

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

Setting: Victoria Primary Academy		
Assessment conducted by: Sam Bailey/ Amy Portier	Job title: Executive Principal / Head of School	Covered by this assessment: pupils, staff, and other relevant individuals.
Date of assessment: 01/10/2020	Review interval: In line with government updates, or half-termly.	Date of next review: November 2020

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

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
1. A wareness of policies and procedures: National guidelines are updated daily and potential for school leadership to miss updates is	L	1.1 Carol Wathen to ensure daily checks are made with DfE website and that the Executive Principal/Head of School is notified of any significant change in information. EP/HoS to ensure staff/pupils/parents are updated via email/letter/text, as appropriate. 1.2 All staff are aware of all relevant policies and procedures and any addendums which have been added in response to the Coronavirus pandemic, including: - Safeguarding - Intimate Care - Medicines in Schools /Infection Control Policy - First Aid Policy - Fire policy & procedures - Positive Handling	Y	Executive Principal / Head of School	Ongoing - monthly reviews at end of each calendar month.	L

therefore heightened.		<p>1.3 All staff have regard to all relevant guidance and legislation including, but not limited to, DfE and PHE (2020) 'COVID-19: Guidance for educational settings.</p> <p>1.4 All staff are made aware of the school's infection control procedures in relation to coronavirus via email following each review of the Master Risk Assessment (monthly).</p> <p>1.5 Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media. Weekly reminders communicated via the newsletter. Risk Assessment available on the school website.</p> <p>1.6 Pupils are made aware of the school's infection control procedures in relation to coronavirus through teaching materials.</p>				
<p>2. hygiene practice:</p> <p>Supply of necessary materials</p> <p>Staff/pupil adhering to necessary protocols.</p> <p>Availability of sufficient staff to maintain operations within bubble groups/ school operations (including cleaning and dinner service)</p>	M	<p>2.1 Jeni McCormack understands roles/responsibilities re: the audit and management of all items of enhanced cleaning & PPE:</p> <ul style="list-style-type: none"> - hand wash & hand sanitiser - bin bags & clinical waste bags, - tissues - anti-bacterial spray, cloths & anti-bacterial wipes - medical face-masks, gloves, aprons & visors <p>2.2 Posters displayed throughout school remind pupils to maintain social distancing and wash their hands throughout the school day. Systems are implemented to ensure hand washing is facilitated:</p> <ul style="list-style-type: none"> - before entering and leaving the classroom environment - before and after break and lunch times <p>2.3 Sufficient amounts of liquid soap, clean water, paper towels and/or 70% alcohol-based sanitiser supplied in all classroom areas, toilets and shared staff spaces. Jeni McCormack to implement a process for reviewing stock in shared staff spaces daily.</p> <p>2.4 Pupils are systematically taught good hygiene practice re:</p> <ul style="list-style-type: none"> - Follow Catch it, Bin it, Kill it protocol (covering your cough or sneeze with a tissue, then throwing the tissue in the bin & washing your hands) - Hand washing procedures - Avoiding touching eyes/nose/ mouth with unwashed hands - Social distancing protocols - New classroom procedures / protocols 	Y	Executive Principal / Head of School / Site Team / Office Manager & All Teaching & Support Staff	September 2020	L

	<p>2.5 Pupils are supervised by staff when washing their hands to establish good routines and ensure it is done correctly by all pupils.</p> <p>2.6 Pupils do not share crockery, cutlery, cups, or food. School meals are served within Phase specific bubbles, with all equipment used cleaned between services. Children are seated in class groups on benches as far as possible, but always to avoid face-to-face positioning with children from other class groups. Children bring in their own water bottle for class use.</p> <p>2.7 Staff rest areas are designated for Key Stage bubbles. Staff are encouraged not to use shared crockery, cutlery or cups by providing their own containers/lidded cups. Staff shared areas are timetabled and cleaned after use. Staff are encouraged to clean handles /touch points before and after use. Staff do not leave rubbish/dirty cutlery/crockery on surfaces - returning all to the bin/dishwasher, as appropriate.</p> <p>2.8 Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Enhanced cleaning includes the mid-day cleaning of high usage shared areas (dining tables, toilets, wash basins, communal staff areas) and touchpoints (door handles, handrails & light switches). Timetable of cleaning complements pupil and staff movement throughout the day, with an alternative plan implemented during wet lunchtimes.</p> <p>2.9 Site Manager/Team to ensure:</p> <ul style="list-style-type: none"> - all windows are open each morning to enable good ventilation in all rooms, and all closed each evening - all Fire doors are accurately marked, and door stops are provided for doors which can remain open - all toilet/bathroom facilities are well stocked – twice a day – with anti-bacterial hand wash/paper towels, and that adult toilets include sufficient anti-bac wipes - all PSF hand sanitiser units are re-filled daily - the safe management and disposal of clinical waste - cleaner’s resources are in sufficient quantities (including bin bags - to be emptied mid-day), and areas identified for mid-day cleaning (dining facilities, door handles, toilet spaces, sinks/taps) and end of day cleaning (all classroom areas utilised including designated equipment) are being cleaned as required - the kitchen space and toilet facilities for staff are being cleaned as appropriate. - cleaning staff/site team do not enter bubbles whilst occupied by staff/children without wearing a face covering, and requiring staff to do so simultaneously 				
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3. II health	M	<p>3.1 Current rates of infection are currently rising exponentially and Leeds has been confirmed as an area of local lockdown following a sharp increase in confirmed cases (from 25/09/20). The Executive Principal will continue to take account of local circumstances to inform working practice within the school.</p> <p>3.2 Staff informed re: national guidance about:</p> <ul style="list-style-type: none"> - the signs, symptoms and transmission of coronavirus, - their attendance at work if they or any member of their household have symptoms 	Y	Executive Principal / Head of School /All Teaching &	September 2020	L
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<p>The maintenance of staff and pupil health, including those who are clinically extremely vulnerable and clinically vulnerable</p> <p>Managing high levels of staff absence on a persistent basis</p> <p>Managing high levels of pupil absence on a persistent basis</p> <p>Managing a possible outbreak within the school community</p>		<ul style="list-style-type: none"> - the process to secure a test to ascertain their status and their obligation to do so - their duty to inform the school of results as soon as possible following the onset of symptoms. <p>3.3 Staff and pupil households follow advice issued to them as a result of:</p> <ul style="list-style-type: none"> - their own symptoms - the symptoms of members of their household - the confirmed cases of friends/family members who they have been in close proximity with preceding their positive result (National Test and Trace initiative) <p>3.4 Staff inform the HoS immediately if they are unable to attend work as a result of any of the above.</p> <p>3.5 Office Manager (or her delegated responsible adult) records absence related to Coronavirus on Arbor accurately, to include the current status of staff or pupils, and in the event of confirmed cases, the first date of possible return following the appropriate period of isolation. EP/HoS to also initiate a tracker following the first positive result to aid communications with PHE/LH and ensure advice is followed.</p> <p>3.6 Considering staff absence, the HoS will consider available contingency staffing arrangements within bubble groups and, where necessary, consult with the Executive Principal re: reducing provision or possible bubble/school closure where staffing and leadership is insufficient to deem the school safe to operate:</p> <ul style="list-style-type: none"> - Cover arrangements within Key Stage bubbles have been incorporated into staffing allocations 2020/21-this constitutes the available cover contingency plan - In circumstances where this has been exhausted, short term supply staff will not be used - Cover arrangements which require staff to work across bubbles (in multiple key phases) on a short term basis will not be considered a viable option - In extreme circumstances, support staff may be required to supervise class groups access of their Google classroom <p>3.7 In light of pupil absence, first day absence procedures to be followed to ensure the reason for absence is well understood and correct advice given to parents. Daily figures relating to pupil absence in association with COVID to be shared with the EP/HoS.</p> <p>3.8 When undertaking a Home Visit, staff will not:</p>		Support Staff		
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		<ul style="list-style-type: none"> - share a vehicle - attend the same property together - enter the family home - transport pupils into school <p>3.9 All staff are made aware of the school's infection control procedures in relation to any pupil who displays signs of being unwell:</p> <ul style="list-style-type: none"> - pupils displaying symptoms (a temperature, a new/continuous cough, a loss of/change to smell/taste) are withdrawn from their classroom setting into the designated quarantine space within school (main office area) - supervising staff maintain 2 metre distance wherever possible, and wear full PPE (mask, gloves, apron, visor) - Office staff to contact parents to collect their child and are informed that the household should isolate for 14 days, pending a test result - Office staff to provide parents with written advice re: securing a test/the need to isolate as a household <p>3.10 On confirmation of a positive test result in staff or a pupil, the HoS will liaise with the Leeds Single Point of Contact DCS.alert@leeds.gov.uk / PHE as a matter of urgency. The EP/HoS will coordinate next steps and manage all associated communications with the school community within the school day.</p> <p>3.11 Staff & pupils identified as clinically extremely vulnerable should follow advice from NHS. School Office staff/SENCO staff to ensure an accurate record of all staff /pupils in this category. Any staff/pupils in this category who are attending school should have an updated Health Care Plan (pupils) following guidance from medical professionals, and an Individual Risk Assessment. Individual Risk Assessments for staff and pupils should be reviewed monthly.</p>				
<p>4.</p> <p>pread of infection</p> <p>Procurement of, use of & safe disposal of PPE and clinical waste</p>	<p>M</p>	<p>4.1 All staff will use full PPE (gloves, apron, mask, visor) when managing:</p> <ul style="list-style-type: none"> - First Aid (requiring physical or face to face contact or where bodily spillages may occur) - Administering medicine (requiring physical or face to face contact or where bodily spillages may occur) - intimate care - supervising pupils who are unwell (where bodily spillages may occur or where symptoms are consistent with Coronavirus) 	<p>Y</p>	<p>Executive Principal / Head of School /All Teaching & Support Staff</p>	<p>September 2020</p>	<p>L</p>

4.2 Staff follow guidance re: the use of PPE, including the safe disposal of all equipment used (using clinical waste bags and appropriate clinical waste bins) and the cleaning of visors after use. All staff to follow guidance re: the correct procedures for donning and doffing PPE.

4.3 Spillages of bodily fluids (e.g. vomit) are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Site team are notified so that correct procedures are followed.

4.4 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 lidded bins, and clean their hands after they have coughed or sneezed.

4.5 Parents are informed not to bring their children to school or on the school premises if they have symptoms associated with coronavirus and/or they or members of their household have been exposed to coronavirus.

4.6 Children or adults who have symptoms of coronavirus must self-isolate for 10 days – or until a negative test result has been returned - before returning to school. Members of their household should self-isolate for 14 days.

4.7 In order to minimise the spread of infection within the school community, all staff to ensure the following practice is implemented:

- pupils good hygiene habits are taught, established and maintained
- classroom surfaces are clear of clutter and enable cleaning of all surfaces twice per day
- they follow guidance re: the use of PPE
- they are vigilant for pupil illness and use the quarantine system for pupils displaying symptoms of coronavirus
- they maintain social distance of 2m between themselves and other adults at all times, including staff within their class /key stage bubble, certainly staff outside of their bubble and parents
- they use shared areas responsibly and do not access spaces where social distances of 2 meters with staff from other bubbles cannot be achieved
- they avoid the sharing of resources between bubbles without necessary cleaning and/or quarantine period of 3 days
- they maintain enhanced cleaning routines in their classrooms including the daily disposal of sand/water/playdough, the regular washing of plastic resources and the avoidance of soft furnishings which cannot be machine washed

		<ul style="list-style-type: none"> - they maintain their own records of any breach of social distancing (face-to-face contact for greater than 1 minute, physical touch or close proximity (less than 1 meter) for greater than 15 minutes) for any adult or child outside of their own classroom bubble - they follow government advice re: the reasons for their self-isolation and inform the school as soon as possible in the event of a positive test result for themselves or other members of their household, or anyone they have been in close proximity to during the 48 hours before they developed symptoms - they wear a face covering (mask or visor) when working outside of their classroom bubble - including movement through corridors, in photocopying areas, in staff room spaces (until seated) - they use designated toilets, staff rest areas, PPA areas and work within allocated time frames for all aspects timetabled - they ensure their rooms are ventilated by means of open windows and doors *unless a fire door) - they avoid sharing a vehicle with other staff members - they do not participate in social events outside of the school day which breach government (rule of 6) and local authority guidance (re social gatherings in homes / gardens) 				
<p>5. Physical Environment</p> <p>Maintaining social distancing for staff and pupils impacts upon the impact</p>	M	<p>5.1 Ensure the number of bubble groups which can operate on site takes account of staffing availability, room availability and adjacent facilities (access to playground, dining, handwashing, and toilet facilities).</p> <p>5.2 Ensure timetabling arrangements allow key phase bubbles to move between spaces, maintaining social distancing between bubble groups. avoid close proximity (face to face contact for greater than 1 minute, and less than 1 meter for 15 minutes or more).</p> <p>5.2 Ensure staggered start/end points facilitates maximum social distancing between parents, staff and pupils on entry to / exit from site.</p> <p>5.3 Ensure that First Aid resources/PPE is available for use within class bubble groups for the treatment of minor ailments wherever possible.</p> <p>5.4 Ensure Qualified First Aiders within each phase are available to attend to any pupil within that phase bubble. Qualified First Aiders should aim to use an area outside of the classroom area and wear full PPE. First Aid area for each key stage is designated.</p> <p>5.5 Ensure that the medical needs of pupils can be met including the safe storage of medicines /emergency medication and that staff have necessary training / competence to meet the medical needs of their pupils. Medicines prescribed for illnesses which do not form part of a life-long condition personal health plan should continue to be referred to the</p>	Y	Executive Principal / Head of School /All Teaching & Support Staff	September 2020	L

<p>of a potential local infection</p>		<p>school office staff for administration of medicines, as per the Administering Medicines in Schools Policy.</p> <p>5.6 Throughout KS2, provide individual work packs for pupils so that all necessary resources are available for each pupil to use and the need for sharing is reduced.</p> <p>5.7 Reading books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil. (e.g. staff are required to implement systems to store returned books in a lidded box and store securely for 3 days).</p> <p>5.8 Reduce soft furnishings / reduce play provision in classrooms so that only equipment which can be easily cleaned (dishwashed or machine washed) is available for use. Alternative arrangements to cleaning is to rotate play equipment (48 hours or 72 hours for plastics). Increased cleaning processes to be agreed within the phase, specific to the range of resources available for use.</p> <p>5.9 Outdoor play to be encouraged, with each bubble group having access to designated play equipment. Sand/Water to be discarded daily, if in use. Individual portions of play-dough should also be discarded after use. Pupils should be required to wash hands on returning to the classroom following outdoor play.</p> <p>5.10 Four staff rest areas have been resourced to enable staff to have their breaks in phase specific zones. Where a space is allocated for use by two distinct bubbles, maximum tie frames have been allowed between use to enable cleaning between use. In shared spaces, staff are required to use anti-bacterial wipes/spray & cloths to clean touch points before personal use, e.g. of the fridge, the kettle/hot water boiler, the microwave, cupboard & drawer handles, shared storage jars etc. The use of shared cups/crockery is not advised - staff are required to provide their own lidded cup and encouraged to provide their own lunch containers for use in school throughout the day.</p> <p>5.11 Ensure parents/other stakeholders are aware that there is no entry into school unless they have arranged a meeting with a senior leader. Office Staff aware that the arrangement of meetings on site must be agreed with the Head of School and have implemented a one person rule in the main reception area.</p>				
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5.12 All visitors to the site are required to:

- wear a face mask whilst on the premises
- sanitise their hands on entry to the building
- be accompanied by their receiving staff member throughout their visit
- take drinks in a disposable cup
- avoid entry to classroom bubbles whilst occupied
- used designated toilet
- complete track and trace information sheet
- undertake their visit before 9am and after 3pm where possible

5.13 Fire Plans have been updated to take account of bubble egress in evacuation, to avoid close proximity between key phase groups.

5.14 Ensure maximum occupancy in lifts is reduced to one person.

5.15 Windows/doors to be opened throughout the working day to ensure adequate ventilation.

5.16 Parents coming onsite is minimised. There is a staggered start to the day, and the end of the day remains outside to ensure less transition.

5.17 Staff are advised not sit face to face, always approaching the child from a side on position. Staff should avoid leaning over children. Extended teaching interactions of greater than 15 minutes (e.g. guided reading) should be from a standing position at a suitable distance. Staff should develop their use of technologies to support this revised way of working.

5.18 Suspend Breakfast and After school clubs to maintain social distancing between bubble groups

5.19 Suspend assemblies or group gatherings.

5.20 all PE lessons to be taught outdoors. In the event of inclement weather - an alternative lesson will be taught, with pupils offered the opportunity to complete the daily mile at some point within the day.

5.21 Staff are discouraged from attending physical meetings with staff from outside of their class or key stage bubble, seeking a virtual meeting as an alternative. Whole school staff meetings and/or training days will

		be virtual for the foreseeable future. Essential meetings must be scheduled in a suitable, well ventilated room where all members can maintain 2m social distancing, and all parties should wear a face covering.				
<p>6. Pupil Safeguarding and Wellbeing</p> <p>Pupils returning to school following 5 month break from school life may require additional support.</p> <p>Those with additional anxieties due to the pandemic and /or personal bereavement will require additional support.</p>	H	<p>6.1 First day absence calls for pupils expected to attend school should be followed in line with Attendance Policy. The Head of School must be notified of any pupils not attending due to suspected Coronavirus.</p> <p>6.2 Safeguarding procedures initiated during lockdown to be maintained for any pupils who remain off site for reasons associated with coronavirus. This includes:</p> <ul style="list-style-type: none"> - welfare telephone calls - home visits - engagement with cluster services, where appropriate - provision for Free School Meals <p>6.3 Teaching should continue to incorporate a high level of PSHCE regarding the current situation, so that pupils are specifically taught:</p> <ul style="list-style-type: none"> - about the Coronavirus - how to maintain the safety of themselves and others through good hygiene - the need for social distancing and how they can achieve this - how they maintain friendships whilst social distancing is in place - new rules/expectations within school <p>6.4 Staff must refer any pupil displaying high levels of anxiety or who has suffered a bereavement to the HoS/SENCO urgently, in order that individual advice / guidance can be provided.</p> <p>6.5 Ensure expectations re: behaviour for learning and following adult instructions are well communicated, rewarded and restorative practice is used to communicate the natural consequence with pupils following any incident of non-compliance. Through recording on CPOMS, ensure the Phase Leader is informed and each incident is followed up as appropriate.</p> <p>6.6 Ensure SLT are called during an escalating or crisis situation. Although the avoidance of physical handling is strongly recommended, should the need to do so arise, staff are encouraged to sit alongside and avoid face to face contact. Any incidence of physical handling must be recorded on CPOMS, and staff note the details in their personal track and trace records if the pupil is outside of their own class bubble.</p>	Y	Executive Principal / Head of School /All Teaching & Support Staff	September 2020	L

<p>7. Services</p> <p>Cleaning staff absent – cleaning no longer available</p> <p>Kitchen staff absent – lunch no longer available</p> <p>External contractors not available for essential statutory compliance / maintenance tasks</p>	<p>M</p>	<p>7.1 Cleaning: Norse are completing four additional cleaning hours throughout the school day, which includes:</p> <ul style="list-style-type: none"> - emptying all classroom bins - cleaning all classroom surfaces - cleaning all shared toilets/sinks & wash basins - cleaning dining tables between phase group services - cleaning all touch points (handles and handrails) - cleaning staff shared areas between lunch breaks (staffroom and toilets). <p>This process is repeated at the end of the day, alongside the cleaning of corridor and hall spaces.</p> <p>Where sufficient cleaning hours are not available – site closure will be necessary.</p> <p>7.2 School Meals: Sodexo are operating phase specific lunch times.</p> <ul style="list-style-type: none"> - all pupils arrive in the hall with their hands washed - allocated to seating within their class bubble, as far as possible - Sodexo adults wear a mask at all times - trays, cutlery and deserts are self-selected - all surfaces cleaned between sittings is self select - bin bags sealed between sittings - hands santised on exit from hall and all pupils escorted to their designated play space - adults provided with their own cutlery to support children cutting their food (not using pupils cutlery) and advised not to lean over the child - adults within the dining hall wear face coverings (masks/visors) <p>Kitchen lead to ensure precautions are in place for all staff on site, including hand hygiene, social distancing, appropriate clothing and cleaning requirements.</p> <p>Kitchen lead to inform Office Manager of any staff sickness & reasons. Office Manager to report any absence related to Coronavirus to Head of School. Office Manager to liaise with Sodexo to explore contingency arrangements. Where no kitchen staff /contingency available – meal service to cease and parents informed to bring in packed lunch for their children for a directed period. Same day meal service may be required if absence is short notice.</p> <p>7.3 External contractors – Contractors to work out of school hours where possible, in line with usual Safeguarding requirements.</p>	<p>Y</p>	<p>Executive Principal / Head of School /All Teaching & Support Staff</p>	<p>September 2020</p>	<p>L</p>
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		Contractors not to work in classrooms/shared spaces when occupied by class or phase groups. Contractors to maintain social distancing and wear appropriate PPE. Site team to inform Executive Principal/HoS where essential services cannot be completed outside of school hours.				
<p>8. Information sharing</p> <p>Potential for GDPR breached in the sharing of additional information.</p> <p>Maintaining up to date records for families due to potentially increased number of emergency contacts.</p>	M	<p>8.1 Ensure all pupils' emergency contact details are up to date.</p> <p>8.2 Ensure pupil information is shared with relevant staff – including food allergies, medical information, IPRA's (Individual Pupil Risk Assessments), IPBP's (Individual Positive Behaviour Plans), EHCP/SEND Support Plans, PEEPs – in an efficient and data secure manner.</p> <p>8.3 Ensure all staff are aware of pupils and staff members who are clinically extremely vulnerable and that elements of their Individual Risk Assessments are shared, so that staff can ensure agreed measures are in place.</p> <p>8.4 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.</p> <p>8.5 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.</p> <p>8.6 In order to protect the identity of pupil absence due to coronavirus, the completion of registers is done without shared viewing on the class white board</p> <p>8.7 All staff are aware of the need to maintain confidentiality in the event of a positive covid case.</p>	Y	Executive Principal / Head of School /All Teaching & Support Staff	September 2020	L
<p>9. Maintenance of education and FSM provision in the event of absences related to Coronavirus</p> <p>Maintaining staff attendance at work presents</p>	M	<p>9.1 Ensure staffing availability includes:</p> <ul style="list-style-type: none"> - school leaders - DSL's - First Aiders - Adequate teaching and support staff - Adequate cleaners -Adequate school meal providers <p>9.2 Contingency staffing arrangements must provide continuity of care within bubble groups to minimise the number of social contacts made.</p>	Y	Executive Principal / Head of School /All Teaching & Support Staff	October 2020	L

<p>significant challenge, especially when options for cover cannot follow conventional routes</p> <p>Maintaining educational provision for pupils who are absent from school for reasons relating to coronavirus is challenging, particularly where their teaching teams remain operational in school with their classmates</p>		<p>9.3 Any staff working across bubbles (e.g. in teaching PE) to operate outdoors, to maintain social distancing with pupils and staff and wear a face covering throughout their lessons.</p> <p>9.4 Determine pupil access to remote education by surveying all parents re:</p> <ul style="list-style-type: none"> - access to a device for their child - access to the internet for their child - migrating homework to the Google classroom from September 2020 and following up all instances of non-engagement <p>9.5 Shift teaching practice in school to utilise Google classroom in on-site provision</p> <p>9.6 Access any devices which are available through Government funding</p> <p>9.7 Identify further resources/workbooks which need to be purchased to enable pupils to complete learning at home if they are not able to attend site</p>				
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