



Covid 19 Risk Assessment 2020

Little Reddings Primary School

'Learning Together, Respecting Each Other, Success for All'

RISK ASESMENT FOR: School Activities at Little Reddings Primary School during COVID 19 outbreak.



N.B. During this evolving situation all government guidance given in the web links provided (see page 18) will be carefully monitored and followed. As such this risk assessment document is a live document and will be updated accordingly.

Current version as of: August 20th 2020

Establishment: Little Reddings Primary School	Assessment by: Senior Leadership Team	Date: 19 th May 2020
Risk assessment number/ref: RA - 001	Manager Approval: HCC	Date:

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff, Students/ wider contacts	All staff and students who have underlying health conditions to be discussed with the Headteacher prior to them entering the school.	Parents to sign Covid-19 specific Home School Agreement	Class teachers	May 2020 onwards	Ongoing
	Spread of COVID 19	<p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice.</p> <p>Staff/children who live in a household with someone who is extremely clinically vulnerable should be supported to work/learn at home.</p> <p>Ensure that existing individual Health care plans are in place for students and to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing.</p> <p>Any existing individual risk assessments to be reviewed.</p>	<p>Ongoing review of guidance</p> <p>1-2-1 Risk Assessments to be reviewed for vulnerable staff whilst continue to review guidance</p>	SLT	June 2020	Yes and Ongoing
				Head	May 2020 ongoing	Yes and Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		Consider if these staff are able to work from home (supporting remote education etc.) Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable	All vulnerable staff to complete RA	SLT	May 2020 ongoing	Yes and ongoing
Suspected Case Whilst Working on Site	Staff, Students/wider contacts Spread of COVID 19	<p>If a person displays symptoms of coronavirus : high temperature (37.8 or more) or a new continuous cough, or loss of smell/taste they should: - Ensure SLT / Head are notified. Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. See 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#additional-questions</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2 m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning</p>	Continue to remind all stakeholders of current/latest guidance	All staff	Ongoing	Ongoing
		<p>Provide PPE as required by individual staff</p>	SLT / Admin (TJ)	May 2020	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. All staff aware of protocol for sick pupils.</p> <p>Symptomatic staff should be excluded for 10 days from when symptoms started</p> <p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Testing As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school.</p>	<p>Disinfectant machine where required for deep clean</p> <p>If positive 'bubble' to self-isolate for 14 days</p>	<p>BR, Site staff, Evergreen cleaners</p> <p>All chd & staff in 'bubble'</p>	<p>June 2020</p> <p>June 2020</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>General Transmission of COVID-19</p> <p>Maintenance of Social Distancing; Effective Hygiene Protocols</p>	<p>Staff, Students/ wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff and pupils to maintain 1+metre social distancing from pupils and 2m from staff in line with PHE guidance as far as is reasonable.</p> <p>Phased return from June 1st (Nursery & Reception class, Year 1 and Year 6 in addition to vulnerable pupils and children of Key Workers).</p> <p>Identify likely numbers of students returning and staff resource (see list of pupils in bubbles approx. ¼ – ½ of cohorts).</p>		All staff	March 2020 and ongoing	Ongoing

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		<p>Students split into small, consistent groups and kept in that same group throughout the day with the same staff assigned to that group (accepting subject specialisms will mean rotation at secondary level)</p> <p>Reduction in contact situations. No assemblies, school events, school trips etc.</p> <p>Extra-curricular clubs - determine if these are essential and ensure delivery in line with social distancing requirements. (None planned at present.)</p> <p>Hiring and lettings suspended or risk assessments on delivery required from providers, suspend if controls are not as robust as the school's/social distancing cannot be maintained.</p> <p>Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's/social distancing cannot be maintained. (N/A)</p> <p>Breaks to be staggered.</p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>Alcohol hand sanitiser provided at reception/entrance/exit and should be used by all persons when entering/leaving.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p>	<p>Placed to ensure 2m distancing rule</p> <p>Daily Checks/Walk rounds</p> <p>All trips cancelled until 1st Sept 20</p> <p>Breakfast club suspended from 1st June to be reviewed Sept 2020</p> <p>Ongoing daily checks (re-stock main areas & 'bubbles'/classrooms)</p> <p>Additional cleaner to be on site each afternoon</p>	<p>SLT</p> <p>KW/BR</p> <p>Head</p> <p>SLT</p> <p>BR</p> <p>All staff and students</p>	<p>March 2020 and ongoing</p> <p>June 2020 and ongoing</p> <p>June 2020 and ongoing</p> <p>March 2020 and ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels. Tissues/wipes will be provided for classrooms. Staff to replenish as needed.</p> <p>Staff/students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Alcohol hand sanitiser provided at reception/classrooms and should be used by all persons when entering/leaving.</p> <p>Ensure hot desking or sharing of equipment is minimised where possible and, if it is unavoidable ensure that cleaning equipment and wipes provided are used by staff involved.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>All staff, pupils and parents briefed on expectations and need to self-isolate in event of symptoms/household member self-isolating etc. as per Government guidance.</p> <p>See DfE Guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Check paper towels are available in all classrooms</p> <p>From June 1st additional cleaner on site in the afternoon</p> <p>Ongoing daily checks required</p> <p>Sanitiser stations in place at all main entrances</p> <p>Parents to be briefed through LRS Covid 19 Home School Agreement</p>	<p>BR & Evergreen Cleaners</p> <p>All staff and students</p> <p>BR & Evergreen cleaners</p> <p>All Staff</p> <p>All Staff</p> <p>All staff</p>	<p>Ongoing</p> <p>March 2020 and ongoing</p> <p>March 2020</p> <p>Ongoing</p> <p>September 2020 and ongoing</p>	<p>Ongoing</p> <p>Yes and ongoing</p> <p>Yes and ongoing</p> <p>Yes and ongoing</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Access to & Egress from Site	Staff, Students/wider contacts	Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.	Review as needed with SLT	SLT	June 2020	Ongoing
	Spread of COVID 19	Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.	Signage on gates and around site	Admin team		
		Discourage parents picking up their children from gathering at the school gates. Any Infant parent to drop/collect at 2M distance	Letter to parents (Head) before re-opening	SLT	June 2020	Ongoing
		Introduce visual aids to help parents socially distance/supervise entry and collection.	SLT to be on 3 gates at starting/finishing times	SLT	May 2020	Yes and ongoing
		Communicate expectations to parents (including only 1 parent to attend at drop off/collection)	Areas zoned off			
		Visitors Only essential visitors are allowed onto the school site. Ensure all visitors/building users are aware of expectations. They must follow social distancing, hand washing/use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.	One way route to enter school through Infant gate and exit through Nursery gate. Other 'bubbles' to enter through middle and top gate/playground as advised re staggered times/10 minute intervals.	Admin team	June 2020 & ongoing	Ongoing
Signage regarding good hygiene.						
Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.		Ongoing reminders	All staff			

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		See DfE Guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools			September 2020 and ongoing		
Contact Points Equipment Use Printers, Workstations, Apparatus, Machinery etc.	Staff, Students/ wider contacts Spread of COVID 19	Parents to ensure children have their own water bottles in school to reduce contact.	Children not to take items to school or home again including stationery, packed lunches provided in only disposable packing	SLT BR, Evergreen cleaners, all staff and chd	June 2020 Ongoing	Ongoing	
		Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).	Ongoing reminders, signage etc.	All staff/ teachers and TA's particularly in practical subjects	June 2020	Ongoing	
		Activities and resources Re-plan lessons/activities to avoid shared resources.	Chromebooks also to wiped over by staff of relevant Bubble beginning and end of the day that it is used.				
		Limit practical work in DT, science.	Chromebooks to cleaned thoroughly after each lesson	All staff	Ongoing	Ongoing	
		Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.					
		All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines.					
Schools to ensure anti-bacterial wipes are available in all rooms and teacher to ensure students wipe down after use. If student too young then arrangements support staff etc. to clean.							
Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.				All staff	Ongoing	Ongoing	

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		Ensure 'high touch' equipment (board pens etc.) are not shared.				
Proximity of Students/Staff	Staff, Students/wider contacts Spread of COVID 19	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 1m+ rule is enforced as far as possible.</p> <p>Consider opportunities for outdoor learning to assist in social distancing.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. and should not use offices/rooms where distancing cannot be maintained or adapt entrance and exits to smaller offices insisting on reduced visitors to ensure compliance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>From September 2020 30 pupils will be in each classroom and social distancing will be 1m+ where possible from students and 2m from staff in line with PHE guidance as far as is reasonable. See Covid-19 School Reopening Planning</p> <p>Document September 2020 and associated appendices for September 2020 protocols.</p>	Local decision on partial closure/ closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.	All staff	Ongoing	Measures put in place but ongoing
				SLT/All Staff	Ongoing	Ongoing
				All staff	Ongoing	Ongoing

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		<p>See DfE Guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Meetings/ 1-2-1's/Training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Google Meets etc.)</p> <p>Offices/IT Suites etc. Workstations acceptable distance apart (1m) /alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p>Stairs / Corridors Minimise transitions as far as possible to ensure brief contact. Consider implementing one-way system (where possible e.g. multiple routes/stairs). Stagger use and numbers using circulation spaces at the same time.</p> <p>Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p>Changing Rooms Limitation of numbers introduce staggered use to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p>		<p>All staff</p> <p>All Staff</p> <p>SLT</p> <p>All Staff</p> <p>Admin, Site Staff and Evergreen Cleaners</p> <p>SLT, All Staff, clear signage provided</p>	<p>March 2020</p> <p>March 2020</p> <p>June 2020 and ongoing</p> <p>Ongoing Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing Daily</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Toilets Restrict the number of people using toilet facilities at any one time (clear signage provided).</p> <p>Break/Playgrounds Avoid any group activities that require pupils to be in close physical contact with each other.</p> <p>Limit numbers, zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. (Pastoral Staff and SLT to supervise to facilitate teaching staff to take a break).</p> <p>See DfE Guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	Increased monitoring of this is needed	SLT, All Staff		<p>Ongoing to continue to be reviewed</p> <p>September 2020 and ongoing</p>
Canteen Use/ Lunchtimes	<p>Staff, Students/ wider contacts</p> <p>Spread of COVID 19</p>	<p>Encourage parents to supply packed lunches and drinking bottles from home when students are required to bring in food</p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Encourage students to eat outside. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p>	Dining room use to be suspended from 1 st June	<p>Head</p> <p>SLT</p> <p>All Staff</p>	<p>June 2020 and ongoing</p> <p>June 2020 and ongoing</p>	<p>Yes and ongoing</p> <p>Daily and ongoing</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>All persons should be kept as far apart as possible (2 metres) whilst eating.</p> <p>Dining Room Use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter dining room in their Year groups. Meals to be eaten in Year groups. Introduce controlled queuing to aid social distancing and tables cleaned between each Year group.</p> <p>Discuss provision and delivery with Caterlink. Consider change to meal provision, delivery of lunches to groups in classes etc. <i>(This might include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff? An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)</i></p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p> <p>See Covid-19 School Reopening Planning Document September 2020 and associated appendices for September 2020 protocols.</p> <p>See DfE Guidance:</p>	<p>Food to be eaten in either classroom or outside</p> <p>FSM packed lunch to be left by Caterlink staff outside of classroom/'bubble'</p> <p>Packed lunches provided from home to be in disposable bags/packaging</p> <p>Lidded bins purchased Additional daytime cleaner to empty all bins after lunch</p>	<p>Caterlink staff / All staff in 'bubble'</p> <p>BR Evergreen Claeners</p>	<p>June 2020 and ongoing</p> <p>Sept 2020 and ongoing</p> <p>Daily and ongoing</p>	<p>Sept 2020</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools				
Travel off site	Staff, Students/ wider contacts Spread of COVID 19	Travel is only required for essential purposes. No offsite visits run. Implement social distancing where possible (2 m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport. Where travel is essential, use private single occupancy where possible. Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 1m+ apart.	All offsite visits suspended until Sept 2020. To be reviewed based on guidance in September 2020.	All staff	Ongoing	Ongoing
Cleaning	Staff, Students/ wider contacts Spread of COVID 19	A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly. Thorough cleaning of rooms at the end of the day. Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a	Deep cleaning with disinfectant machine	BR and Evergreen Cleaners Delivery end May/Mid June	March 2020 and ongoing BR	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site/cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p>		BR/ Evergreen Cleaners	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
		<p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				

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				Evergreen Cleaners	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (1 + metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Site inductions are to be carried out following social distancing principles (1m+ separation).</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p> <p>See DfE Guidance: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>		Admin team All Staff, Site staff	March 2020 and ongoing	
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>	Organise / print off Posters	Admin & Site Staff SLT and All Staff	March 2020	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Provision of first aid	Staff, Students/ wider contacts Spread of COVID 19	<p>It is accepted that 1+ m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room/area as a waiting/collection area.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>Check PPE availability with Admin team</p> <p>Chd to be encouraged to self care for cuts/scrapes etc with careful instruction from staff</p> <p>No First aid room so all 1st Aid to be administered in a safe area. (1st Aid kits stored in every classroom cupboard & office cupboard)</p>	First Aiders and all staff as required	As required	Ongoing
Provision of personal care	Staff, Students/ wider contacts Spread of COVID 19	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Wear a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2 m cannot be maintained.</p> <p>If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p>	<p>Check PPE availability (including Visors and boiler suits if needed) with Admin team, and used by all staff Teachers, TA's BR & Evergreen cleaners as appropriate</p>	First Aiders and all staff as required	As required	Ongoing

Emergency procedures (Fire alarm activations etc)	Staff, Students/wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants From September 2020 students are allowed to be closer than 1m as long as they are in Year group bubbles so usual fire evacuation procedures apply. See DfE Guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Need to complete a practice evacuation	SLT All staff	June/July 2020 September 2020 and ongoing	
Deliveries & Waste collection.	Staff, Students/wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).		Admin Team BR & Evergreen cleaners	Ongoing Regularly ongoing	Ongoing Regularly ongoing
Staffing levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages. servicing of equipment, PAT testing etc.	Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.	SLT	March 2020 and ongoing	Yes and ongoing

Premises safety	Staff, Students Spread of COVID 19 Wider safeguarding /safety risk	Ensure all 'normal' tasks/compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	Ongoing review and monitoring as required	BR, Evergreen cleaners & Site Staff	March 2020 and ongoing	Ongoing
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Relevant Links Underpinning this Risk Assessment:

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>