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## **Trinity St Stephen Church of England First School Covid 19 Risk Assessment**

**July 2020**

### **Risk must be reduced through:**

A requirement that people who are ill stay at home

Robust hand and respiratory hygiene

Enhanced cleaning arrangements

Active engagement with NHS Test and Trace

Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

### **This is based on the following DFE guidance:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Constraints include the physical capacity of the building and sharing of spaces and resources

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School activity	Risks/hazards	RISK	Protective factors	Cost /resources	RISK
<b>School Premises</b>	Reopening school following partial lockdown	HIGH	<p>NB: School does not have its own Site Manager</p> <p>Emergency help and key holding duties provided by the Windsor Boys' School caretaking team.</p> <p>SLA agreement with RBWM to carry out all statutory checks and servicing of plant and equipment. Regular legionella testing maintained during partial school closure. All necessary safety checks to be carried out before school re-opens.</p> <p>Deep cleaning of school to take place during August.</p> <p>Deep clean of kitchen and recommissioning of kitchen equipment to take place before kitchen re-opens.</p> <p>IT equipment to be checked and any necessary software updates completed before school re-opens.</p>	No additional cost	MED
<b>Emergency Evacuations</b>	Maintaining social distancing during evacuation and at assembly point	HIGH	<p>Revised evacuation procedure to maintain integrity of bubbles.</p> <p>Different areas of playground used. New temporary signage required.</p>	Signage	MED
<b>School cleaning</b>	Infection control	HIGH	<p>A deep clean (cleaning company – risk assessment) before school re opens</p> <p>More regular cleaning of table tops with anti- bacterial product</p>	<p>Extra cleaning resources</p> <p>Anti-bacterial</p>	MED

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			<p>More regular cleaning of all door handles with anti- bacterial product</p> <p>Children using their their own equipment wherever possible</p> <p>Any shared equipment such as laptops must be wiped or cleaned with antibacterial cleaner after each individual use or left untouched for the recommended period</p> <p>All staff involved in cleaning rotas such as regularly touched surfaces and the toilet areas. Staff provided with suitable product and PPE</p>	<p>spray/wipes</p> <p>PPE</p> <p>All staff being flexible in their roles and taking an active part in keeping the school clean</p>	
<b>Children's health</b>	Showing symptoms of Coranvirus	HIGH	Families reminded that any symptom of Coronavirus: a high temperature, a new persistent cough, a loss of taste or smell will mean that the family must follow current isolation guidelines.		MED
<b>Children's well being</b>	Effects of Lock Down General anxiety	HIGH	<p>Daily well-being/PSHE sessions to talk in the first few weeks</p> <p>Discussion topics based on feelings/worries/joyful experiences during Lock Down</p> <p>Materials sent home to support parents and carers</p> <p>Staff training</p> <p>Use of classroom worry boxes</p> <p>Provision of ELSA or Family Link Worker intervention where necessary, this may involve a waiting list</p>		MED
<b>Children drop off and</b>	Observing social distancing	HIGH	<p>Different entrances and exits used and staggered timings</p> <p>Parents and carers must avoid loitering on the school premises at drop</p>		MED

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<b>collection to and from school</b>			<p>off and collection times</p> <p>Children to be let into school in small groups to ease congestion in the cloakroom</p> <p>Staff, Signage and markings on the floor at entrances and exits to prompt social distancing and guide parents and children</p>		
<b>Staff health</b>	<p>Showing symptoms of Coronavirus</p> <p>Falling into a vulnerable group</p>	HIGH	<p>Staff who have a pre-existing condition which puts them into a more vulnerable category should seek medical advice and inform the school of their situation and the guidance given. Staff must discuss their situation with HT</p> <p>Any member of staff displaying Coronavirus symptoms (high temperature, a new persistent cough, loss of taste and smell) must report the situation to school immediately and follow isolation guidelines</p>		MED
<b>Staff well being</b>	<p>Effects of Lock Down</p> <p>Anxiety on returning to work</p>	HIGH	<p>Good communication on strategies in place to minimise the risk of contagion. Shared the risk assessment with all stakeholders.</p> <p>Opportunities to talk to SLT about procedures</p> <p>Regular updates and sharing of information either in large open spaces (hall) or via Zoom</p> <p>Access to counselling through the borough support scheme and well being team</p>		MED

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<p><b>Family well being</b></p>	<p>Effects of Lock Down</p> <p>Change in financial circumstances</p> <p>Relationship challenges</p> <p>Anxiety for their own and their children's health as arrangements for school return begin and reduction of Lock Down rules</p>	<p>HIGH</p>	<p>Staff awareness of possible scenarios for our families through training (Borough resources)</p> <p>Encourage good communication between parent and teacher (email or telephone) so that all parties are aware of any changes in circumstances</p> <p>Good communication from school to demonstrate to families the measures school is taking to reduce the risk</p> <p>Communication from school to prepare families to return to school, including reminding children of effective handwashing and social distancing rules</p> <p>Provision of ELSA or Family Link Worker intervention where necessary, this may involve a waiting list</p>		<p>MED</p>
<p><b>Classroom teaching</b></p>	<p>Observing social distancing where possible</p> <p>Maintaining a good cleaning regime</p> <p>Maintaining good</p>	<p>HIGH</p>	<p>Reception are not expected to maintain social distancing</p> <p>Year 1 to Year 4 classrooms re arrange furniture to ensure front facing desks where possible. Space at the front of the classroom for teachers to keep a distance where possible</p> <p>Younger children will not be expected to maintain social distancing</p> <p>Children remain in their seats</p> <p>Children mainly use their own equipment. Equipment is stored in their chair pocket</p> <p>Good ventilation maintained</p>	<p>Frequently re-stocked anti bacterial spray and gel in every classroom</p> <p>Lidded bins</p>	<p>MED</p>

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	personal hygiene		<p>Children must sanitise their hands on entering the classroom.</p> <p>Door handles and regularly used areas eg toilets cleaned more frequently with anti-bacterial spray</p> <p>Cleaning of any shared resources (for example maths, science or PE resources) or storing for 72 hours.</p> <p>All bins are lidded</p> <p>Interventions, where possible, led by classroom staff. Where this is not possible interventions held in large spaces with space between adults and children. Children sit side by side facing the front. Some intervention could take place outside whilst weather is fine.</p>		
	Social distancing and early years	HIGH	Children in Reception will not be able to socially distance but will be encouraged to stay an appropriate distance from the school adults. PPE such as face shields may be worn. PPE will be used when providing any intimate care or support	PPE purchase	HIGH to Med
	Social distancing and SEN children	HIGH	<p>Children who are unable to regulate their mood and behaviour</p> <p>Children who may require individual learning support</p> <p>Take advice on use of PPE</p> <p>Parents informed to prepare their child for being independent</p> <p>Interventions, where possible, led by classroom staff. Where this is not possible interventions held in large spaces with space between adults and children. Children sit side by side facing the front. Some</p>	PPE purchase	PPE and preparation may reduce from HIGH to MED

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			intervention could take place outside whilst weather is fine.		
	Social distancing and First Aid/Comforting distressed children/administration of medication	HIGH	<p>Take advice on use of PPE</p> <p>Parents informed to prepare their child for being independent. Children will be talked through the actions they need to take and supported from a distance. If contact is required either the adult may wear PPE or the child will be sent home depending on the nature of the injury. Any contact will always be followed by good handwashing.</p> <p>Most members of staff hold an up to date paediatric qualification. A fully qualified first aider will be on site.</p>	Possible purchase of some form of PPE	PPE and preparation may reduce from HIGH to MED
	Adult first aid.	MED	<p>Nearly all staff have a paediatric first aid qualification</p> <p>A defibrillator is on site and accessible to all</p> <p>A fully qualified first aider will usually be on site</p> <p>The office will be manned whilst staff are on site and access to emergency services will be prompt</p> <p>Historic evidence indicates very low incident rate</p>		LOW
	Staffing numbers	HIGH	<p>Any unanticipated staffing absence must be telephoned into the Head Teacher as early as possible. All staff absence must be followed up by a telephone call if a message has been left or email/text sent.</p> <p>Ideally cover will initially be provided by using support assistants where possible or the HT providing cover. Supply cover may be organised for long term absence or where there is no alternative.</p>		MED

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<b>Exercise/break time</b>	promoting social distancing	HIGH	<p>Exercise and time outside will be staggered. (Key stage 1 and Reception will not be out at the same time as Key Stage 2)</p> <p>Groups of children will be kept apart by using different zones in the playground. Within groups children will be encouraged to keep their distance.</p> <p>Key Stage 1 (inc Rec) and Key Stage 2 will be kept apart and where possible not out together on the playground</p>		MED
<b>Staff breaks</b>	Observe social distancing	HIGH	<p>Only 1 person in kitchen area of staffroom at a time</p> <p>Staff will not be able to leave school once on site to visit a shop or public place. Staff returning home will be able to go but must report to the school office. Members of staff will need to ensure they have their lunch/snacks with them.</p> <p>Staff will need to continue to arrange breaks between the teams. Cleaning will also required to be done during some breaks.</p> <p>Staff can meet up but must be in a room with good ventilation, socially distanced and should not be larger than either a Key Stage 1 team (inc Reception) or a Key Stage 2 team.</p> <p>The staffroom/library will continue to be closed.</p>		MED
<b>Lunchtime</b>	Observing social distancing	HIGH	<p>Lunch time will be staggered for different groups.</p> <p>Some classes will eat in situ</p>		MED

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	Increased cleaning		Cleaning of tables before eating in classes using antibacterial spray or wipes  Handwashing or sanitising must always occur before and after eating for children and staff		
	Kitchen equipment has been unused for X weeks	HIGH	Servicing and re commissioning of kitchen equipment. Follow manufacturer guidelines and advice from Caterlink and RBWM Health and Safety teams.	Arrange re commissioning of kitchen equipment	LOW
	Children's Hygiene	HIGH	Children use hand sanitiser regularly. ALWAYS on entry into the classroom at any point in the day (for example at the start of the day, after break time, having attended an intervention), before and after eating, after coughing and sneezing etc		MED
<b>Worship</b>	Observing social distancing	HIGH	Worship with children in their classrooms led by class adults  Rev Sally continues Worship on Zoom once a week with classes watching  HT leads worship once a week using Zoom for all classes  No singing included as part of worship		MED
<b>Office operations</b>	Observing social distancing	HIGH	No visitors to the office unless arranged by appointment  All visitors must complete the Visitors Sign In Sheet clearly so that the school can engage with NHS Test and Trace if necessary		LOW

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			<p>Messages are sent by email or telephone</p> <p>SH may not be in school every day. When in school may alter hours to make use of office when office administrator has left the building</p>		
<b>Governors meeting</b>	Observing social distancing	HIGH	<p>Governors meeting can continue remotely using Zoom whilst social distancing remains in place</p> <p>If a meeting is preferred it must be held in the school hall with ventilation open and chairs arranged with social distancing in place</p>		LOW
<b>Meeting with parents</b>	Observing social distancing	HIGH	<p>All concerns, queries are conducted over the telephone or remotely using Zoom.</p> <p>Parents meetings /interviews could also be conducted over the telephone</p> <p>If a school meeting is essential it must be arranged in advance and would be held in a classroom area with social distancing in place. All visitors would be required to sign in ( as normal)</p>		LOW

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