

RISK ASSESSMENT FOR: Full Opening of Schools during COVID 19 outbreak. Guidance issued 2nd July 2020
 Now, that circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running, and clear measures that need to be in place to create safer environments within schools.
During this evolving situation please monitor and follow government guidance given in the web links provided

Establishment: The Coppice Primary School	Assessment by: Bill Heptinstall (supported by McCormack-Benson)	Date: 14.07.20
Risk assessment number/ref: RA-0021	Headteacher Approval: Chair of Trustees Approval:	Date: Date:

Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Child <input checked="" type="checkbox"/>	Expectant Mother <input checked="" type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input checked="" type="checkbox"/>	More than 8 hrs <input type="checkbox"/>

Probability (Prob)	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk no action required
Severity (Sev)	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use
		High	16-25	High risk stop operation and implement adequate control measures

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.	Public health advice to minimise coronavirus (COVID-19) risks	5	4	20 HIGH	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. We will follow this process strictly and ensure all staff are aware of it. . Essential measures include: <ul style="list-style-type: none"> • 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 • we will reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable 	5	3	15 Medium	

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
2.	Public health advice to minimise coronavirus (COVID-19) risks	4	4	16 HIGH	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together in Year Group bubbles avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible 	4	3	12 Medium	
3.	Public health advice to minimise coronavirus (COVID-19) Physical arrangements	4	4	16 HIGH	<p>This is the set of actions we will take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) throughout, enhanced cleaning will be done, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary (as described), wear appropriate personal protective equipment (PPE)</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> Numbers 7 to 9 will be followed in every case where they are relevant. 	4	3	12 Medium	

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
4.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>SUSPECTED CASE ON-SITE</p> <p>Prevention</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	5	4	20 HIGH	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door (the staff room has been designated), depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window/exterior door will be opened for ventilation.</p> <p>If they need to go to the toilet while waiting to be collected, they will use a separate toilet (BMA) that will be thoroughly cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection and a distance of 2 metres maintained if possible (consideration needs to be given for a very young child or a child with complex needs). Regarding PPE, we will be informed by: safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk (we note that anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital).</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p>	5	3	15 Medium	

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
5.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>SUSPECTED CASE ON-SITE Continued_</p>				<p>We will ensure that everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive. Headteacher follow up if test result is not received. If one student or teacher tests positive for coronavirus, the whole class / group will be sent home and advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms). Log completed <p>Always call 999 in an emergency.</p> <p>We note that isolation rules from: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance state that:</p> <ul style="list-style-type: none"> Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist). Household members should self-isolate for 14 days. If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms. There is no need for households to start their isolation again if a second member falls ill. On receipt of a negative test result, a pupil or staff member may return. <p>We know that testing is available for all staff and pupils who are eligible to return to school, and their households.</p>				

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
6.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Hygiene and - Clean hands thoroughly more often than usual</p>				<p>Clean hands thoroughly more often than usual</p> <p>We will be strict about ensuring that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future:</p> <p>We will ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p> <p>We will ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly (we note that skin friendly skin cleaning wipes can be used as an alternative).</p> <p>We will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p> <p>Children will be told not to stroke the school dog.</p>				
7.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Respiratory Hygiene</p>	5	4	20 HIGH	<p>We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>We will ensure that enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. We note that Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p> <p>Rooms will be kept well-ventilated (this will be managed to ensure that the environment remains comfortable for everyone). All interior doors</p>	5	3	15 Medium	

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
					will be kept open and exterior doors and windows will be kept open as appropriate. (04.10.20)				
8.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION</p> <p>Cleaning</p>				<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>We will put in place a cleaning schedule that ensures cleaning is enhanced and includes:</p> <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal <p>We appreciate that different groups don't necessarily need to be allocated their own toilet blocks, but toilets will be cleaned regularly and pupils will be told to clean their hands thoroughly after using the toilet. Wherever possible, groups will have a designated toilet.</p> <p>We are aware that, by the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. We will abide by such advice.</p>				
9.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Social Distancing</p>	5	5	25 HIGH	<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle we will apply is reducing the number of contacts between children and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, and we know the balance between them will change depending on:</p> <ul style="list-style-type: none"> children's ability to distance the lay-out of various areas of the school the feasibility of keeping distinct groups separate while offering a broad curriculum It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. Children old enough will be supported to maintain distance and not touch staff where possible. 	5	3	15 Medium	

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
10.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Social Distancing</p>	5	5	25 HIGH	<p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact</p> <p>Wherever possible, staff will maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Wherever possible, adults will maintain 2 metre distance from each other, and from children.</p> <p>At all times, staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. We appreciate that it will not be possible when working with pupils who have complex needs or who need close contact care to maintain a distance (as with younger children, perhaps). These pupils' educational and care support will be provided as normal with consideration for appropriate PPE as required.</p> <ul style="list-style-type: none"> - Children old enough will be supported to maintain distance and not touch staff and their peers where possible (e.g. regular reminders). This will not be possible for the youngest children and some children with complex needs and it is not feasible in some places where space does not allow (e.g. where children are seated at desks). Doing this wherever we can, and we know that even doing this some of the time, will help. - When staff or children cannot maintain distancing, particularly with our younger children, the risk will be reduced by keeping pupils in smaller, class-sized groups described above. - We will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and will include moving unnecessary furniture out of classrooms to make more space as necessary. 	5	3	15 Medium	

Task / Hazard	Initial			Control Measures	Residual			Extra Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Social Distancing</p>	5	5	25 HIGH	<p>Measures elsewhere</p> <ul style="list-style-type: none"> - Groups will be kept apart, meaning that we will avoid large gatherings such as assemblies or collective worship with more than one group. - When timetabling, groups will be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits. We will also stagger break times and lunch times (and time for cleaning surfaces in the dining hall between groups). - We have planned how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will still have a break of a reasonable length during the day. - Wherever possible and practicable, staff will keep a <u>strict 2 meter distance</u> (04.10.20) - Learning Walks involving SLT will be conducted 'from the door' (doors should be open at all times); however, some key, whole lesson observations (e.g. for NQT assessment) will need to be in the classroom, but the observer will wear appropriate PPE and keep at a distance (04.10.20) - Staff will avoid creating 'bottlenecks' with standing groups (e.g. in the pinch-point in the PPA area), ensuring people do not have to pass between them. (04.10.20) - Staff in bubbles will organise kettles in agreed areas to avoid coming to the staff kitchen (school will order extra kettles); use of this will be 'risk assessed' to ensure the safety of everybody (especially children). (04.10.20) - Staff will avoid entering rooms beyond their bubbles unless necessary (e.g. school offices), and avoid touching door jambs and handles as much as possible. (04.10.20) - Staff will take extra care when negotiating pinch-points and narrow sections of corridor in school, being considerate of others, passing quickly and 'standing by' as required; 	5	3	15 Medium	

					<p>everybody will still abide by the 'left hand side rule' when using school corridors. (04.10.20)</p> <p>- As much as possible, staff and children will remain in their bubble areas. (04.10.20)</p>				
--	--	--	--	--	---	--	--	--	--

11.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Arriving at and leaving school</p>	5	5	25 HIGH	<p>Measures for arriving at and leaving school</p> <p>We will stagger starts or adjusting start and finish times to keep groups apart as they arrive and leave school.</p> <p>Staggering break, lunchtimes, start/end of day will still ensure the same amount of teaching time.</p> <p>We will regularly communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Until guidance changes, we will have a policy of removing face coverings when pupils and staff who use them arrive at school. Pupils will be instructed not to touch the front of any face covering during use or when removing them. They will wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. We will reference the guidance on safe working in education, childcare and children's social care for advice.</p>	5	3	15 Medium	
	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
12.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>Equipment and resources are integral to education in schools.</p>				<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, may be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>				

					<p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p>We will actively seek to limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers may take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p>'Singing' will only take place outdoors and there will be no use of wind instruments (unless it is with a peri-tutor, appropriately risk-assessed)</p> <p>Staff will wipe keyboards before and after use with anti-bacterial wipes (supplied) and the Computing Room will be subject to a strict cleaning schedule (agreed with Site Manager and SLT). (04.10.20)</p>				
13.	<p>Public health advice to minimise coronavirus (COVID-19) risks</p> <p>PPE</p>	5	5	<p>25 HIGH</p>	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained • where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE will continue to be used <p>However, as happens in high schools, when in corridors and communal areas (e.g. kitchen, PPA Area, etc.) everybody must wear masks (unless sat working on PPA within their 'bubble') (school will purchase masks) (04.10.20)</p> <p>All staff who have to move between bubbles to fulfill their role must wear appropriate PPE during any contact. (04.10.20)</p> <p>We will reference the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when and how PPE will be used and what type of PPE to use, and how to source it.</p>	5	3	<p>15 Medium</p>	

Task / Hazard	Initial			Control Measures	Residual			Extra Controls
	Sev	Prob	Risk		Sev	Prob	Risk	
14. Public health advice to minimise coronavirus (COVID-19) risks Physical activity in schools				We will be flexible in how physical education, sport and physical activity will be provided whilst following the measures in our system of controls. Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (noting that this is particularly important in a sports setting because of the way in which people breathe during exercise). External facilities will be used in line with government guidance for the use of, and travel to and from, those facilities (e.g. leisure centre for swimming). As required, we will refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust				

ACTION ARISING FROM RISK ASSESSMENT

No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
	HIGH	Risk Assessment is to be reviewed in line with Government Guidance <u>Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19)</u> Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic. The government in consultation with industry, has produced guidance to help ensure workplaces are as safe as possible.	Customer supported by MBHS		
	HIGH	This risk assessment will be communicated to all staff	Customer supported by MBHS	Before start up (01.09.20)	

	HIGH	Staff to be made aware, once they enter the site regardless of putting hand sanitiser on their hands or not, everyone must proceed to the bathroom to wash hands thoroughly for 20 seconds with soap and hot water	Customer supported by MBHS		
--	-------------	--	----------------------------	--	--

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>