Reviewed and updated - March 2021

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| **Pupil SCHOOL RETURN - COVID-19**  [Back to index](#bookmark=id.30j0zll) | | | | | | |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES**  **(Describe the existing workplace precautions and**  **risk control systems in place)** | **Residual Risk Rating**  **HIGH**  **MED**  **LOW** | **Are Existing Controls Adequate?** | |
| **Yes** | **No\*** |
| Arriving to school | Pupils  Staff  Parents  Others | Spread of Infection due to close contact | * Consider where possible, having a one-way system introduced when parents bring pupils to school (e.g. They could enter through the carpark gates and leave via the school pedestrian gate) * 1 meter plus rule to be enforced while they are waiting for staff to receive their children * Staff member who is possibly outside enforcing the rules must wear a face covering and gloves and visors at their discretion. * Parents are requested to wear face coverings when dropping off and picking up children at school. | Low | **✔** |  |
| Temporary use of car park for staff child entry | Pupils  Staff  Parents  Others | Road safety | * If children are crossing the Lichfield Road, they should continue as they currently do, to use the Pelican crossing and enter Crawley Lane. * Again, as is the current procedure, cross Crawley Lane onto the school side. * The children should then follow the path around on the school side of the Lichfield Road onto the car park. * Cones will be places across the car park entrance so that cars can not enter. * A staff member will wear a high visibility jacket and stand on the corner of Crawley Lane and Lichfield Road. * A staff member will wear a high visibility jacket and stand on the entrance of the car park. * (See map attached to end of plan) |  |  |  |
| Staff receiving child from Parent | Staff | Spread of Infection due to close contact | * Staff receiving children to wear a face covering, visor and gloves at their discretion. * Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) * Parents are requested to wear face coverings when dropping off and picking up children at school. | Low | **✔** |  |
| Classroom set up | Staff  Children | Spread of Infection due to close contact | * The classroom must be set up to ensure distance between pupils where possible (unless siblings in the same class and they may sit together) * Children should not sit facing each other. * Children should stay in the same seats all day if possible. * Supervising adults should stay 2m apart at all times and wear a visor when working closely with children. * Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a bin after one use. | Med | **✔** |  |
| Classroom Lessons | Staff  Children | Spread of Infection due to close contact | * Teaching staff must keep that safe distance at all times where possible when teaching. * Where children may require extra assistance using PPE gear/staff discretion of risk should be used. * Children should sanitise hands before and after handling classroom equipment such as books and crayons. * Marking should be done in school, teacher to sanitise hands afterwards and consider wearing gloves. * Children can share resources but this should be limited within bubbles. | Med | **✔** |  |
| Children requiring using the toilet in lesson times | Children  Staff | Infection Control | * Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. * Create a rota for children to individually use their class dedicated toilets. * Hands should be washed and sanitised regularly at least when moving between different areas of school eg. between playground and classroom. * Each class will have their own dedicated toilet facility where possible. | Low | **✔** |  |
| Break times | Children | Spread of Infection due to close contact | * Children informed again of the importance of reducing physical contact whilst outside. * Look at providing activities which can limit physical contact. * Break rota times and locations need to be adhered to. * Supervising staff must keep a 1m plus distance from each other at all times. | Med | **✔** |  |
| Break Times – Staff Room | Staff | Spread of Infection due to close contact | * Only 2 member of staff permitted in the staffroom at any one time. * Staff must make their own drinks and place cups into the dishwasher immediately after use. * It is encouraged that staff bring their own cup and keep it with them at all times. * Staff to wipe down contact areas such as kettle handles, fridge doors etc after use. * Staff to hand gel on entering and leaving the staffroom. * Staff are encouraged to use different rooms for break/lunch times. | Low | **✔** |  |
| Cleaning of classrooms | Staff  Children | Spread of Infection due to close contact | * Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. * Wear gloves whilst carrying out this task and wash hands after cleaning. * Staff need to stick to rota regarding times and areas for breaks. | Low | **✔** |  |
| Lunch breaks | Staff | Spread of Infection due to close contact | * Children are to collect their lunch from the hall and eat in their classrooms with staff. * Using staggered and one way systems, children to return tray and head back to classroom. * Staff need to stick to rota regarding times and areas for breaks. * Staff are encouraged to use different rooms for break/lunch times. * Only 2 member of staff permitted in the staffroom at any one time. | Low | **✔** |  |
| First Aid – minor treatment | Staff  Children | Spread of Infection due to close contact | * Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. * Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. * Ensure records of injury and treatment are recorded and who administered first aid treatment. * Always wash hands after contact * Dedicated First aid / self isolation room should be used for all minor first aid. | Med | **✔** |  |
| First Aid – Life threatening | Staff  Children | Spread of Infection due to close contact | * In the event of a serious injury or incident call 999 immediately. * Wear face covering and gloves when in close contact or dealing with bodily fluids * In the event of CPR being required it is advised only chest compressions are given and use of a defibrillator if available. * Always wash hands after contact | Med | **✔** |  |
| First Aid & Medication | Staff  Pupils  Others | First Aid Procedures | * First Aiders must always wear gloves when administering first aid procedures. * Dedicated first aiders EB/CH/PL * It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) * Any dressings used to be double bagged. * Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) | Med | **✔** |  |
| Intimate Care | Staff | Lack of Infection Control | * When staff are carrying out any intimate care they must: * Wear Gloves * Wear an apron * Wear a mask and visor * Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) * Soiled clothes to be double bagged and given to Parents on collection of child. * Staff must wash their hands once gloves and masks are removed * A poster to be displayed of instructions which must be followed. * Record all intimate care carried out. | Med | **✔** |  |
| Children who are upset | Staff | Spread of Infection due to close contact | * Where a child is upset, it is advised to still try to maintain a safe distance whilst offering comfort to child. Visors to be worn * Encourage child to use a tissue to wipe eyes/nose etc. * If contact is required, consider wearing a face covering. * Wash hands after contact | Med | **✔** |  |
| Children with behavioural issues | Staff | Spread of Infection due to close contact | * Where possible allow the child to vent their frustrations * Where possible allow child to be in a room on their own or outside * If team teach techniques are required, it is advised face coverings and gloves are worn. | Med | **✔** |  |
| Children leaving at the end of the school day.  Primary | Staff  Parents  Others | Spread of Infection due to close contact | * One-way system in place with a staff member supervising outside to inform Parents to abide by the 1m plus metre social distancing rule. * Staggered entering and leaving times. * Use of different entrances/exits. * Children released when parent is next in queue and child will be fetched from classroom/collection area. * Staff wear face coverings when sending children to parents at the end of the day. * Parents are encouraged to wear face coverings when dropping off and picking up children at school. | Low | **✔** |  |
| Parent wishing to talk to staff | Staff | Spread of Infection due to close contact | * Parents will be informed that the majority of conversations with staff will be either over the phone or email if this is not possible a meeting will be arranged and social distancing rules observed. * Parents will be discouraged in congregating around the school site. * Discussions with staff will be made by prior arrangement and completed over a phone call in all but exceptional circumstances. In these circumstances a dedicated room with seating of 1m plus non face to face will be set up. | Low | **✔** |  |
| Awareness of policies / procedures / Guidance | Staff  Pupils  Others | Inadequate information | * All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. * All staff are able to access the following information on-line for up to date information on COCID-19 * Public Health England * Gov.co.uk * NHS * DfE * Department for Health and Social Care * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) * Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. * Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. * Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. | Low | **✔** |  |
| Poor hygiene practice | Staff  Pupils  Others | Ill Health | * Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. * Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. * Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. * Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. * Pupils are forbidden from sharing cutlery, cups or food. * All cutlery and cups are thoroughly cleaned before and after use. * Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England | Med | **✔** |  |
| Ill health | Staff  Pupils  Others | Coronavirus  Symptoms | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. * Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. * All staff and children to engage with the gov track and trace protocol. Office staff to inform Staffordshire of any confirmed or suspected cases [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk) * The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen. * The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. * Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. * Unwell pupils who are waiting to go home are kept in the isolation room (library) where they can be at least two metres away from others. * Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. * If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. * Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. * Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become 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. | Med | **✔** |  |
| Spread of infection | Staff  Pupils  Others | Lack of infection control | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. * Parents are informed 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. * Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. * Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. * Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. * The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. * Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. * In exceptional circumstances, where families are unable to be tested through the normal means eg. 111/NHS app, the school will be able to provide a test. | Med | **✔** |  |
| Poor management of infectious diseases | Staff  Pupils  Others | Lack of infection control | * Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. * Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher or SLT as soon as possible. * The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. * The school is informed by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff. * Staff inform the headteacher when they plan to return to work after having coronavirus. * A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. * All staff and children to engage with the gov track and trace protocol. Office staff to inform Staffordshire of any confirmed or suspected cases [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk) | Med | **✔** |  |
| Lack of communication | Pupils  Staff  Parents  Others | Infection Control | * The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. * The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. * Schools put into place any actions or precautions advised by their local HPT. * Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. * All staff and children to engage with the gov track and trace protocol. Office staff to inform Staffordshire of any confirmed or suspected cases [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk) * Staff contact with class records must be filled out daily to support track and trace in the event of an outbreak. |  |  |  |
| Cleaning while school open | Staff | Infection Control | * All hard surfaces to be cleaned on a regular basis, this will include * All door handles * All tables and chairs used by staff and pupils * Toilet flushes and regular cleaning of toilets. * All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. * Cleaning rotas must be completed, signed and dated. * Regular cleaning of surfaces will reduce the risk of spreading the virus. * All used cloths thrown away to be double bagged and then placed in a secure area i.e. lidded bin. | Med | **✔** |  |
| Statutory Tests and Inspections | Staff  Pupils | Health & Safety  Infection Control | * Statutory inspections to continue but with social distancing in place at all times. * In-house inspections should continue to ensure the school remains as safe as possible. | Low | **✔** |  |
| Contractors in school | Staff  Pupils | Health & Safety  Infection Control | * Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. * Records of all school visitors along with a mobile telephone number must be kept for a period of at least 21 days. * Control measures regarding the Coronavirus must be included within their RAMs. * School to ensure no pupils or staff are in the area where contractors are working. * Contractors will be designated a toilet they can use whilst on site. * Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. * They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. * If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. | Low | **✔** |  |
| Emergencies | Staff  Pupils | Infection Control | * All staff and 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. * Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted. | Low | **✔** |  |
| Perspective parents | Staff  Parents | Spread of Infection due to close contact | * Parent visits will take place outside of school hours. Members of staff showing parents round will wear face coverings and visors. * Parents must wear face covering when on school grounds. | Low | **✔** |  |

