

Arreton COVID-19 Risk Assessment (August 2020)

Activity or area covered in the risk assessment:	Coronavirus (COVID-19): Risk assessment for September 2020 opening
Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)?:	Employees, pupils, contractors, visitors and members of the public
Assessors name:	Head Teacher
Assessment date:	August 2020
Review Date (Every 3 months or sooner if there are significant changes):	October 2020 – significant changes to government guidance will trigger an earlier review if required.

Note: This document outlines the general hazards, risks and control measures relating to Covid-19 in schools. This document covers the general risks to staff, pupils and others in council schools by its work activities in line with government guidelines.

This risk assessment does not supersede any current control measures or legal obligations relating to health and safety risk management. Any new Covid-19 control measures are reviewed in conjunction with existing specific work task and activity risk assessments.

Steps to Risk Assessment	
Identify the hazards	
Hazard:	A Hazard is something that can cause harm. For example; a protruding bolt from play equipment, falls from climbing apparatus, improper use of tools/ equipment or poor separation between traffic and pedestrians.
Evaluate the risk	
What harm could be caused?	What harm could come from the hazard. Such as; bruises, abrasions, head injury, minor/ major injury or fatality. In the case of COVID-19 this also extends to infection transmission.
How likely is the risk to occur (High, Medium or Low)?	What is the probability the incident will occur? Low, medium or high probability.
Who might be harmed?	Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)?
Decide what precautions to put in place	
What are you already doing (Control measures)?	The existing control measures are what you already have in place. Such as; servicing and testing of equipment, staff training, personal protective equipment or staff supervision, etc.
Further action/ control measures required?	Further control measures are what you need to do to achieve an acceptable level of safety. Such as; elimination or substitution of a product, item or process, keeping items locked away/ out of reach or erecting a barrier, etc.
Remaining Risk Level (High, Medium or Low)?	What is the remaining probability of the risk occurring after all the control measures are applied? Low, medium or high probability. If a significant risk level remains, further assessment or control measures may be required.
Implement your findings	
Action by whom and when?	Nominated person to complete the action/s and the date they will achieve this by.

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Health and Safety issues in the building	Injury from issues that have built up during lower occupation or summer holiday	Low	Anyone using the building	A risk assessment will be carried out to ensure that relevant levels of trained staff and identified and available.	<p>Refer to “managing school premises during the coronavirus outbreak”</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <p>Ensure deeper cleaning of all areas of school completed over the summer holiday.</p> <p>De-cluttering of classrooms/admin spaces.</p> <p>Water reconnection – hot water at temperature and water quality checks complete. Check fridges/freezer for out of date food. Statutory inspections up to date.</p> <p>School kitchen reopened. Agree menu/catering provision.</p> <p>Grounds maintenance up to date – any outdoor area line painting completed.</p> <p>Arrangements in place for all visitors, contractors, deliveries – protocols and expectations explained.</p> <p>Covid policy (Sept) in place.</p>	Low	HT/FBM

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Fire Safety	Serious injuries or multiple fatalities from fire	Low	Anyone using the building	Fire Risk Assessment reviewed and updated if necessary	<p>Refer to “fire safety in new and existing school buildings”</p> <p>Fire alarm check. Evacuation routes checked – any variance to normal fire drill communicated to staff/pupils.</p> <p>https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings</p> <p>Where approved by HT/FBM some doors may be wedged open to increase ventilation and air flow. Windows also be open where possible. Windows/doors shut immediately on fire alarm sounding.</p> <p>Early fire drill undertaken.</p>	Low	HT/FBM
Cleaning and Hygiene	Transmission of Covid 19 resulting in potential serious injury or death	Medium	Anyone using the building and anyone in their households.	<p>Priority given to:</p> <ul style="list-style-type: none"> - Frequently touched surfaces - The kitchen - The offices and reception area - All classrooms that have been used more <p>thorough clean on a rota system</p> <p>Cleaning staff to use protective</p>	<p>Refer to guidance on “cleaning non-healthcare settings”</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Information posters and signage in all classrooms, offices corridors and by washing facilities. Posters in reception.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	Low	<p>HT/FBM</p> <p>Contract Cleaners</p> <p>All Staff</p>

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				<p>gloves/apron and wash hands with soap and water</p> <p>Classrooms and office spaces decluttered, surfaces clear.</p> <p>Waste disposal.</p>	<p>Continue 'during school day' cleaning routine using standard products such as detergents and bleach, to clean door handles (especially taps, handles, flushing units, door locks in toilet areas), banisters, and empty bins. New bins to be lidded.</p> <p>Enhanced daily contract cleaning of contact points, work surfaces, door handles, toilet areas, taps etc, all thoroughly cleaned and disinfected regularly.</p> <p>All classrooms and office spaces to have supplies of anti-bac spray/cloths, anti-bac wipes, paper towels, soap. Supplies to be topped up during the day as required and every evening. Hand sanitiser available inc at reception. All bins to have bin liners. Regular bin emptying – any potential contamination bagged and stored separately for 72 hours.</p> <p>Pupils are to be taught good handwashing and hygiene principals. Pupils self-clean where possible (eg responsible for own stationary materials, take home packed lunch waste). Handwashing signage by all sinks.</p> <p>School resources regularly cleaned. Resources not easily cleaned (eg soft toys) removed.</p> <p>Pupils come in PE kit on PE lesson days otherwise normal uniform.</p>		

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					Pupils/staff allowed to bring hand cream to school.		
Managing a confirmed case	Transmission of Covid 19 resulting in potential serious injury or death	Low	Anyone using the building and anyone in their households	Enhanced cleaning Social distancing Pupils in bubbles with minimal contact and mixing	Contact local health protection team. Rapid risk assessment undertaken – confirm close contacts. Close contacts self isolate/sent home, advising to self isolate for 14 days since last close contact. MAINTAIN LOCAL RECORDS OF WHO SENT HOME. School DOES NOT need to ask pupils to record everyone they spent time with each day. Send letter home (PHE template available). DO NOT share names/details of people with Covid-19. Household members of those contacts sent home DO NOT need to self isolate unless the person sent home have subsequently developed symptoms. If schools have 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Covid-19 is suspected, work with PHE who will advise on additional actions (eg wider self isolation).	Low	HT/FBM
Cleaning Following a Suspected Case	Transmission of Covid 19 resulting in potential serious injury or death	Medium	Anyone using the building and anyone in their households.	Close and secure all areas the person has been in for 72 hours Thoroughly clean and if advised	Ensure child/staff member isolates at home for 10 days from when symptoms started. The rest of the household need to isolate for 14 days. Contact PHE HPT on 03442253861 to notify of single case. On contacting PHE the answer message will say 'suspected cases' contact NHS 111 – schools should ignore this message and wait for the 'options buttons' – PHE do want suspected cases in schools	Low	HT/FBM Contract Cleaners All Staff

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				<p>deep clean affected areas</p> <p>Launder any fabric items on hottest temperature</p> <p>Dispose of any contaminated items than cannot be washed</p>	<p>reported to them. Advise anyone with symptoms in the bubble to get tested. If negative test all return to normal and stop self-isolation. If confirmed contact PHE HPT to confirm case. Inform LA comms (01983 823793 and/or media@iow.gov.uk).</p> <p>Consider decontamination and sterilisation measures as advised by PHE (cleaners in PPE – gloves and apron).</p> <p>Contract cleaners to clean as advised by PHE.</p> <p>Ensure staff aware of controls and processes. Arrangements for accessing testing – all staff/pupils in affected bubble (via nhs.uk/coronavirus). Staff clear on return to work guidance (all expected in).</p> <p>Thoroughly clean Isolation Room (Wilber Room) if used plus any toilets used whilst in isolation. Supervising staff wear PPE within Isolation Room.</p>		
Movement around school	Transmission of Covid 19 resulting in potential serious injury or death	Low	Anyone using the building and anyone in their households.	Pupil bubbles to restrict mixing and contact opportunities	<p>Refer to guidance on “full opening of schools”</p> <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>	Low	HT/FBM All Staff

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					<p>In school control measures including keeping doors and windows open, 'traffic flow' measures to reduce/eliminate pinch points, entry/exit direct to classrooms where possible, class 'bubbles' stay isolated, designated outdoor spaces, non-contact measures (eg during PE/break times), staggered arrival/departure times, decluttered classrooms and admin spaces, strict hand/hygiene measures throughout school day, comprehensive self-cleaning and contract cleaning routines, provision of PPE where necessary, minimising bubble to bubble contact, no mixing of bubbles, provision of cleaning and hygiene materials in all classrooms/spaces, appropriate signage.</p> <p>Pupil bubbles to maintain separation from other bubbles – no contact or mixing of bubbles. Bubbles not to pass in corridors (corridor to hall potential pinch point – confirm route clear in advance).</p> <p>Staff room access via stairs – no crossing on stairs – only 2 in staff room at any one time.</p> <p>Corridor and access doors wedged open (on approval from HT/FBM) to aid movement, reduce contact with door handles and increase air flow/ventilation.</p> <p>Evacuation routes confirmed. Clear signage on doors/walls.</p>		
Use of space and	Transmission of Covid 19	Medium	Anyone using the	Staff must comply with government/school	In school control measures including keeping doors and windows open, 'traffic flow' measures to reduce/eliminate pinch points, entry/exit direct to classrooms where possible,	Low	HT

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resources around the site	resulting in potential serious injury or death		building and anyone in their households.	<p>guidance regarding hand washing and social distancing whilst on the school site. Ensure there is social distancing where practicably possible.</p> <p>Designated areas have been identified in each school. Pupils will only use this area and the school playground/field. All other areas will be closed to pupils.</p> <p>If necessary, the beginning and end of the day will be staggered to promote social distancing.</p> <p>Social distancing in the primary</p>	<p>class 'bubbles' stay isolated, designated outdoor spaces, non-contact measures (eg during PE/break times), staggered arrival/departure times, decluttered classrooms and admin spaces, strict hand/hygiene measures throughout school day, comprehensive self-cleaning and contract cleaning routines, provision of PPE where necessary, minimising bubble to bubble contact, no mixing of bubbles, provision of cleaning and hygiene materials in all classrooms/spaces, appropriate signage.</p> <p>On entry into school all pupils go straight to their desk.</p> <p>Outer field open as car park on temporary basis with all pupils entering via back gate.</p> <p>Pupil resources kept inside classrooms and not shared. Hygiene routine for shared equipment (eg laptops) and transfer/store with clear cleaning/hygiene procedure in place(or left unused for 48 hours – 72 hours for plastics).</p> <p>Ideally adults should maintain 2 metre distance from each other and from children, accepting this may not be possible with younger children/SEND. Avoid face to face contact and minimise time spent within 1 metre of anyone.</p> <p>.</p> <p>Outdoor equipment cleaned/wiped after use. Music – instruments to be cleaned before and after use. No singing indoors and any singing activity outdoors all participants must be socially distanced and the activity be for a short time.</p>		

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				<p>setting is achieved by:</p> <ul style="list-style-type: none"> a. Avoiding contact with anyone showing symptoms b. Frequent handwashing c. Good hygiene practice d. Regular cleaning of setting e. Minimising contact and mixing <p>Use of hall</p>	<p>Ventilate room by opening doors/windows. Maximise time outside. Reduce exposure rate opportunities.</p> <p>Handwashing hygiene at all times (aim to wash hands at least 6 times/day). Avoid touching face with hands.</p> <p>Sun prevention measures are to be adopted – pupils to have sun cream applied before entering the site, wear sun hats and if possible remain in the shade (particularly if undertaking a lesson outside).</p> <p>An isolation room is nominated in each school to be used should a child develop symptoms. PPE will be available in this space. Procedure for use of PPE in place.</p> <p>If a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and pupils will have access to a test if they display symptoms. In the event of a negative test they can return to the school/end self-isolation. If the test is positive, the rest of the class/those in that ‘bubble’ and anyone in contact with that bubble will be sent home and self-isolate for 14 days. Public Health England will advise schools on any other appropriate action (eg whole year group sent home) – closure of the whole school will not generally be necessary. PHE will also advise on any need to deep clean.</p>		

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					The hall will not be used as a dining room to reduce risk of contact transmission via cutlery, crockery and tables/surfaces. This will also reduce kitchen activity. Packed lunches will be produced in school for UFSM/FSM pupils and delivered to classrooms. Lunch will be taken outside if weather allows, otherwise pupils will eat in their classrooms. All waste from home produced packed lunches is to be returned to lunch boxes and taken home. There is to be no sharing of lunch boxes.		
Inadequate staffing levels and inappropriate group sizes	Harm to children resulting from inadequate supervision	Low	Children	<p>Ensure safe adult/pupil ratios. Staff will work as part of a team in their bubble.</p> <p>Staff are expected to be in school unless otherwise agreed with HT.</p> <p>Provision, in respect of normal teacher terms and conditions are suspended: terms 'rarely cover' and 'PPA' do not apply.</p>	<p>Refer to guidance in "full opening - schools"</p> <p>Classes in bubbles of up to 30. Class furniture facing forward. Excess furniture removed to storage.</p> <p>Pupils allocated to bubbles/staff – separation through space/time during day.</p> <p>Parents aware of entry/exit routes, timings and protocols. All gates looked except back gate for entry/exit.</p> <p>All staff who are self-isolating must complete an ISOLATION NOTE which can be completed on the GOV.UK website and return this to the HT/FBM immediately, or as soon as is practicable.</p>	Low	HT/FBM

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Support for SEND and Behaviour	Transmission of Covid 19 resulting in potential serious injury or death	High	Anyone using the building and anyone in their households	As per individual school	<p>Refer to guidance in “full opening - schools”.</p> <p>SEND pupils entitled to ‘full education offer’.</p> <p>Separate COVID-19 pupil risk assessments as required (template provided) particularly when social distancing not possible.</p> <p>Liaise with local authority – instigate phased return response and reduced timetable if required. Use social stories to help support pupils with SEND cope.</p> <p>Behaviour policy addendum in place.</p>	Low	HT
School rules and routines including taking marking home, school uniform, picking up and dropping off children and visitors	Transmission of Covid 19 resulting in potential serious injury or death	Low	Anyone using the building and anyone in their households	As per individual school	<p>Refer to guidance in “full opening - schools”</p> <p>Limit physical transfer of resources/homework between school and home.</p> <p>Outside school site normal social distancing measures apply. These will apply in adult areas on site (eg staffroom, reception).</p> <p>Pupils to drop off/pick up at designated times. No parents beyond access points without booked appointment. No contact or mixing between bubbles/parent households.</p>	Low	HT

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					<p>Signage for entry/exit routes, and social distancing where appropriate.</p> <p>Outer field to be temporarily open – access to school site by back gate.</p>		
Failing to communicate changes to staff and parents	Transmission of Covid 19 resulting in potential serious injury or death	Low	Anyone using the building and anyone in their households	As per individual school	<p>Refer to guidance in “full opening - schools”</p> <p>Regular emails, parentmail, social media posts, newsletters.</p>	Low	HT
Pupil and staff medical, wellbeing and mental health	People experiencing mental health issues, either new or exacerbating existing one	Medium	Staff and pupils	<p>Staff experiencing symptoms of COVID-19 should self-isolate for 7 days- starting from when their symptoms started.</p> <p>If someone in a household experiences symptoms of COVID-19 the rest of the household should self-isolate</p>	<p>Refer to guidance in “full opening - schools”</p> <p>Ensure those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature (above 37.8 degrees C), or has a loss of or change in, their normal sense of smell (anosmia), they must be sent home and advised to</p>	Low	HT

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				<p>for 14 days from the day when the first person became ill.</p> <p>Staff who have an underlying health condition should be practicing 'social distancing'.</p> <p>Medical advice</p>	<p>follow 'stay at home' guidance for households with possible or confirmed Covid-19 infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)</p> <p>If a pupil or staff member develops symptoms they should be sent home to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. In the event of a negative test they can return to the school/end self-isolation. If the test is positive, the rest of the class/those in that 'bubble' and anyone in close contact will be sent home to self isolate for 14 days – closure of the whole school will not generally be necessary. PHE will also advise on any need to deep clean.</p> <ul style="list-style-type: none"> • Close contact means: <ul style="list-style-type: none"> a. Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin to skin). b. Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. c. Travelling in a small vehicle, like a car, with an infected person. 		

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					<p>Arrangements for informing parents in place.</p> <p>The school has accurate non contact thermometers.</p> <p>Arrangements for staff meetings in place to regularly update all staff. Return to work guidance for staff in place. Return to school guidance for parents/carers in place.</p> <p>Staff absence, reporting and recording in place. Cover arrangements determined.</p> <p>School will prioritise PSHE/SCARF on pupil return. Support pupils in class. Pastoral support for staff. Staff reminded of helpline and website support available through LA SLA.</p> <p>All staff and pupils expected to return to school unless specific medical advice dictates otherwise.</p> <p>Children/staff with an underlying health condition may return to school – we will carry out an individual risk assessment for such children and staff. These risk assessments may amend school procedures (such as restrict areas of the site these people may go or the interactions they may have). Individual risk assessments/health care plans will be agreed with parents/staff before they enter the school site.</p>		

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Staffing Activity – Home Working	Bringing COVID-19 into your household	Staff and their households	Low	<p>High standards of personal hygiene to be maintained at home, if necessary and practical, self-isolate within the home.</p> <p>Staff should stay in regular contact with the HT/FBM and inform them immediately if their circumstances change and are no longer fit for work.</p>	Staff taking their laptop/device home must ensure that is kept safe and the information kept confidential under GDPR by using password protection and encryption as far as possible.	Low	<p>HT/FBM</p> <p>All Staff</p>
Provision for Pupils at Home	<p>Loss of learning</p> <p>Strained relationships</p> <p>Mental health</p>	High	<p>Pupils</p> <p>Families</p>	<p>Teachers will ensure pupils have access to online provision is provided through websites or virtual learning platforms.</p> <p>Hard copies of resources available from school office and can be collected at an arranged time.</p>	<p>Provision of IT to pupils who do not have access if required.</p> <p>Home learning on its own unlikely to provide education required for vulnerable pupils to close learning gaps.</p> <p>Increased safeguard vigilance on return of pupils. Report via normal reporting method (CPOMS introduction).</p> <p>Contingency home learning plan should school be closed or be required by individual pupils.</p>	Medium	<p>Teachers</p> <p>Admin staff</p>

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Pupil Attendance	Exposure to pupils and staff who may carry the COVID-19 virus. CME	High	Anyone using the building and anyone in their households	Statutory attendance	Parents/carers may be penalised for pupil non-attendance. Encourage pupils to return to school if able – parent newsletters. Encourage pupils to walk to school, avoid public transport, avoid congregating or breaching social distancing to/from school. Staff/pupils bring sun hat, water bottle, hand cream. Apply sun cream before arriving at school.	Low	Admin staff SLT/ Teachers to challenge
Safeguarding	CME Possible abuse/neglect	High	Pupils Families	DSL on site. DSL contacted and informed of any new safeguarding concerns	LAC team providing a remote service: 01962 835227/835229 Increased safeguard vigilance on return of pupils. Report via normal reporting method (CPOMS being introduced). Staff refresher training as required. CPP policy addendum in place.	Low	All staff DSL/DDSL