

Kempsford C of E Primary School Risk Assessment for Coronavirus, September 2020

This risk assessment is in line with the latest guidance from the Department for Education and Gloucestershire County Council’s Safety, Health and Environment Unit. Both released guidance on the 15th May 2020. There will be updates to this Risk assessment as we follow ‘Assess, Plan, Do, Review’ cycle. This will be on a daily basis. Any updates or changes to this Risk Assessment will sent to all stakeholders of the school.

Please note.

The first review with a change needed has taken place. This took place on the 27th May, 2020. Please see below.

The second review with a change needed has taken place. This took place on the 31st May, 2020. Please see below

September opening – amendments for full opening

November update V6

November update V6.1

Structure of school and logistics

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
Number of staff able to work	Children	Medium	<ul style="list-style-type: none"> Survey of staff to ensure only staff who can return to work do so. This is monitored and continually reviewed by the Head teacher on a daily basis. Appropriate ratios to be maintained. This may mean that some groups are led by a Higher Level Teaching Assistant (HLTA) Class/group sizes are to be kept as low as possible, this will be feasible by utilising HLTA's to lead a group of children <i>Staff rota is now in place after several adjustments. Staffing is at the correct ratio</i> <i>Staff who are shielding to be either off site when children are on site or in a separate bubble away from other colleagues and children when on site.</i> <i>All staff understand the process for testing and ‘supply staff’ are on hand in needed to provide continuity to the children</i> 	MEDIUM LOW

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
Number of children on site	Children Staff	Medium	<ul style="list-style-type: none"> • Small groups created to reduce size of each class • Ratios will be adhered to. • Parents take the decision for children not to attend (no penalty for this) • Parents can chose to bring their child to school after the first day of opening (June 1st at the earliest) • Office informed 48hrs in advance if a parent intends to bring their child to school • <i>Class bubbles in operation, children only go to the correct bubble and only have contact with staff who are working within that bubble for that day.</i> 	LOW/MEDIUM dependent on number of children LOW
Contamination across the school premises	Children Staff	High	<ul style="list-style-type: none"> • Close off unused parts of the school to reduce possible contamination and to reduce the amount of cleaning needed. • Cleaning schedule to be adhered to each day • Staff to accompany children around the school throughout the day, one way system where possible • Groups of children to have their own equipment eg sports equipment and it is not shared between groups • <i>Signage is displayed around the school which is constantly promoting the cleanliness and areas of the school which should be used and which 'direction' children should travel.</i> • <i>Any contractor/visitor to use the main office gate and to wait outside the office door. The intercom system is used and then apparatus is cleaned after each visitor/contractor.</i> • <i>Contractor/visitors are supervised around the school site and 2m social distancing is followed within the bubble where the work is to be carried out.</i> • <i>Bubbles are isolated in zoned areas of the school, children do not mix zones.</i> • <i>Staff remain in the zoned bubble and do not cross bubbles unless essential for the timetable.</i> • <i>Use of staff kitchen/staff room limited to one member of staff at any one time.</i> • <i>Use of meeting room by staff limited to one person plus one visitor per day.</i> • <i>Hand sanitizer available at the entry to every bubble.</i> • <i>Children continue to have their own toilet facilities within the bubble zone</i> • <i>MDSA wear appropriate PPE when moving across 'neutral' areas to serve food.</i> • <i>Adults conducting monitoring do so from the edge of a bubble zone.</i> 	LOW

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
			<ul style="list-style-type: none"> Visitors to site will only enter one bubble during the visit. Visitors to wear face masks while on site. Visitors to scan QR code when arriving. 	
Group gatherings of children and parents	Children Parents	Medium	<ul style="list-style-type: none"> Different year groups use the side gates, main gates and office gates Different year groups arrive and depart from school at different times. Encourage parents to adhere to social distancing guidance when dropping off and collecting children at the nominated gates. Display signage at each entrance to promote social distancing 2metre staggered markings at each of the school gates. Soap and water/hand sanitizer at each of the entrances and all children to use when entering and leaving school <i>Signage is displayed around at the three entrances to the school with advice on distancing and cleanliness messages. Floor markings encourage the 2m distancing guidance..</i> School day has staggered start times and finish times to ensure the bubbles do not mix during the school day Parents reminded through weekly newsletters and signs to follow the most current National Guidance. Staff presence at drop off and pick up times reminding parents of social distancing Weekly information to parents to follow social distancing guidance outside of the school premises 	LOW
Parents collecting free school meals	Parents	LOW	<ul style="list-style-type: none"> Staggered collection times Soap and water/hand sanitizer at the office gate Parents collect meals from the school entrance lobby All parents and adults collecting are guided to the main gate. Meals will be brought to the gate at an allotted time 	LOW
Children becoming ill	Children Staff	Medium	<ul style="list-style-type: none"> Temperature to be taken by parents before arriving at school Temperature to be taken by staff 	MEDIUM LOW

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
with possible symptom's of Covid-19			<ul style="list-style-type: none"> • Children to be taken to the Ark entrance hallway • Doors to remain closed and a staff member to remain, distancing as much as possible • A window will be opened for ventilation • A separate toilet is to be used • All staff know to move a child to this room if sick • Rubber gloves to be worn (<i>latest WHO guidance followed by all staff</i>) • PPE Guidance on donning and doffing has been seen by all colleagues https://www.gov.uk/government/publications/covid19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Staff to wash hands for 20 seconds after making physical contact with and face mask to be worn. • Parents contacted at the earliest opportunity to collect their child from school. <i>The latest SHE guidance from GCC is followed by colleagues issued 29th May 2020. All staff have read this.</i> • <i>The 'bubble' will be 'closed' and all children and adults associated with the bubble will need to follow current guidance and self isolate for 14 days. No-one from the bubble returns to school until 14 days have passed</i> <p><i>The bubble will close. The child or adult will need to be tested. If the result is positive, the bubble, including all adults associated with the bubble will need to self isolate for 14 days. If the test is negative, the bubble can return to school as soon as the school receives notification of the negative result.</i></p> <p><i>Local Health team 0300 303 8162 for support. Option 1</i></p> <p><i>For test, NHS Portal to be used or contact NHS 111 for children under 5.</i></p> <p><i>The parent of the child is asked to go for a test as soon as possible. The bubble will remain open. If a positive test result is returned, contact will be made to PHE and the 'Covid 19 early outbreak management' protocol will be followed.</i></p> <p><i>The risk will be assessed by the PHE team and a decision will be taken by PHE as to whether a bubble needs to close or not.</i></p>	

During the school day

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
Children within 2m of each other	Children Staff	High	<ul style="list-style-type: none"> • Children to stay at their desks or floor spaces/ as often as possible and away from each other • For as much of the school day, children will in the groups will be apart as much as possible, ideally 2 metres (3 steps) apart. • Markings or identified areas around the school marked to try to keep and keep children apart. • Class sizes kept small so 2m distancing as attainable, based on the square metres in each room • Lessons and different activities promote the understanding of 2m distancing, what this physical looks like, how to recognise this and the importance of this. 	MEDIUM LOW

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			<p>Caveat: Children of 4 and 5 will naturally want to be tactile and within 2m of each other despite these measures. We must accept that it will happen, albeit to a lesser degree due to the measures that are place.</p> <ul style="list-style-type: none"> • <i>Signage is displayed,</i> • <i>Barriers to indicate the zones which the children will be in.</i> • <i>KS2 classrooms are arranged so that children facing each other is minimised.</i> • <i>KS1 classrooms and EYFS classrooms, distancing is always encouraged. Wherever possible, adults will remain at 1m+ form the children.</i> • <i>Class bubble zones keep the children separated.</i> • <i>Constant reinforcement to children and awareness of the procedures</i> 	
Children in groups mixing with other groups	Children Staff	Medium,	<ul style="list-style-type: none"> • Groups of children will be in year groups. • Groups of children will have staggered break and lunchtimes and/or will be kept apart. • Groups of children to have 'zones' around the school for outdoor activities. • Groups will have the same members of staff each day, (dependant on staffing levels) • Staff to accompany children around the school throughout the day <p>When serving meals/eating packed lunch</p> <ul style="list-style-type: none"> • Lunch times will take place in the classroom, with a staggered time outside • If hot lunches are served, cones will mark a 2m distance for queuing and children will sit 2m apart • <i>Hot lunch service provided from the 5/10/20. All personal wearing appropriate PPE equipment.</i> • <i>Food served outside of classroom, clean up stations placed within the classroom.</i> • <i>Serving of meals through a protective Perspex screen. All items are collected from a bubble once the children have left the area.</i> 	LOW

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
			<ul style="list-style-type: none"> All areas are disinfected after the serving of food, all surfaces that have been used are disinfected. 	
Staff physical contact with children and parents	Children Staff	Medium	<ul style="list-style-type: none"> Safeguarding procedures to be followed (as updates are issued, staff to be trained and sign to say so) Lessons and different activities promote the understanding of 2m distancing, what this physical looks like, how to recognise this and the importance of this. Staff to only have physical contact with children for a hygiene or first aid need. If physical contact is required, rubber gloves and a facemask is to be worn by staff dealing with the incident and appropriate recording of the incident. Hand washing to be carried out by staff after contact, 20secs minimum with soap and water/hand sanitiser. Staff wear masks when greeting children at the beginning of the day and at the end of the day. Staff wear masks if passing through a communal area eg, the school office 	LOW
Cleanliness of children and staff	Children Staff	High	<ul style="list-style-type: none"> Children will have washed their hands with soap and water/sanitiser for 20 seconds before arriving at school <i>Hands to be washed throughout the day, a minimum of six times</i> Children to wear a different set of clothes each day. If not, staff have the right to ask the parents to return home and change their child's clothing before entering the school Staff ensure that the children and themselves wash their hands regularly, before and after a change in activity. Staff ensure that the children and themselves wash their hands before and after snack/mealtimes. A clothing bank of clean school uniform can be accessed by any families who need support to maintain the cleanliness of the children's school uniform 	LOW

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			See Daily cleaning for further assessment of daily cleaning.	

Daily cleaning

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
Cross contamination from surfaces to adults and children	All adults Children	High	Standard cleaning products to clean and disinfect frequently touched objects and surfaces, including: <ul style="list-style-type: none"> • Walls at the appropriate height as children often touch the walls • Classroom desks and tables • Toilet facilities (including taps and flush buttons) • Toilet pan and seat daily cleaning • Door and window handles • Furniture • Light switches • Reception desks if adults need to attend. 	Medium LOW

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
			<ul style="list-style-type: none"> • Teaching and learning resources • All IT equipment (including keyboards and mouse) • Sports equipment • Toys • Telephones • Fingerprint scanners, though the library scanner will not be used. • All rubbish removed daily and disposed of safely • Gloucestershire County Council Health and Safety cleaning guidance is to be followed for the frequency of cleaning throughout each day in all areas of the school. • <i>School will close on a Friday afternoon to all children. A deep clean will take place.</i> • <i>If the school is open to all year groups, the school will close all day on a Friday. Deep cleans will take place in preparation for the next bubble of children in the following week</i> • <i>Deeper cleans of surfaces take place each day after the children have left.</i> • <i>Surfaces are cleaned regularly throughout the day.</i> • <i>Adults do not use equipment that children have used during the day.</i> 	

Cleaning if there's been a suspected case in school

RISK	WHO IS AT RISK?	RISK LEVEL	MEASURE TO TAKE TO MINIMISE RISK	RISK AFTER MEASURES IN PLACE
Surfaces contaminated and cross contamination	Children All adults	High	<p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas (e.g. toilets, door handles, carpets) • Disposable cloths, mops or paper towels to be use • Disinfectant solution to be used on all areas. • Disposable gloves are used and apron • Hand washing routine using soap/sanitiser for 20 seconds • Contaminated fabrics to be washed in school with detergent • If clothing is contaminated with body fluids, clothing stored for 72 hours before being placed with other waste. • If clothing is contaminated by a child/adult who has then tested positive, clothing to be stored for another 72 hours before being disposed of as a Category B infectious waste (contact the Health and Safety in Gloucestershire for disposal) 	MEDIUM for a period of time as guided by PHE