

MELBOURNE INFANT SCHOOL

DCC General Health & Safety Risk Assessment for Coronavirus (COVID-19) SUMMARY SHEET

Lack of current and relevant information/guidance

Headteacher ensures daily checks are made with Government updates and Derbyshire County Health & Safety resources page.

In addition to the Government guidance, the school will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread.

All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions.

Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment.

The school has updated the behaviour policy to reflect the new rules and routines and these changes have been communicated to staff, pupils and parents.

Coronavirus posters are posted around school i.e. corridors, toilets and classrooms.

Precautionary transmission measures not being followed in school

Staff will not report for work if feeling unwell or in self-isolation until the full recommended period of self-isolation has expired.

Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required.

Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school.

A member of staff will greet each pupil and ensure they wash their hands immediately on arrival before going straight to their classroom.

Handwashing techniques are explained to all pupils and the supervision of pupil's washing hands correctly is periodically undertaken by staff.

Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;

- a) Cover your cough or sneeze with a tissue
- b) If you don't have any tissues available, then cough and sneeze into the crook of your elbow
- c) Throw the tissue in a bin
- d) Avoid touching your eyes, nose and mouth with unwashed hands

All pupils are asked and reminded to wash their hands:

- a) Before leaving home and on arrival at school
- b) After using the toilet and after breaks and sporting activities
- c) Before food preparation and eating any food, including snacks
- d) Before leaving school

Equipment, stationery and text books are not shared and should remain with that pupil on their desk.

Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching.

Pupils do not share their own exercise books.

Social distancing failure

The site has been assessed by the school internally and externally to identify the number of pupils the school can safely admit and the appropriate use of those areas.

Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for.

An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing.

A classroom desk and seating allocation plan has been drawn up for staff and pupils. This includes a designated desk and chair assigned to each pupil to achieve social distancing in class.

On arrival pupils will line up respecting social distancing rules.

Cloakrooms are not used – coats etc will be placed on the backs of their chairs.

Teachers and pupils are always in the same small groups each day and different groups are not mixed during the day or on subsequent days, thereby NOT EXTENDING the contact group.

Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes.

Movement of pupils around the school is staggered to reduce large groups of pupils/staff gathering.

Soft furnishings, soft toys, unnecessary items and toys that are hard to clean are removed unless they are to remain with that individual and will not be shared unless cleaned.

School entrance reception has a physical barrier that creates a 2 metre gap between the visitor and member of staff. Visitors are reminded to keep a 2 metre gap between other visitors.

To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are encouraged to telephone/email.

As much as possible pupils and staff are spaced apart at all times ie;

- a) Using social distancing floor markers outside of classrooms
- b) Sitting one pupil to one table
- c) Pupils using toilet and welfare facilities at one time are limited
- d) Each group has a designated set of toilets to use

Staff and pupils are reminded to wash their hands prior to eating.

A suitable drop off and pick up points where parents can socially distance has been established.

Pupil drop-off and collection times are staggered (including avoiding peak times) with parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend.

Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents.

Staff, pupils or visitors develop symptoms of coronavirus on site

When a child, young person or staff member develops symptoms compatible with coronavirus they will be sent home and advised to self-isolate for 7 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days.

Pupil reported to Head Teacher (Senior Leadership Team) and taken to designated area (Rainbow Rom) whilst being mindful of the pupils needs.

A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being use by anyone else).

PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained.

Parents informed of their child developments and asked to collect immediately.

Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) using by the person with symptoms of coronavirus.

Confirmed staff or pupil Covid-19 case

Where the child, young person or staff member tests positive, the rest of their class or group with their education setting will be sent home and advised to self-isolate for 14 days.

Classroom(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of COVID-19 are closed off for enhanced cleaning.

Hand sanitisers are located at key points where handwashing is not viable ie entrance/reception areas for visitors to use.

Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply.

Additional cleaning requirements have been agreed with site staff/cleaning contractors, which may include additional hours to allow for this.

Classrooms, desks and chairs are cleaned at the end of the day and between different groups using the same furniture.

Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover.

All statutory inspections are up to date and compliant.

Fire drills are undertaken and recorded whilst ensuring social distancing.

Date 3/6/2020