Heyhouses CE Primary School

****

**COVID-19 RISK ASSESSMENT**

This COVID-19 Risk Assessment document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school in September 2020 and to ensure the school continues to operate in as safe a way as possible.

*‘We seek to enable children to reach their full potential educationally, spiritually and socially so that they may become all that God*

*has created them to be.’*

| **Persons at Risk** | School staff, pupils, contracted staff, parents, visitors. |
| --- | --- |
| **Hazard**  | **Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)** | **Risk Rating** | **Further Action** |
| **L** | **C** | **Total** |
| 1 | Spread of virus in school via direct contact with infected person (staff member and pupil). | * All staff have been briefed and aware to not attend work if felling unwell.
* Parents instructed not to send children to school if any member of their household is presenting with any of the following symptoms:
	+ dry cough
	+ sore throat
	+ difficulty in breathing
	+ tiredness
	+ fever
	+ loss of sense of smell/taste
* Staff and parents are reminded of the latest UK Government Guidance. <https://www.gov.uk/coronavirus>
* School to use temperature screening measures e.g. use of a non-contact Infra red thermometer in school for all persons presenting with Covid-19 like symptoms.
* Any staff or pupil who displays any fever symptom whilst at school will be required to isolate from others and leave school immediately. They must then follow the latest isolation guidance. School expects that those showing symptoms will get tested.

School will engage with the NHS Test and Trace process. NHS advice will be sought to manage confirmed cases of coronavirus (COVID-19) amongst the school community. Any outbreak will be contained by following local health protection team advice.* Entrance points and classrooms are all equipped with hand sanitiser facilities. All staff, pupils and visitors are required to hand sanitise on entering the school.
* Staff and pupils are asked to wash their hands regularly throughout the day, typically before and after breaks, lunchtimes, end of day etc. Posters are installed throughout school to remind of hand washing.
* Should any staff, pupil, parent or visitor who recently attended school be diagnosed, or self-diagnoses with COVID-19, a deep clean of the school areas they attended will be undertaken immediately. **If a member of a learning bubble is infected NHS guidance will be followed.**
* Staff and pupils are instructed to sneeze or cough into a tissue which is then disposed of in a bin or if no tissue is to hand then to sneeze or cough into the crook of their elbow. Staff and pupils to then immediately wash their hands.
* Children and staff will be organized into Class Learning Bubbles and Year group Bubbles. As far as is practicable people will not move between Bubbles.
* Staggered arrival and departure times will be in place to avoid children from different Bubbles coming into contact with each other.
* A one-way system is in operation in the grounds of both sites.
* Staff will be required to socially distance from each other.
* No whole school or large gatherings will take place.
 | 2 | 5 | **10** |  |
| 2 | Spread of virus via direct contact with contaminated surface. | * Hand wash facilities are available throughout the school, in each classroom and toilet areas. Each handwash station is equipped with:
* Soap
* Disposable hand towels
* Hot water
* Sanitising gel is located at each entrance and each staff member, pupil and visitor is required to sanitise on entry to the school.
* Staff and pupils are asked to wash their hands regularly throughout the day, typically before and after breaks, lunchtimes, end of day etc. Pupils will be taught how to wash their hands thoroughly using government guidelines. Posters are installed throughout school to remind them of hand washing.
* All staff have access to suitable sanitising equipment (wipes and sprays) which are to be used to wipe down classrooms, work areas and equipment during the day.
* Shared resources will be strictly limited or avoided. Children will be provided with their own set of resources eg. stationery items, glue sticks for their own personal use.
* Direct contact with handheld teaching equipment, IT equipment, learning aids and other resources to be minimized if sanitization before use is not practicable.
* School cleaners clean and sanitise all school areas, refreshment areas, wash stations and toilet facilities daily.
* Staff and pupils instructed to sneeze or cough into a tissue which is then disposed of in a bin or if no tissue is to hand then to sneeze or cough into the crook of their elbow. Staff and pupils to then immediately wash their hands.
* Staff and pupils are discouraged from bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately sanitised before being distributed.
* Children will bring in their own named water bottle which needs to be sent home and washed each day.
* Children can either bring in their own packed lunch or have lunch provided by the school kitchen. School lunches will be eaten in class/ year group Bubbles with eating areas cleaned thoroughly between use by different Bubbles. Packed lunches may be eaten outside when fine or in classrooms by Year 5/6 children as Y5/6 dining area is not large enough to accommodate year group bubble.
* Contact situations eg. Assemblies, carpet time, school events will be avoided.
* Worship times to take place with Bubble groups.
* Teaching Staff should make sure they wash their hands and surfaces, before and after handling pupils’ books.
* Where practicable, doors/windows will be propped open to improve ventilation and minimize door handle contact. However, it is recommended that fire doors remain closed. Note – Doors to be closed at the end of school day to minimize fire spread risk.
* All classrooms have had a deep clean prior to opening on 1.9.20.
* The school building will be rigourously cleaned at the end of each day.
 | 3 | 5 | **15** |  |
|  | Spread of virus via close proximity to infected persons (staff, pupils, parents, visitors). | * Visitors/contractors/parents entering school premises will be required to use the hand sanitizing provided before proceeding.
* School deliveries are all required to use the hand sanitizing provided before entering school premises.
* **Any visitor/contractor/parent or delivery driver who appears to be unwell will not be permitted entry.**
* 2 metre distancing strictly adhered to by staff and pupils at an age-appropriate level. Staff will comfort distressed or hurt children within reason.
* 2 metre distancing requirements communicated to staff and parents regularly and reinforced with suitable markings, reminders and signage around school.
* For tasks where there is a requirement to work within 2 metres, such as medical or care routines with pupils, staff have access to suitable PPE including gloves, aprons and face masks. Instruction given to use of PPE. Face masks, aprons and gloves are disposable. The sharing of PPE is not permitted.
* School start and end times, breaks and lunch times are staggered to enable adherence to guidance on working within Bubbles.
* Pupils will use outside doors as much as possible eg. in Year 5 and 6 children will access the toilets though the external doors. Staff must be mindful of children visiting the toilet, ensuring there is no crowding.
* Pupils should work/play outside as often as practicable.
* Breaktimes will be staggered. Children will only play with children from their own learning/ year group Bubbles.
* Children will wash their hands before and after playtimes.
* If not outside children should be in well ventilated areas where practicable.
* Staff remain at a safe distance from each other at lunchtime or during breaks.
* Pupil and staff welfare issues considered with distancing in mind, ie 2 refreshment points for adults to make drinks/ eat lunch in each building.
 | 3 | 5 | **15** |  |
| 4 | Spread of virus when traveling to / from school. | * Walking to school or travelling by bicycle encouraged.
* If pupils have no option but to share transport or use public transport:
	+ Wherever possible ensure good ventilation (i.e. keeping the windows open) and facing away from others may help to reduce the risk of transmission.
	+ Keep touch contact to the minimum wherever possible.
	+ Frequent hand sanitisation both during and after the journey is strongly recommended.
* The school will avoid unnecessary queuing. Where unavoidable, eg. at drop off times parents are instructed to practice social distancing. When dropping off/picking up pupils a one-way system is established on the paths/ playgrounds on both sites to keep people moving.
 | 2 | 5 | **10** |  |
| 5 | Spread of virus when handling delivered items, food deliveries etc. | * Any delivery driver or post office worker who appears to be unwell will not be permitted entry.
* Good hand sanitizing and washing practices to be adhered to at all time, particularly after handling deliveries.
* Packaging to be disposed of hygienically as soon as possible.
* Gloves available if required when handling delivered goods.
 | 1 | 5 | **5** |  |
| 6 | Mental health issues for staff in the workplace and home workers. | * Close communications between Leadership Team and all staff using phone calls, emails or socially distanced meetings in school.
* Should the Leadership Team become aware of any mental health issue with an individual, they will be referred to suitable Occupational Health support.
* Confidential Occupational Health telephone support available to all staff.
* School mental health first aider available to offer support.
* School leaders recognise the stress put upon staff due to anxiety and responsibility.
 | 3 | 4 | **12** |  |
| 7 | Mental health issues for pupils in the school or at home. | * The school will provide:
* opportunities for pupils to talk about their experiences of the past few months.
* opportunities for pupil one-to-one conversations with trusted adults where this may be supportive.
* some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe.
* pastoral activity, such as positive opportunities to renew and develop friendships and peer groups within the limitations of the learning Bubbles.
* other enriching developmental activities.
* School staff will recognise that routines for all children, including children with complex needs, will be very different and this may trigger complex behaviours.
* Although handwashing, distancing etc. will be repeatedly over-learnt by the children, staff will be mindful of the need to regulate pupils and not add to their anxieties. No child will be sanctioned for being forgetful.
* School will access/ signpost parents to access further help from wider support services if needed.
* **Home learning support will continue to be provided for children not attending school.**
 | 3 | 4 | **12** |  |
| 8 | A Clinically Vulnerable person contracting COVID-19 | * Clinically Vulnerable staff to notify school leaders of their specific health needs.
* Parents of Clinically Vulnerable pupils to alert school leaders as to their specific health needs and medical advice received.
* Staff and Pupil school specific assessment will be made, taking into account the individual’s latest medical advice.
* Staff and pupil specific protection measures and controls will be put in place wherever practicable.
* Clinically Vulnerable staff and pupils are expected to fully comply with the requirements detailed in this risk assessment as a minimum.
 | 1 | 5 | **5** |  |
| 9 | Suitability of buildings and facilities | After Infant building closure premises and utilities have been health and safety checked and building is compliant.* Water treatments – 20/05/20
* Fire alarm testing- 20/05/20
* Repairs – see jobs list
* Grass cutting – completed during closure
* PAT testing – 12 monthly cycle continuing.
* Fridges and freezers – checked 20/05/20
* Boiler/ heating servicing – completed March 2020 both sites.
* Internet services – ICT services running remotely
* Any other statutory inspections – all following cycles. Pennine due 29.5.20 for fire extinguishers.
* Insurance covers reopening arrangements – rests with LCC

In both buildings:* Resources which are not easily washable or wipeable have been removed from the areas children will access.
* Information posters will be displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.
 | 1 | 2 | **3** |  |
| 10 | Emergency evacuations | * Evacuation routes are confirmed, and signage accurately reflects these.
* Children will be shown emergency evacuation procedures for their location.
* *NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.*
* Children with PEEPs (Personal Emergency Evacuation Plans) – are the responsibility of the adult leading their group
 | 1 | 2 | **3** |  |
| 11 | Staffing levels andStaffing welfare/ organisation |  * **Staff must maintain a safe distance between themselves when working and having breaks.**
* Breaktimes will be staggered for different bubbles. The Westall building staffroom will be available for staff working in the Reception and Year 6 classrooms. For staff working in the Year 3, 4 and 5 classrooms there will be tea/coffee making facilities available in the library with a microwave and fridge on the corridor. Children will not be accessing the library.
* The Year 5 accessible toilet is available for staff to use in addition to the staff toilets.
* In the Infant building the Staffroom and the Family Room can both be used to enable staff to spread out at breaktimes.
* Staff are not to enter into the offices as this prevents the keeping of a 2m distance for office staff. Speak to office staff from the doorway eg. to request that a parent is called if a child becomes unwell.
 | 2 | 1 | **3** |  |

**Risk Level Rating**

**Likelihood Consequence Risk Rating**

1 – Rare 1 – Damage/Loss of Production **1-4 Acceptable** No further action required. Ensure that controls are maintained.

2 – Unlikely 2 – Minor Injury **5-9 Adequate** Look to improve at next review.

3 – Possible 3 – Lost time Injury **10-16 Tolerable** Look to improve within specified timescale.

4 – Likely 4 – Major Injury **17-25 Unacceptable** Stop activity and make immediate improvements

5 – Certain 5 – Death