



## The Key Educational Trust

### COVID-19 RISK ASSESSMENT Social Distancing in Schools

SCHOOL NAME: Trust Wide	
Activity / Environment Description: Social Distancing in Schools	Date of Assessment: 04.01.21 Updated
Assessed by (name): Chris Wright Approved by (name):	Date of Review: March 2021
<p>The following risk assessment has been developed in consideration of GOV.UK guidance - <a href="#">Guidance for schools: coronavirus (COVID-19)</a> The assessment has subsequently been updated following <a href="#">Coronavirus (COVID-19): Restricting attendance during the National Lockdown</a></p> <p>The following considers social distancing in addition to existing measures identified in the Trust <a href="#">Coronavirus Risk Assessment folder</a> and should be viewed in addition to existing assessments and guidance issued.</p> <p>All staff should follow the government hierarchy of controls when undertaking activities and when developing associated risk assessments. These are:</p> <ul style="list-style-type: none"><li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</li><li>• cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li><li>• ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li><li>• cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li></ul> <p>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break</p> <p>Always make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:</p> <ul style="list-style-type: none"><li>• After coming into school</li><li>• After break times</li></ul>	

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- After sneezing or coughing
- Before and after handling or eating food
- After going to the toilet

Ref No	Hazard Possible contamination and spread of the virus in the following settings	Who is at risk? (pupils, staff, visitors)	Control Measures	Comments and Actions
1	Transport	pupils, staff, transport provider	<ul style="list-style-type: none"> <li>• Taxi providers required to follow GOV.UK advice regarding COVID-19 hygiene practices and schools to request taxis drive with windows open, with children safely seated in rear passenger seats.</li> <li>• Staff should not transport children in personal vehicles. CCA minibus to be driven by approved drivers following transport risk assessments and pre-journey checks, with suitable staff: pupil ratios.</li> <li>• Minibus to have hand sanitisers and wipes available. Children and staff to be spaced 2m apart where possible and windows to be open for ventilation. Cordon off minibus seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread</li> <li>• Staff not to travel to work via public transport unless social distancing can be achieved.</li> </ul>	<p>Office staff requested to notify taxi drivers of protocols</p> <p>Heads to issue directions to staff</p> <p>Non-compliance to be highlighted to SLT</p>
2	Meetings and visitors	pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Staff who can work at home and have equipment to work from home to continue to do so.</li> <li>• All meetings to be held remotely where possible.</li> <li>• No onsite meetings to take place unless deemed to be business critical*.</li> <li>• On site meetings to follow <u>social distancing guidelines</u> of 2m spacing using suitably sized meeting space with adequate ventilation.</li> <li>• All meetings to have hand sanitisers and wipes available.</li> <li>• Discourage parents from gathering at school gates.</li> </ul>	<p>SLT teams</p> <p>Heads to issue direction to staff</p> <p>Non-compliance to be highlighted to SLT</p>
3	Classroom	pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Ensure class sizes reflect the numbers of teaching / support staff available and allow social distancing to be managed effectively.</li> <li>• Keep pupils at their desks, facing forward for as much of the school day as you can, ideally 2 metres (3 steps) apart – try to keep class sizes small so you can achieve this more easily. Remove desks as necessary.</li> <li>• Avoid any group activities that requires pupils to be in close physical contact with each other, such as certain sports and playground games.</li> </ul>	<p>Heads to coordinate room assessment and identify space use requirements. Rooms to be marked with maximum capacities</p>

				<p>Heads to issue direction to staff</p> <p>Non-compliance to be highlighted to SLT</p>
4	Off-site visits	pupils, staff	<ul style="list-style-type: none"> <li>• <a href="#">School Off-Site Visit Risk Assessment</a> to be used where staff are visiting other school settings – use Staffordshire Evolve platform</li> <li>• No off-site visits to take place with pupils unless a risk assessment has been completed and agreed with exec team members and meets the definition of business critical activities* - risk assessment template available from EVCs</li> <li>• Visits should only take place where <u>social distancing guidelines</u> can be maintained, including transportation to and from the location.</li> <li>• Teaching at pupils' homes should not take place – remote teaching should take place where possible</li> </ul>	<p>Heads to issue directionsto staff</p> <p>Non-compliance to be highlighted to SLT</p>
6	Break and lunchtime arrangements	pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering. Children to eat in classrooms where needed</li> <li>• Staff lunch times to be staggered where possible and other rooms to be used where social distancing cannot be achieved in staff areas.</li> <li>• Avoid any group activities that requires pupils to be in close physical contact with each other, such as certain sports and playground games.</li> </ul>	<p>Heads to issue directions to staff</p> <p>Non-compliance to be highlighted to SLT</p>
7	Cleaning	pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Cleaning teams following social distancing protocols and working hours outside of staff and pupil attendance hours where possible</li> <li>• Estates/groundwork staff to maintain 2m distance from cleaning contractors and staff and pupils during school hours</li> </ul>	<p>Non-compliance to be highlighted to SLT</p>
8	Interventions	pupils, staff, visitors	<ul style="list-style-type: none"> <li>• Parents/carers of pupils who are vulnerable should be strongly encouraged to send their child into school</li> <li>• Risk assessment of individual pupils to be undertaken where likelihood of need for physical intervention is deemed high.</li> </ul>	<p>Heads to issue directions to staff</p> <p>Heads to issue directions to staff</p> <p>Non-compliance to be highlighted to SLT</p>
9	Toilets and washing facilities		<ul style="list-style-type: none"> <li>• Only one pupil at a time to access toilet facilities and pupils to be accompanied – dependent on setting</li> <li>• Engaged/Occupied signs to be used on the outside door of staff toilets and shared kitchen areas where appropriate</li> </ul>	<p>Heads to issue directions to staff</p> <p>Non-compliance to be highlighted to SLT</p>

10	First Aid and caring for a child with symptoms of Covid-19 awaiting collection	<b>pupils, staff, visitors</b>	<ul style="list-style-type: none"> <li>• First aid staff to wear appropriate PPE when treating staff and pupils in close proximity who present symptoms of Covid-19 (not required where symptoms are not present) and should follow the <a href="#">Covid-19 Protective Measures document</a></li> <li>• Where pupils presents symptoms of Covid-19, they should be moved to the room identified at each setting where sick pupils can be kept in until parents or carers come to collect them, ideally with: <ul style="list-style-type: none"> <li>○ · A door you can close</li> <li>○ · A window you can open for ventilation</li> <li>○ · A separate bathroom they can use (either attached to the room or nearby)</li> </ul> </li> <li>• PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</li> <li>• All staff and pupils in close contact with the suspected case (within 2m) to self-isolate until Covid-19 tests have taken place</li> </ul>	<p>Appropriate PPE to be sourced via Finance Office</p> <p>Heads to issue directionsto staff</p> <p>Non-compliance to be highlighted to SLT</p>
11	Clinically Vulnerable Staff	<b>Staff</b>	<ul style="list-style-type: none"> <li>• Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Restricting attendance during the National Lockdown</a> guidance have been advised to take extra care in observing social distancing.</li> <li>• Managers of staff working from home should undertake a risk assessment of all staff working from home and complete DSE assessments for their workstations</li> <li>• If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk and document this</li> </ul>	<p>Heads to request that managers of all Clinically Vulnerable Staff complete risk assessments</p>
12	Managing suspected cases of Covid-19		<ul style="list-style-type: none"> <li>• When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</li> </ul>	

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|  |  |  | <ul style="list-style-type: none"> <li>• Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting may be sent home and advised to self-isolate for 10 days following a close contact risk assessment and consultation with the Local Outbreak Control Team. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms</li> </ul> <p><u>Cleaning protocol – To be managed by Chartwells staff alongside Heads</u></p> <ul style="list-style-type: none"> <li>• Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</li> <li>• Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>• If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.</li> </ul> |  |
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**Definitions:**

\*Business Critical Activities are activities which cannot take place via a remote platform and can be safely accomplished at Trust settings or associated schools and businesses following social distancing guidelines. Activities must be associated with one or more of the following:

- Activities which are paramount to the immediate welfare of staff and children and/or the safe operation of the school
- Training deemed to be essential by members of the Executive leadership team
- Critical strategic planning meetings, HR proceedings and planning, financial planning
- Ensuring safeguarding matters are addressed promptly in line with Trust policy
  - Facilitating effective transitions for pupils

