

Covid-19 (Coronavirus) Re-Opening to Pupils Risk Assessment

The Bliss Charity School		Date Assessed: 18/5/2020					
Task/Activity: Dealing with Coronavirus							
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Exposure to Covid-19	Staff Visitors Contractors Children Parents	<p>Vulnerable staff and children:</p> <ul style="list-style-type: none"> Staff and children who are classed as clinically extremely vulnerable due to pre-existing medical conditions are not to attend school. They are to work from home/be directed to access home learning. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few, if any children will fall into this category, but parents will be advised to follow medical advice if their child is in this category. Staff in this category should work from home where possible; if they can only work on the school site, they will 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. A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, they should only attend if stringent social distancing can be 	5	2		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated in line with latest government guidance.</p> <p>These key documents have all been followed when developing this document: https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</p>

			<p>adhered to and, in the case of children, if they are able to understand and follow those instructions. This decision will be left to staff and parents to make.</p> <p>To minimise the risk of transmission, strict hygiene rules are to be implemented. All employees, contractors (Dolce) and volunteers to be made to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry • Wash hands before and after each lesson and break/lunch time • Wash hands before touching laptops/ iPads • Wash hands if face is touched <p>Basic infection controls should be followed as recommended by the government. These will be displayed prominently in all areas of the school including notice boards and gates, added to the timetable and messages repeated constantly:</p> <ul style="list-style-type: none"> • ‘Catch it. Bin it. Kill it.’ message displayed and shared repeatedly: cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Children to be instructed to put used tissues in the bin straight away. Lidded bins to be used in classrooms, toilets and offices. • Children will be told to wash their hands with soap and water often for a minimum of 20 seconds – use hand sanitiser gel if soap and water are not available. This is timetabled in at key points in the day (see classroom checklists). • Hand sanitiser/ hand washing to be available in or close to each classroom, entrances and exits of buildings, near lunchrooms and toilets. • There will be a hand-sanitiser station set up for children to use before they enter the 				<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>https://www.publichealth.scni.net/sites/default/files/2020-03/V4%20Coronavirus%20advice%20for%20schools%20poster%2020302%20EDU15.0.4%20%282%29.pdf</p> <p>https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-</p>
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			<p>school building. They will then wash their hands in small groups before starting the first lesson.</p> <ul style="list-style-type: none"> • The message to not touch your eyes, nose or mouth will be given and children asked to wash their hands if seen doing so. • All hand contact surfaces to be cleaned with anti-bacterial spray before the start of the day, at lunch time and the end of the day. This should also be carried out at other times as and when it is felt necessary (see daily classroom and cleaning checklists). • Extra cleaning to be put in place over lunchtimes so that toilets and high contact surfaces are cleaned thoroughly at least twice every day and bins are emptied at regular intervals (this is the responsibility of cleaners not staff unless absolutely necessary – PPE should then be worn as per cleaners’ checklist). • Daily cleaning check list and lunch-time checklist to be completed by cleaners on a daily basis and submitted to the office in-tray. • Daily classroom checklist to be completed by teachers in every classroom and submitted to the office in-tray. • Windows opened for ventilation where possible • Community events/meetings will be cancelled until further notice. • Governors meetings will be cancelled/held remotely until further notice. • Up-to-date emergency contact details will be held for all staff and children. • Daily record of cleaning supplies used to be made by cleaners (on daily cleaning checklist); weekly audit of cleaning and handwashing supplies to be made by Lynn 				<p>june/planning-guide-for-primary-schools#planning-what-to-teach-and-how</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>
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			<p>groups before allowing children to use them. They must then give a reminder about and supervise (from the cloakroom) the correct washing of hands.</p> <ul style="list-style-type: none"> • Doors will be propped open where possible to avoid touching of door handles. • Outdoor spaces will be used as much as possible. • Adults in the group to be responsible for cleaning classroom/ playground resources at regular points/ as and when they have been used e.g. lunchtime toys, shared resources. • There will be no movement of staff or children between groups. • Each group will have a different start, finish, break and lunch time. They will remain in their groups for these times. • A first-aid bag will be taken outside at every break time and for all lessons taking place outside of the classroom, In the event of more severe injuries, external help (i.e. from outside the group) will have to be sought regardless of the group structures. Walkie talkies will be taken onto The Green/Outdoor classroom when in use during lessons. • The principles of the behaviour policy remain in place, however, staff will adapt approaches to ensure social distancing rules and hygiene controls are followed e.g. no physical use of house points. In the event of further support being needed to deal with behaviour, an adult from the group will seek advice from the head teacher first or another member of senior team. <p>Hot meal provision/ lunch-time use of the hall and classrooms:</p>				
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			<ul style="list-style-type: none"> • Check guidance given to servers by food providers (Dolce). Brief servers on our rules of social distancing, set-up for lunchtimes, deliverance of hot meals to classrooms etc. • Children to only eat with their group. • Where children eating in the classroom, tables to be wiped with anti-bac spray between finishing the lesson and eating food. Children to stay in their assigned seat to eat lunch. • All children asked to bring their own re-usable water bottle. • When the hall has been used, all contact surfaces to be wiped down thoroughly with anti-bac spray • Hot dinners to be collected from the hall and delivered directly to pupils by members of staff in that group. • Once children have finished their meals, plates and cutlery to be put into a washing-up bowl by children. An adult is to take this back to the hall where the servers will clean as per the guidelines provided issued by the food provider (Dolce). Adults to wear disposable gloves for this task. <p>Drop-offs and Pick-ups:</p> <ul style="list-style-type: none"> • Will be staggered to allow for maximum social distancing. • Parents will not be allowed onto the school site. They will be asked to wait on The Green outside of the cordoned-off 'welcome area' and encouraged to social distance. • School staff monitoring drop-off/pick-up times will give social distancing reminders to all parents in attendance as per the Parent Information Booklet issued on 18/05/20. • There will be regular communication with parents reiterating the procedures for social 				
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			<p>distancing and what to do in event of a child/ family member developing symptoms.</p> <ul style="list-style-type: none"> All adults to have their own hi-vis jacket to aid safe crossing to and from The Green (see risk assessment for crossing to The Green). These are to be taken home on a weekly basis by each member of staff for washing. <p>In the event that someone becomes symptomatic:</p> <ul style="list-style-type: none"> Staff must inform the senior team if they develop symptoms overnight and not come onto school premises. They should stay at home and follow the government guidance for households with possible coronavirus infection. Parents to be asked to keep children at home and follow the government guidance for households with possible coronavirus infection if they develop symptoms overnight and asked to phone the school at the earliest opportunity. If a member of staff becomes symptomatic on site, they should inform a member of the senior team, leave the school site as soon as possible and follow government guidance for households with possible coronavirus infection. If a child becomes symptomatic on site, they should be moved into the allocated isolation room, a separate room (to be determined by the Head Teacher – ongoing risk assessment) where they can be isolated behind a closed door with appropriate adult supervision to await collection (contact should be made with emergency contacts immediately). Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres 				
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away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). This should be donned and doffed in line with Public Health England's guidance – a copy of this will be stored with the PPE supply. If another child is symptomatic at the same time, they can also be in the isolation room but at a distance of at least 2m apart from the other child and the supervising adult.

- PPE to be placed in key communal locations in school; incidents that require the donning of PPE are the responsibility of senior leaders in the first instance.
- Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: All surfaces and objects which are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.
- If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

			<ul style="list-style-type: none"> • When cleaning takes place after a suspected Covid-19 case, cleaners must wear PPE (disposable or washing-up gloves and aprons) for cleaning and the waste management procedures detailed below must be followed for disposal. • All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result of test is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. • The whole group is to be informed and told to self-isolate for 14 days in line with government guidance - see guidance for households with possible coronavirus infection. • If they are a child, parents/ carers are to be asked to seek testing and notify the office of the result; if they are a member of staff, they must seek testing and let a member of senior team know as soon as they hear their result. • If a test comes back positive, the adult/child may return after 7 days isolation; all others must isolate for 14 days. If the test result comes back negative, the whole group will be allowed to return to school. • Advice is to be sought from the Health Protection Team. <p>Contractors on site kept to urgent repair/maintenance only and preferably at times</p>				
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where as few children/staff are on site as possible; checks will be completed prior to their arrival.

Protection for staff:

- Children and staff will all be assigned a group. Staff must not be in close contact with others in another group.
- Breaks and lunch times are staggered to allow staff to socially distance too.
- There will be access to two different staff rooms to best enable social distancing.
- Staff will be encouraged to bring in their own re-usable water bottle and their own hot drink at the start of the day to minimise use of high-contact areas such as the staff room.
- The staff from only one group are allowed in each staff room at a time. Doors will be propped open so that adults don't have to keep touching door handles. If the room is in use by another group, adults must go elsewhere. Signs will be prominent to best prevent multi-group use of the staffrooms.
- Staff will be encouraged to take their lunch outside rather than staying in shared spaces.
- Staff are asked to arrive between 45 minutes and 30 minutes (no later) before their start time to allow for setting up in their room and for photocopying during their allotted time.
- Outside of their 'teaching' day, staff should be encouraged to work at home but they should not take children's books off site. Marking should take place within the school day within each group. Staff should leave the school site promptly after ensuring all children have been released in line with procedures for each year group.

			<ul style="list-style-type: none"> • After handling children’s books, staff should thoroughly wash their hands. • Staff meetings should take place remotely whenever possible. • All staff within a group to be responsible for carrying out the classroom daily checklist and raising any concerns with a member of the senior team. <p>Protection for cleaners:</p> <ul style="list-style-type: none"> • Cleaners to wear disposable gloves for normal cleaning and to additionally wear aprons when cleaning following a possible Covid-19 case. • Daily cleaning checklist to be followed regarding procedures and waste management. • To be advised of correct and regular handwashing procedures. 				
	Safeguarding procedures aren’t followed due to social distancing regulations	Staff Pupils Families	<ul style="list-style-type: none"> • All staff are reminded about the Safeguarding Policy and procedures to be followed in school. • All staff are aware that they need to be vigilant following the school closure as it is likely that being in ‘lockdown’ will have increased the incidence of safeguarding concerns. • A ‘pink form’ for reporting concerns is made available to all staff on the ‘One Drive’ as well as in both staff rooms. • Staff are requested to email/phone DSLs with concerns if they can’t speak to them in person both to share concerns and to follow up on concerns they have shared. Our email system is secure. 	3	1/2		

			<ul style="list-style-type: none"> • SEN calls to continue to be carried out on a weekly basis where pupils are not in school. • Vulnerable children are expected and encouraged to attend educational provision. • Families not attending school when they are expected to (YR/1/6 and vulnerable/ key worker children) will be contacted in line with government guidance. • Home deliveries of FSM will continue for children who are in years 2-5. • The 'Covid-19 Daily Safeguarding Record' will continue for those not attending daily provision. • DSLs will continue to attend safeguarding meetings virtually as requested/ needed. 				
	Negative impact on mental health and well-being caused by the outbreak	Staff Pupils Families	<p>Support for staff:</p> <ul style="list-style-type: none"> • Teachers to check and monitor with TAs regarding well-being; senior leaders to check and monitor well-being of each other and of other teachers. Governors to check well-being of senior leaders. • Agreement about how workload has been shared out – this will be subject to constant review. <p>Support for children:</p> <ul style="list-style-type: none"> • PHSE lessons to take an important role in the timetable – these to focus on well-being especially during the first few weeks. • Celebration of our new well-being wheels – small ones to be available in each classroom. • High ratio of teacher and teaching assistant support with each group having a familiar adult working with them. <p>Support for families:</p> <ul style="list-style-type: none"> • Email contact with teachers to be ongoing. 	3	1/2		

			<ul style="list-style-type: none"> Safeguarding team to signpost resources and services as needed and as appropriate. 				
	Fire procedures aren't followed due to re-organisation of classrooms and teaching groups	Staff Children	<ul style="list-style-type: none"> Fire procedures to remain as normal regarding the checking of systems. Any maintenance to be carried out, where possible, outside of school hours – see above point about contractors. Fire exit and assembly arrangements as followed: Group 6a – exit through main front door and assemble to the right of the front door (when looking at The Green). In the event of fire in the main corridor, exit by the other corridor, through the double white doors and the red gate into the front playground – again assemble on the right hand side of the front door. Group 6b – exit via external classroom door onto the front playground and assemble to the left of the front door (when looking at The Green) away from the building. Group Ra – exit via rainbow door and assemble on the back playground away from the building. Group Rb – exit via external door in Class 2 onto the back playground and assemble away from the building. Group 1a – exit via external door in Class 1 onto the back playground and assemble away from the building. Group 1b – exit via external door in Class 3 onto the back playground and assemble away from the building. Critical and vulnerable children's group to exit via external door in Class 4 onto the back playground and assemble away from the building. All usual procedures regarding accounting for children and re-entering the building to be followed. Re-entry to be by the same doors. 	5	1		

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so