	+ who may have experienced bereavement
	+ Who have SEND, behaviour or any other issue
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| Staff Wellbeing |  |  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#effective-infection-protection-and-control><https://www.nhs.uk/conditions/coronavirus-covid-19/><https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#managing-pupil-and-staff-wellbeing-and-mental-health>* Staff who are vulnerable in line with the DFE guidance have been identified, risk assessments undertaken and actioned
* Staff who have a member of their household who is vulnerable (in line with DFE guidance) have been identified, risk assessment undertaken and actioned
* Staff made aware of support arrangements in place for wellbeing – Employee Assistance Programmes and further support
* Staff have been trained in the use of PPE should it be necessary to operate – including the disposal of PPE
* Ensure staff are aware and understand any social distancing plans (where practicable) which have been put in place
* Support for staff working remotely has been considered to ensure their health and safety
* Ensure PPE use is rationale and appropriate in accordance with national guidelines
* Staff are familiar of the arrangements for where PPE should be used and how this should be disposed of
* Co-ordinate and control PPE supply chain management
* Staff are informed of the symptoms of possible coronavirus infection
* Staff given training on safe working measures
* Staff use due care and attention & observe safe working methods
* Staff with symptoms stay at home and follow NHS 111 advice
* Senior leaders to provide pastoral support for staff
* Governors to provide pastoral support to senior leaders
* Staff supervision includes for open discussion and reassurance
* Staff living with extremely clinically vulnerable people and shielding work at home
* Teachers wash hands and surfaces before and after handling pupils’ books.
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| Vulnerable Pupils |  |  <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people> <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>* Vulnerable children are identified
* EHCPs reviewed and risk assessments & action plans in place
* Trained DSL available on site at all times
* Paediatric trained first aider available on site at all times
* SENCO available to work
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| Vulnerable Staff  |  |  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  **Note:****Clinically extremely vulnerable individuals** are advised not to work outside the home.**Clinically vulnerable individuals** who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [staying at home and away from others (social distancing)](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) guidance) have been advised to take extra care in observing social distancing and should work from home where possible.If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possibleIf a **member of staff lives with someone who is clinically vulnerable** (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work.If a **staff member lives in a household with someone who is extremely clinically vulnerable**, as set out in the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19), it is advised they only attend work if stringent social distancing can be adhered to.* Staff to contact their doctors to seek advice on their condition and update headteacher
* Agree appropriate measures e.g. working from home (refer to guidance in relation)
* Pregnant women to work from home
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| Pupils at Home |   | <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19><https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19><https://www.gov.uk/guidance/help-primary-school-children-continue-their-education-during-coronavirus-covid-19><https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>* Arrangements in place for educating children at home
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| School Meals Service |  | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>* Arrangements for the safe storage, preparation, cooking & serving of meals are in place
* Caterer has plans in place to ensure sufficient food supplies
* Caterer has plans for providing staff cover in the event of disruption
* Service disruption contingency is parents provide packed lunches
* Ensure appropriate signage in place for flow of pupils
* Staggered lunch breaks or multiple serveries in place to ensure reduced contact between pupils
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|  Premises |  | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools><https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>* Health & safety check undertaken before buildings open
* Installed plant & equipment is tested before buildings re-open
* Water systems are flushed through for prevention of legionella
* Statutory compliance checks on plant & equipment are done
* Fire risk assessment & fire drill procedure updated for Covid
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| Early Years Foundation Stage |  | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>* Smaller group sizes but staff/child ratios are maintained
* Minimising physical contact and mixing
* Staff can comfort children e.g. if they fall over
* Outdoor encouraged as much as possible
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| Social Distancing  |  | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools><https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>* Establish same staff for the same group and classroom
* Pupils will be repeatedly reminded to observe social distancing
* Each room assessed for maximum occupancy numbers
* Distancing rules in place for all rooms with clear signage across the school
* Delayed start/finish and break times in place for shared areas
* Circulations routes in place and signed to minimise contact
* Site safe entry/exit routes in place and signed
* Building safe entry/exit routes in place and signed
* Safe parking rules in place for staff and visitors
* Arrangements are in place for drop off and pick up times
* Arrangements for staff rooms and staff areas are in place
* Staff remain at a safe distance at lunchtime or during breaks
* Arrangements for assemblies are in place
* Arrangements for dining halls are in place
* Arrangements for the use of toilets are in place
* Behaviour rules for pupils are in place
* Social distancing is monitored and enforced by all staff
* Meetings with parents to take place at a safe distance
* Enhanced supervision of children including during playtimes
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