



MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL COVID-19 OPERATIONS RISK ASSESSMENT



RA Reference	CV2020 operations	Activity Description	COVID-19 - Infection Prevention and Control – SCHOOL OPERATIONS
Assessment Date	May 2020	Assessor Name	Joanne Ormond
Assessment Team Members	Joanne Ormond – Headteacher Carol Hurst – Union rep for NASUWT Jason Ward – union rep for NEU Julie Batsford – Chair of Governors Sue Carruthers – Vice Chair of Governors	Planned Review Date	8/6/20 (reviewed to reflect any changes in National Guidance)
Location	Maryport CE Primary School	Number Of People Potentially Exposed	300

Hazard Description and How are people at risk	Current Control Measures (Those that are in place)	Additional Control Measures (To be identified and implemented)	Action Details by Whom By When
<p>Hazards in relation to staffing and daily operation</p> <p>Lack of supervision/management of groups to comply with current guidance Unable to maintain staffing levels due to infection or isolation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff report prior to coming into school if they are experiencing any of the following symptoms: A high temperature, a new continuous cough loss of taste or smell <input type="checkbox"/> Staffing plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required. – Ratios based on appropriate risk assessment. <input type="checkbox"/> Timings of arrivals, lessons and activities in place <input type="checkbox"/> Parents/carers not allowed in the school unless absolutely necessary and appointment made with Head teacher <input type="checkbox"/> All offsite school activities suspended <input type="checkbox"/> All staff responsible for ensuring that they are fit and well to attend work. <input type="checkbox"/> All staff adhere to any instructions, advice, guidance and site rules provided to them. <input type="checkbox"/> PHE COVID-19 Testing guidance communicated to staff 	<p>All staff and children/families to be advised that they must report if they or anyone in their household have symptoms or have been advised to self-isolate, before entering the school.</p> <p>School opening will be determined by the staffing levels available for the number of children intending to come in (parent responses will be sought minimum 5 days before each phase is readmitted to determine numbers)All staff are to sign that they have read, understood and agreed all relevant documents</p> <p>Staff to be trained in the new rules and routines, including the use of sanctions and rewards, so that they can support pupils to understand them and enforce them consistently.</p>	<p>All staff – on-going</p> <p>JO/MPe – weekly</p> <p>From 4/6/20</p> <p>By 3/6/20</p>



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<p>Child or young person requiring 121 support</p> <p>SEND/ Behaviour Management Issues</p> <p>To prevent ill health/injury</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff responsible for ensuring that they are up to date with their own routine immunisations <input type="checkbox"/> Pupils – Individual healthcare plans in place for pupils who require them. <input type="checkbox"/> Pupils - Separate individual risk assessment/ healthcare / behaviour management plans and external support accessed where required to determine if the child or young person can safely attend where 121 care or support is not available for them <input type="checkbox"/> Referrals made to occupational health as appropriate <input type="checkbox"/> Employees advised of and offered vaccination cover (as this becomes available and appropriate) <input type="checkbox"/> Pupil/staff cohorts remain together at all times <input type="checkbox"/> Social distancing limits occupancy in offices and staff rooms – staff instructed to remain with cohort/groups and not mix with others <input type="checkbox"/> Outside spaces used for learning where possible <input type="checkbox"/> Outdoor equipment – taken out of use with access prevented by means of suitable barriers - OR <input type="checkbox"/> Outdoor equipment cleaned regularly, before and after use and between groups. <input type="checkbox"/> Local school specific risk assessments will identify additional control measures to be followed to prevent cross contamination and infection e.g. Cleaning/ Kitchen RAs <input type="checkbox"/> Absence/self-isolation cases due to COVID 19 (suspected or confirmed) must be reported immediately via the normal reporting procedures <input type="checkbox"/> Normal absence and wellbeing reporting procedures followed <input type="checkbox"/> Normal pre-employment procedures followed. 	<p>Cloakrooms will not be used as these are areas pupils often congregate</p> <p>We will operate a phased reopening prioritising pupils initially as follows –</p> <ol style="list-style-type: none"> 1.Vulnerable children 2.children of key workers(these two groups are the ones who have been attending settings so far.) 3.NEW Key workers children 4.new vulnerable children <p>The numbers and staffing levels will then be reviewed to plan for the reopening to wider groups in the order of Y6, Y1, Rec, Y5, Y2, Y3&4.</p> <p>Y6 will be prioritised over the other recommended groups due to their understanding of social distancing measures and ability to follow instructions whilst procedures are being reviewed. It will also allow for transition work in preparation for the move to secondary school, SEX AND RELATIONSHIPS education and emotional wellbeing.</p> <p>There will be no Nursery provision (unless child is KW or vulnerable) due to the very limited understanding of social distancing and high level of close personal support they need.</p> <p>Staffing plan reviewed on a regular basis</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefings) has been provided to all employees and/or regular visitors</p>	<p>Reviewed weekly from 8/6/20</p> <p>Reviewed weekly from 15/6/20</p> <p>At phase 2</p> <p>Daily/weekly</p> <p>In place by 2/6/20</p>
<p>Hazards in relation to lack of cleaning/</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils instructed to wash their hands upon entry to buildings and frequently thereafter. 	<p>Pupil allergies identified where applicable Sanitiser available in staff kitchen, by photocopier.</p>	



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<p>hygiene/ waste management</p> <p>Inadequate cleaning and hygiene processes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Supplies of hand sanitiser available at entrance points and where there are no sinks. <input type="checkbox"/> Hand hygiene procedures widely promoted and adhered to with provision/ promotion of the use of sanitising hand gel (60-70% alcohol) as required for those without easy access to suitable handwashing facilities. <input type="checkbox"/> Sufficient handwashing facilities are available sinks, soap and towels <input type="checkbox"/> Regular cleaning and disinfection of surface that are touched more frequently <input type="checkbox"/> Drinking fountains taken out of use <input type="checkbox"/> Suitable signage and visual instructions displayed as required <input type="checkbox"/> When delivering personal/intimate care, staff will wear the normal PPE required as detailed in individual healthcare plan 	<p>Ongoing and regular reminders - promotion of developing national guidance in relation to COVID-19</p> <p>Refer to premises RA</p>	<p>On-going</p>
<p>Transport and Travel</p> <p>Reducing the risk of infection</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Safe transport guidance promoted to staff and parents <input type="checkbox"/> Protocols in place for drop off and pick up <input type="checkbox"/> All offsite school activities suspended 	<p>Car Sharing to and from work is not currently advised unless the individuals are from the same household and the use of public transport should be avoided if possible.</p>	
<p>Hazards in relation to pupil and staff wellbeing and mental health</p> <p>Preventing ill health due to anxiety and work related stress</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Stress Risk Assessment in place <input type="checkbox"/> Where staff report work related issues – individual stress risk assessment will be carried out in line with HSE guidance <input type="checkbox"/> Staff will be referred to occupational health as early as possible <input type="checkbox"/> Good communication measure in place and maintained with staff <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. <input type="checkbox"/> Pupils anxieties will be monitored and addressed as appropriate 	<p>The Local Authority have produced the following guidance Coronavirus – getting back to school Supporting emotional wellbeing and learning</p> <p>Additional well-being and PSHE lessons will be delivered to support pupils with heightened levels of anxiety. Parents will be asked to provide information (if they want to) about any traumas during lockdown so staff can be aware of this.</p>	<p>JO/TB to make contact by 3/6/20 initially then as appropriate as/when additional groups are added</p>
<p>Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions</p> <p>Pregnancy, Asthma etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Those staff who are at a higher risk due to their underlying or pre-existing health conditions and have been prescribed medication, should where possible carry their prescribed medication with them at all times <input type="checkbox"/> Staff who have shielding letters must not attend school 	<p>Staff who are pregnant, have severe asthma or diabetes will not be asked to attend school.</p> <p>Staff who are living with clinically vulnerable people will not be expected to attend but if they do, they must remain responsible for their own social distancing.</p>	



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Hazards in relation to an adult or child displaying symptoms of Coronavirus whilst in school

- If anyone becomes unwell with a new, continuous cough or a high temperature in the school or setting, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance ([Stay at home guidance for households with possible Covid-19 infection](#)).
- If a child who is unwell is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Where available, a window will be opened for ventilation. If it is not possible to isolate them, the child will be moved to an area which is at least 2m away from other people.
- If the individual needs to go to the toilet while waiting to be collected or prior to them leaving for home, they will be directed to use a separate toilet if possible. The toilet area will then be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If a child needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.
- In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see below). The staff member will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to [COVID-19: cleaning of non-healthcare settings guidance](#).
- If a child starts displaying coronavirus symptoms while at their school or setting they should, wherever possible, be collected by a member of their family or household. In exceptional circumstances, where this is not possible, and the setting needs to take responsibility for transporting them home we will do one of the following:
 - use a vehicle with a bulkhead

All staff are briefed on symptoms and the procedure for dealing with a child who displays them.

Non-contact thermometer is available in the main office to check temperature of children with suspected cases.

Stocks of PPE equipment have been acquired and will be readily available for use as required.



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	<ul style="list-style-type: none"> - the driver and passenger should endeavour to maintain a distance of 2 metres from each other <input type="checkbox"/> the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so 		
<p>Hazards in relation to managing incidents and emergencies</p> <p>First Aid/ Accidents/ Incidents/ Emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Suitable follow-up procedures to be taken following potential infection exposure incidents. (in line with current Public Health England and updated HSE RIDDOR guidance circulated to Schools) <input type="checkbox"/> When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members will be advised to self-isolate for 14 days. All staff and pupils who are attending the school or setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. <input type="checkbox"/> Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. <input type="checkbox"/> Where the child or staff member tests positive, the rest of their class or group within their school or setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. <input type="checkbox"/> As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the setting on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. <input type="checkbox"/> Suitable first aid First aid kits in place – updated to include (where already not supplied) IIR surgical masks and rubber gloves, hand sanitisers for close contact first aid treatment <input type="checkbox"/> At least one person with a paediatric first aid certificate will be premises at all times when children 5 and under are present 	<p>Stocks of PPE equipment have been acquired and will be readily available for use as required.</p> <p>All adults and children within the affected bubble will be sent home and PHE guidance re testing and isolation will be followed.</p>	<p>JO – as necessary</p> <p>MPE to reorder as necessary</p>



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	<ul style="list-style-type: none"> <input type="checkbox"/> School Emergency Plan/ crisis management plans in place <input type="checkbox"/> All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with exiting school policy. 			
<p>Hazards in relation to eating and safe welfare facilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Timings in place to ensure safe management of break and lunchtimes <input type="checkbox"/> Adequate welfare facilities provided for all staff and pupils <input type="checkbox"/> Staff and pupils reminded to wash hands before and after eating. 	<p>Staff to be encouraged to remain on site during lunch breaks. Where this is not possible staff are reminded to maintain social distancing whilst off site</p> <p>Staggered breaks and lunch times will limit numbers using the staff room and dining hall. Dining room tables to be thoroughly cleaned between sittings and pupils spaced to retain social distancing.</p> <p>Floor markings in place to show pupils where to queue for lunch – queue to be no more than 4.</p> <p>Wipes/spray in staffroom – all staff to wipe water heater and other surfaces immediately after use. Staff to use individual crockery and cutlery. Staffroom seating rearranged to ensure social distancing guidelines are followed.</p>		
<p>Hazards due to the lack of suitable PPE</p> <p>Where carrying out close personal care tasks and physical restraint and unable to maintain 2m social distancing measures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff and pupils to be fit/well to attend setting <input type="checkbox"/> Local risk assessments/ individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance <input type="checkbox"/> PPE to be fit for purpose/ approved specification <input type="checkbox"/> Where PPE/ RPE provided staff provided with training and instruction in its use. <input type="checkbox"/> Local compliance to be monitored by Head teachers as far as reasonably practicable 	<p>If staff choose to use PPE, this must be the equipment provided by school.</p>		
<p>Assessment Conclusion</p>		<p>Providing the stated control measures are implemented and adhered to the risk of contracting most viral infections can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.</p>		



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Links to Guidance

Staff, Pupils and Others

Those who are clinically vulnerable, or are living with someone who is, should follow [protective measures guidance](#).

[Implementing protective measures in education and childcare settings](#)

[Conducting a SEND risk assessment during the Coronavirus outbreak](#)

[Guidance on hand cleaning](#)

[Kids life skills – self-care- going to the toilet](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

Personal Protective Equipment - PPE

[PHE guidance to putting on and removing \(Donning and Doffing\) PPE](#)

Travel

[Safer travel guidance for passengers](#)