

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: 19.08.2021	Review interval: in line with government updates	Date of next review: 30.9.2021

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

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		<p>INSET day on 1st September 2020. This is reiterated during weekly staff briefings and on the INSET day on Monday 2nd November 2020. Additional updates communicated with staff in Friday morning briefings. Further guidance given at INSET day on 1st September 2021.</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. Staff are able to opt in for twice weekly lateral flow tests. The participants of this are only known to the headteacher. The results of this are shared with NHS Test and Trace and the school. This will be reviewed at the end of September 2021. 				
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 	Y	Headteacher/ SLT/ Site Manager	01.09.2020	M

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		<p>PE lessons for no less than 20 seconds. This is the same for Early Care, Twilight and Late Care.</p> <ul style="list-style-type: none"> • 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 • 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. This is the same for rooms used by Early Care and Late Care and will take place before and after sessions. 				

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		<ul style="list-style-type: none"> Enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP if an outbreak is suspected. 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. 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. 	Y	Headteacher/ SLT	01.09.2020	M

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		<ul style="list-style-type: none"> • 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. • 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 rubbish. • 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. 				

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		<ul style="list-style-type: none"> The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets need to be cleaned. 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 using a PCR test 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 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 until they receive the results of their PCR test. PE equipment that is shared between groups will be thoroughly cleaned before and after use. 	Y	Headteacher/ SLT	01.09.2020	M

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		<ul style="list-style-type: none"> 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. Y5 and Y6 pupils will attend school on days when they have PE already dressed in PE Kit. Internal doors are propped open where safety allows to allow for no-contact use 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. Class teachers should air out classrooms during break times and lunchtimes and when rooms are unoccupied by keeping doors and windows open. Consistent staff will be allocated to each class but staff are permitted to move to other class groups to assist with covering PPA. 				

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		<ul style="list-style-type: none"> • Visitors from outside agencies will be allowed to visit but 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 in a well ventilated room. • 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 surfaces will be deposited in the lidded bin provided in the teaching room. • 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. • Educational day visits can take place following a thorough Covid assessment of the venue being visited. • Staff can opt in for twice weekly testing using rapid lateral flow tests. The results of these are communicated with the Headteacher and NHS Test and Trace. If staff receive a positive result on this test, they must self-isolate and book a PCR test. If this is also positive they must isolate for 10 days from the date of the PCR test. 				

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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 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 outbreaks of coronavirus, even if they are unsure, and discusses if any further action needs to be taken (5 cases within 10 days). Schools put into place any actions or precautions advised by their local HPT. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y	HT/ SLT	01.09.2020	L

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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