

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

CORONAVIRUS (COVID-19)

Used with Existing Risk Assessments & Government Guidance

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Whitfield St James' CE (VC) Primary School			
Date of Assessment	26/06/2020	Date of Issue	01/06/2020
Assessment carried out by	Craig Woodward Leo Ford	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons:	Young People/Clients	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>	Contractor	<input checked="" type="checkbox"/>	Others (specify)	Any Visitors to School
Name of Manager confirming and agreeing Assessment:	Craig Woodward (Headteacher)									
Signature:										

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date


In agreement with Government guidance the School/Setting will use reasonable endeavours to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE						
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of current and relevant information / guidance	Headteacher ensures daily checks are made with Government updates and Derbyshire County Council Health and Safety S4S Resources page. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant			➤		
	In addition to the Government guidance, the headteacher 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. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Derbyshire County Council Health and Safety team directly					
	Our Website information is automatically updated					
	All staff, parents, pupils and visitors are informed of the rules and procedures for social distancing and hygiene precautions					
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher.					
	We communicate appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided					
	Arrangements are in place to check the welfare of vulnerable children who are not attending school/, and other pupils where there is a safeguarding concern					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i> Lack of current and relevant information / guidance	<p>Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment</p> <p>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</p> <p>Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors.</p> <p>Prior to contractors and essential visitors arriving at school their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared</p>			<ul style="list-style-type: none"> ➤ All staff are trained in the new rules and routines. ➤ Guidance pack given to parents and staff. ➤ All external visitors will be cancelled unless absolutely necessary and all safety precautions taken. 		
Precautionary transmission measures not being followed in school	<p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired</p> <p>Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. Note; most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others</p> <p>The school uses a cashless system to limit cash handling – School money online.</p> <p>Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</p> <p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves</p> <p>Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as an essential requirement of their work</p>			Mrs Donaldson and Miss Horrocks will either work in separate offices or from		

				home as needed.		
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<p><i>(Continued)</i> Precautionary transmission measures not being followed in school</p>	Toilets areas are only (wherever possible) used by 1 member of staff at a time			<p>➤ Staff will be allocated specific toilet areas.</p> <p>If there is a confirmed case of Covid 19 or a pupil / staff or family member in the same home – the bubble will be informed and all self-isolate for 14 days. All will be requested to have themselves tested.</p> <p>➤ Note; parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus</p> <p>➤ lidded bins provided in key locations.</p>		
	Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups					
	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					
	<p>Teachers and support staff follow and regularly reiterate the hygiene message to pupils;</p> <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands 					
	<p>All pupils are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school 					
	Pupils are seated at the same desk each day if they attend on consecutive days					
Equipment, stationary and text books are not shared and should remain with that pupil on their desk						

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<i>(Continued)</i> Precautionary transmission measures not being followed in school	<p>External doors and windows are opened to allow additional ventilation, where possible, including offices.</p> <p>Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching</p> <p>Pupils do not share their own exercise books</p> <p>Staff and pupils do not wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment</p>			<p>➤ All work will be completed on separate paper and sent home when finished with.</p> <p>Staff can use PPE such as face masks, aprons and gloves if the individual prefers.</p>		
Social distancing failure	<p>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. This includes outdoor play areas, car parking, access and drop off points, school entrances, reception areas, classrooms, break out spaces, corridor spaces for one way movement if necessary, staircases and stairwells, sporting areas, dining areas etc</p> <p>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</p> <p>An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing</p> <p>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</p> <p>School classes are split in half, with no more than 10 pupils per small group and one teacher (and, if needed, a teaching assistant). Everyone is a minimum of 2 metres apart and where 2 metre social distancing cannot be achieved, the number of pupils will be reduced</p>			<p>➤ Social distancing signage and floor markers/cones are used where practical</p> <p>➤ Rush hour avoidance strategy includes pupils arriving and leaving at different times.</p> <p>➤ Keyworkers – 9:00am – 3:30pm</p> <p>➤ From 08/06/2020 – Year 6 – 9:30am – 3:15pm.</p> <p>➤ From 15/06/2020 – Year 1 – 9:15am – 3:00pm.</p> <p>➤ From 15/06/2020 – Reception – 8:45am - 2:45pm.</p> <p>Siblings from the same household can mix closer than two metres.</p> 		

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<p><i>(Continued)</i></p> <p>Social distancing failure</p>	On arrival pupils will line up respecting social distancing rules and be collected from the front gate by staff.			<ul style="list-style-type: none"> ➤ Social distancing floor markers/ sports cones are used where practical with two metres between them ➤ A solution might involve children/pupils attending a nearby school ➤ We will prioritise key workers, Year 6 pupils, Reception pupils and year 1 pupils in that order. ➤ Outdoor equipment is taken out of use if it cannot be sufficiently cleaned between groups of pupils using it 		
	Cloakrooms are not used, and pupils are to place their bag(s) under their desk and their coat on the backs of their chairs					
	If there are not enough classrooms/spaces available in the setting or there is not enough available teachers/staff to supervise the groups, contact will be made with our Local Authority or Trust for further advice					
	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 and limiting the potential spread of coronavirus (COVID-19) in school					
	Support staff/Teaching Assistants are drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting					
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes					
	When outdoor equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously					
	Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk)					
	Soft furnishings, soft toys, unnecessary items and toys that are hard to clean (such as those with intricate parts) are removed unless they are to remain with that individual and will not be shared unless cleaned					
	As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys					

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<p><i>(Continued)</i></p> <p>Social distancing failure</p>	Throughout meal service times, social distancing rules in queues, seating and eating are followed			<ul style="list-style-type: none"> ➤ Social distancing floor markers are used where practical ➤ Hand sanitiser is used as a second option if handwashing is not viable ➤ Social distancing floor markers/cones are used where practical • Parents will drop off and collect the children from the main gate or playground. 		
	Staff and pupils are reminded to wash their hands prior to eating					
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments					
	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves					
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible					
	A suitable drop of 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					
	Checks are made with the school's arranged transport provider(s); 1. Are they running? 2. Are they following Government safer travel guidance for passengers?					
Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors						

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Staff and pupil wellbeing	Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision			<ul style="list-style-type: none"> ➤ Staff needing to isolate at home will plan activities for the teachers in the bubbles. Staff from each bubble will cover each other's breaks. The headteacher and / or Deputy Headteacher will be available on a walkie talkie at all times.		
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again					
	The mental health and wellbeing of all staff and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable - This has been agreed and supported by the school Governors					
	Staff to take breaks during their groups play/break times with another member of staff supervising whilst observing social distancing					
	Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority/Trust procedure					
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) 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 14 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days			<ul style="list-style-type: none"> ➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested 		
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)					
	Staff and Headteacher/Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing					
	Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs					

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<p><i>(Continued)</i> Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site</p>	A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)			<p>➤</p> <p>➤ Staff are also informed</p>		
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C)					
	Parents informed of their child developments and asked to collect immediately					
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.					
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)					
Confirmed staff or pupil Covid-19 case	Where the child, young person or staff member tests positive, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 14 days			<p>➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested</p>		
	Classrooms(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. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'					
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal					

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<i>(Continued)</i> Site staff absence Effective cleaning no longer available	If site cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover			➤ Staff and parents are informed with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school		
Unsafe Buildings Operating in a different manner to normal operation	All statutory inspections are up to date and compliant Contact is made with Property Services/Facilities Management/Trust if any problems are identified The operational Fire risk assessment has been reviewed and appropriate controls are in place The school/setting has a system for knowing who is in the school when open Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary) There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building Staff know where utility isolation points and firefighting equipment are Activities undertaken do not increase the potential for fire Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only Alarm points and the Fire log book checks are completed			➤		

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Travelling to and from work	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)			➤		
	Staff are advised to keep up to date about reduced public services and closed stations					
	Staff are encouraged to avoid rush hours and busy times if they can and use contactless payment					
	Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online					
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can			➤		
	Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. REMEMBER if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)					

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