

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

Boughton-under-Blean & Dunkirk Methodist Primary School

Assessment conducted by: Jo Cottenden	Job title: Deputy Head	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 10.7.2020	Review interval: in line with government updates (reviewed 5.11.2020)	Date of next review: 2.12.2020

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
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email, staff meeting on 14th July 2020 and 	Y	Headteacher/ SLT	01.09.2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>INSET day on 1st September 2020. This is reiterated during weekly staff briefings and on the INSET day on Monday 2nd November 2020.</p> <ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. This is reiterated regularly in Headteacher newsletters (weekly). • Pupils are made aware of the school's infection control procedures in relation to coronavirus via their teacher and are informed that they must tell a member of staff if they begin to feel unwell. • Confidentiality is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
Poor hygiene practice	H	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school, before mealtimes and after playtimes. • Pupils wash their hands with soap before entering and leaving the school, before and after break times and lunchtimes, before and after PE lessons for no less than 20 seconds. This is the same for Early Care, Twilight and Late Care. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use when hand washing is not possible in all rooms in the school. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance 	Y	Headteacher/ SLT/ Site Manager	01.09.2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and lidded waste disposal bins are supplied in all toilets, classrooms, mobiles, late care and kitchen areas. • Liquid soap dispensers are installed and used instead of bar soap. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils do not share cutlery, cups or food. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Regular cleaning of surfaces, door handles, shared resources, taps and sinks throughout the school day by classroom and office staff. Gloves and disposable aprons should be worn for this. This is the same for rooms used by Early Care and Late Care and will take place before and after sessions. • Enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. • Children are provided with their own set of stationery items that remain in school and are not shared with other pupils. Additional items such as pencil cases are not permitted to be brought in from home. • Children bring own drinking bottle into school each day which then goes home with them daily for cleaning. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> PE kits may be brought into school at the start of each term and remain in school until the end of term when it will be taken home to wash. Y5 and Y6 pupils attend school wearing their PE kit on designated PE lesson days. 				
Ill health	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste/smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil who displays signs of being unwell is immediately referred to the school office Unwell pupils are moved to the medical room whilst they wait for their parent to collect Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. 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. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Adults supervising unwell pupils will wear a face mask, gloves and a disposable apron. 	Y	Headteacher/ SLT	01.09.2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used PPE clothing. • 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. This will be the disabled/ men’s toilets. These will be cleaned thoroughly after use. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. • Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching. Confirmation in writing will be sought. • The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff.</p> <ul style="list-style-type: none"> • Staff that are feeling unwell be sent home and if they need to be collected will do so in the isolation areas as would be the case for pupils. • If pupils or staff are showing symptoms of Covid, they will be expected to be tested before returning to school. If tests are unavailable to book due to high demand and shortages or if the person is unable to access tests, then the school may provide them with a home testing kit from their small supply. Trained staff will talk them through the testing process. 				
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE (face mask and gloves) at all times. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Promote 'Catch it, bin it, kill it' • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. 	Y	Headteacher/ SLT	01.09.2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • During school hours, pupils are taught in groups not exceeding 32 pupils. • During school hours, pupils will remain in these groups all day and will not mix with other groups. • For Early Care, Twilight and Late Care, the pupils will remain in Key Stage bubbles and encouraged to socially distance from children not in their own year group/ class. EYFS and KS1 will be located in the Late Care mobile and KS2 in the Twilight mobile for early care. For Twilight and Late Care sessions the children will be kept apart from other key stages. • Playtimes are staggered and held in multiple locations to avoid contact with other groups of pupils. YR will use their own outdoor space (10:30am). Y1 and Y2 will have theirs in the KS1 playground which will be divided into two zones (10:30am). Y3 and Y4 will have playtime on the KS2 playground which will be divided into zones (10:15am). Y5 and Y6 will have playtime on the KS2 playground which will be divided into zones (10:40am). The field will be utilised (weather permitting) and divided into zones. • All packed lunches will be eaten in classrooms, supervised by classroom staff. When the weather permits it, KS2 packed lunches will be eaten outside in their designated zone. School dinners will be in the school hall with tables allocated for different year groups and supervised by the MMS. Lunch will be at 12pm for all pupils. School dinners will go to the hall and sit at their allocated table and await 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>service. KS2 pupils will be served first and when finished will be directed to their zone on the playground. This will be supervised by the HT or a MMS. On wet days, KS2 pupils having a school dinner will remain in their classroom until called into the school hall. Lunch play time will be held in multiple locations to avoid contact with other groups (see for playtimes). Classroom staff will supervise pupils during this time. The field will be utilised where possible (weather permitting) and zoned to allow pupils to maintain distance from other groups.</p> <ul style="list-style-type: none"> • School day start and finish times are staggered to avoid contact with large numbers of pupils or parents. Multiple entry and exit points to the school premises are to be used and staggered timings for collection at the end of the day to avoid congestion in the alleyway from the school. YR pupils will arrive with their parents for 9:00am and meet in a zoned area on the KS2 playground finishing at 2:50pm, Y1 will arrive at the KS1 gate at 8:45am (waiting point in front car park) and finish at 3:15pm, Y2 will arrive at the KS1 gate at 8:35am (waiting point in front car park) and finish at 3:05pm, Y3 will arrive at the main gate at 8:35am and will finish at 3:05pm, Y4 will arrive at the main gate at 8:45am and will finish at 3:15pm, Y5 will arrive at the staff Car park single gate used by staff at 8:35am and finish at 3:05pm, Y6 will arrive at the Staff Car park double gates onto field at 8:45am and finish at 3:15pm. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Parents have been advised to wear a mask while dropping off and picking up their children from the school grounds in a letter from the Headteacher on 6th November 2020. • Parents will be regularly reminded in newsletters about the need to remain socially distant during drop off and collection times. • All visitors to school including school chaplain, worship visitors and music teachers will wear a mask while moving around the school building. • Separate collective worship for groups of pupils or held for larger numbers where social distancing can occur (on Mondays, Thursdays and Fridays). Y1/2/3 will take place at 9:00am and Y4/5/6 at 10:00am. Each class has a designated space to sit in that is well away from other groups. Other collective worship will occur in classrooms. There is no singing during worship. • Limit circulation around the school to avoid contact with other pupils or staff by remaining in classrooms allocated for use • The school hall may be used for the teaching of PE on wet days but this is limited to 16 pupils at any one time. Surfaces that are touched by hands will be cleaned after use. The vast majority of PE lessons will take place outdoors. • For Wake and Shake sessions, the whole class are permitted to use the hall but all will be facing the same way and spaced apart. The hall will be ventilated throughout and after the lesson. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • PE equipment that is shared between groups will be thoroughly cleaned before and after use. • Shared art/ science and maths resources will be carefully planned for. Resources will be cleaned between uses and will be left for the recommended time of 48 hours (72 hours for plastics) before they are used with another group. These items are clearly labelled with the last date of use. • Resources including stationery items used on a regular basis will not be shared between pupils. These will be provided for each pupil attending school and will be stored in an individual pencil case that remains in school • Items permitted into school from home will be limited to a drinking bottle, school bag, coat and PE kit • PE kits will be brought into school at the start of term and remain in school until the end of term when they will be sent home for washing • All soft toys and soft furnishings will be removed from use as these are not easily cleaned on a regular basis. This will also be the case for Early Care, Twilight and Late Care provision. • All other toys and learning equipment that cannot be easily cleaned will be removed from use e.g. LEGO. This will also be the case for Early Care, Twilight and Late Care provision. • Staggered use of staff communal areas including toilets and staffroom. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Allocation of toilets to particular groups of children including at break times and lunchtime (Yr- YR toilets- 1 cubicle, Y1- YR toilets- 2 cubicles, Y2- Y2 toilets, Y3 – Y3 toilets, Y4 – main toilets, Y5 - twilight toilets, Y6- orchard room toilets). Early Care (KS2) and Twilight will use the toilets allocated to the Y5 and Y6 pupils but these will be cleaned before and after Y5 and Y6 are due to use these toilets. • Keep the school site well ventilated. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding). This is to limit any risk of cross-contamination from using door handles and aid ventilation. Ensure the doors are closed when unoccupied to comply with fire safety measures. Class teachers should air out classrooms during break times and lunchtimes by keeping doors and windows open. • Equipment that is used by several staff communally, such as kettles, photocopiers etc, must be wiped down with alcohol wipes before and after each use. Schools will need to arrange for wipes to be placed near to where communal items are stored. You should check that alcohol wipes can be used on each item, and if not, you should withdraw it from use. • The school will be closed to parents (apart from the YR parents who will have their allocated zone in the KS2 playground at 9:00am and 2:50pm). Contact with the school office will be via email or telephone. There will be availability for socially distanced contact (2 metres) at the main school doors daily between 8:50am and 9:10am daily. Teaching staff are available each day at the start and end of the day 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>on their allocated entry/exit point if parents should need to talk to them.</p> <ul style="list-style-type: none"> • Face to face parent consultations will not be taking place. Instead, teachers will update parents about pupil progress using short written reports in Term 2. This will be reviewed before the Term 4 parent consultations. • Consistent staff will be allocated to each class but staff are permitted to move to other class groups to assist with covering PPA. They will be reminded to maintain social distancing during these times. • Early Care, Twilight and Late care staff will be allocated to groups which will remain consistent for one week at a time. Staffing of this wraparound care has been increased to allow for this. Timings of these sessions have been adjusted to allow for thorough cleaning. • Visitors from outside agencies will be discouraged and where possible meetings conducted by telephone or video calling. Where meetings need to be taking place in school, the attendees will remain social distanced and an adequate space will be provided for this to occur. • Music lessons carried out by peripatetic tutors will take place in a mobile classroom. This will have been sanitised following use by anyone else and cleaned again afterwards. Lessons will be delivered through consultation with the music teachers themselves. • Music teachers will maintain a 2 metre distance from pupils where possible. If they need to be closer, the teacher will stand/sit adjacent to the pupils. Teaching spaces will be adapted to allow this. • All surfaces used will be cleaned between lessons including stands, tables, chairs, door handles etc. Wipes used for the cleaning of these 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>surfaces will be deposited in the lidded bin provided in the teaching room.</p> <ul style="list-style-type: none"> Any school provided instruments such as pianos or ukuleles will be wiped down before use by the next pupil. Rooms used for the teaching of music will be well-ventilated with doors and windows open. School will be closed to governors for the time being and meetings will be carried out via Zoom. 				
Poor management of infectious diseases		<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the school office. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn where dealing with suspected cases of coronavirus. The Headteacher monitors the cleaning standards of school cleaners and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y	HT/ SLT	01.09.2020	L
Lack of communication		<ul style="list-style-type: none"> The school office and all staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. 	Y	HT/ SLT	01.09.2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 				
Emergencies		<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y	HT/ SLT/ Office Staff	01.09.2020	L