|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PHMAT - PARTIAL SCHOOL RETURN - COVID-19 Risk Assessment** | | | | | | |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES**  **(Describe the existing workplace precautions and**  **risk control systems in place)** | **Residual Risk Rating**  **HIGH**  **MED**  **LOW** | **Are Existing Controls Adequate?** | |
| **Yes** | **No\*** |
| Arriving to school | Pupils  Staff  Parents  Others | Spread of Infection due to close contact | * Single point of access introduced when parents bring pupils to school, avoiding cross pedestrian traffic keeping parents outside of perimeter. * Staggered arrival times. KWV 8.45 Y6 9.00 Y1 9.15 R 9.30 * 2 metre rule to be enforced while they are waiting for staff to receive their children from agreed point. * Pupils to be taken directly into classrooms via external doors KWV1 though PB external door, KWV2 LJ cloakroom, KWV3 LG external door. 6.1 CH external door, 6.2 CG external door, 6.3 UJ cloakroom. 1.1 ES cloakroom. R.1 FF external door * Pupils to individually wash hands on arrival – additional handwash stations created outside every room without its own sink | LOW | **Y** |  |
| Staff receiving child from Parent | Staff | Spread of Infection due to close contact | * Staff receiving children to maintain 2 metre rule. * SLT to open gate at 8.45 and wait by gate until 8.55 to send children round to bubble staff * Staff to keep conversation with parents to a minimum and ask them to contact the school office via telephone with any questions or concerns. | LOW | **Y** |  |
| EYFS Classroom set up | Staff  Children | Spread of Infection due to close contact | * The activities must be set up as far away from each other as possible * EYFS to try and maintain a 2-metre rule between each activity and minimise the amount of children in one area * All EYFS groups to be limited to 8 children where possible with the maximum group number never exceeding 16 children. * Children and staff to mix in a small consistent group throughout the day within designated settings to avoid contact with other groups. * All groups to be within rooms that meet the EYFS ratios per child: (under 2 years – 3.5m2 / 2 years – 2.5m2 / 3 to 5 years - 2.3m2) * Remove soft furnishings and loose carpets. * Minimise the amount of resources available in the room avoiding wet play / sand etc. * The sharing of resources between groups should be minimised with resources cleaned thoroughly before use and during the day * To improve ventilation doors can be propped open but must be closed each evening or in the event of a fire alarm (if safe to do so) | LOW | **Y** |  |
| Classroom set up | Staff  Children | Spread of Infection due to close contact | * The classroom must be set up to ensure a 2-metre rule is in place between each child, removing vacant chairs. * The teacher’s desk must be kept 2 metres away from the children’s tables/desks. * Children should not share equipment within the classroom and keep to the same allocated desks. If a desk is used by a different child on a different day it must be thoroughly cleaned before change. * Children will not change bubbles during the week * Tissues available for pupils to use when coughing or sneezing and they must go into a bin after one use. Lidded bin with double bag for any tissues * To improve ventilation doors can be propped open but must be closed each evening or in the event of a fire alarm (if safe to do so) | LOW | **Y** |  |
| Classroom Lessons | Staff  Children | Spread of Infection due to close contact | * Teaching staff must keep that safe distance at all times where possible when teaching. * Where children may require extra assistance a 2 metre rule must try to be enforced. * Encourage self marking of work where appropriate * Staff to wash hands if touching work children have produced | LOW | **Y** |  |
| Children requiring using the toilet in lesson times | Children  Staff | Infection Control | * Inform the child of the importance of washing their hands after using the toilet. Have set toilets for each group and only allow one child at a time in the toilet.Toilets that are shared by bubbles are colour coded so that only one bubble uses a particular cubicle * Handwashing posters are displayed in classroom and bathroom areas | LOW | **Y** |  |
| Break times | Children | Spread of Infection due to close contact | * Children informed again of the importance of social distancing whilst outside on designated playgrounds. * Look at providing activities which can abide by the rules. * Supervising staff must keep a 2 metre distance from each other at all times. * Separate equipment provided for bubbles | MED | **Y** |  |
| Break Times – Staff Room | Staff | Spread of Infection due to close contact | * Staff must sit at least 2 metres apart from each other * Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. * Break times to be staggered keeping contact low | LOW | **Y** |  |
| Break Times  Classrooms | Staff  Children | Spread of Infection due to close contact | * Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. * Wear gloves whilst carrying out this task and wash hands after cleaning. | LOW | **Y** |  |
| Lunch breaks | Staff | Spread of Infection due to close contact | * Lunches must be in disposable bags * children wash hands before eating * Children to eat lunch at their own station in the bubble groups * Designate playgrounds for set class groups * Catering staff to provide pre made meals, bubble staff to fetch at lunchtime * Tables thoroughly cleaned after eating | MED | **Y** |  |
| First Aid – minor treatment | Staff  Children | Spread of Infection due to close contact | * Kit for minor first aid available in each area * Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. * Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. * Ensure records of injury and treatment are recorded and who administered first aid treatment. * Always wash hands after contact * Parent to be informed by text/email/phone if child has had an accident – no paper forms to be sent home | LOW | **Y** |  |
| First Aid – Life threatening | Staff  Children | Spread of Infection due to close contact | * In the event of a serious injury or incident call 999 immediately. * Wear face covering and gloves when in close contact or dealing with bodily fluids * In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. * Always wash hands after contact * Staff involved in administering first aid (major) to allowed to go home to change | MED | **Y** |  |
| First Aid & Medication | Staff  Pupils  Others | First Aid Procedures | * First Aiders must always wear gloves when administering first aid procedures. * It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) * Any dressings used to be double bagged. * Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) | MED | **Y** |  |
| Intimate Care | Staff | Lack of Infection Control | * When staff are carrying out any intimate care they must: * Wear Gloves * Wear an apron * Wear a mask * Nappies, wipes etc. must be double bagged and placed into a bin – Nappy bin * PPE must be double bagged and disposed of into the allocated PPE bins. Removed each day and placed in the external secure bin from our waste provider. * Soiled clothes to be double bagged and given to Parents on collection of child. * Staff must wash their hands once gloves and masks are removed * A poster to be displayed of instructions which must be followed. * Record all intimate care carried out. | MED | **Y** |  |
| Children who are upset | Staff | Spread of Infection due to close contact | * Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. * Encourage child to use a tissue to wipe eyes/nose etc. * If contact is required, consider wearing a face covering. * Wash hands after contact | MED | **Y** |  |
| Children with behavioural issues | Staff | Spread of Infection due to close contact | * Where possible allow the child to vent their frustrations * Where possible allow child to be in a room on their own or outside * If team teach techniques are required, it is advised face coverings and gloves are worn. * All parents to agree to the temporary home school agreement | MED | **Y** |  |
| Children leaving at the end of the school day.  Primary | Staff  Parents  Others | Spread of Infection due to close contact | * Single point of access in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. * Waiting area marked out into 2m square sections for social distancing * Staggered leave times R 2.30 Y1 2.45 KWV 3.00 Y6 3.15. * Children taken by bubble to single point of access and release to parent – y6 to go alone if agreed with parent | LOW | **Y** |  |
| Parent wishing to talk to staff | Staff | Spread of Infection due to close contact | * Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. * Parents will be discouraged in congregating around the school site. | LOW | **Y** |  |
| Awareness of policies / procedures / Guidance | Staff  Pupils  Others | Inadequate information | * All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. * All staff are able to access the following information on-line for up to date information on COCID-19 * Public Health England * Gov.co.uk * NHS * DfE * Department for Health and Social Care * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) * Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. * Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. * Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. * Individual risk assessments have already been undertaken for staff in schools based on current government guidance, these will be reviewed as guidance is updated | LOW | **Y** |  |
| Poor hygiene practice | Staff  Pupils  Others | Ill Health | * Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. * Pupils, staff and visitors are encouraged to wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE’s guidance. * Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. * Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. * Pupils are forbidden from sharing cutlery, cups or food. * All cutlery and cups are thoroughly cleaned before and after use. * Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * Teaching staff to clean down surfaces and equipment where possible during the school day, with a focus on EYFS.Toys to be cleaned with Milton solution. * A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England | MED | **Y** |  |
| Ill health | Staff  Pupils  Others | Coronavirus  Symptoms | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. * Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. * The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen. * The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. * Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. * Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. * Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. * If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. * Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. * Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. * It is important that all staff read the Government guidance (see email to all staff 05/06/20) on the NHS Test and Trace system to understand the process. * Any staff subject to the Test and Trace process should inform the Head of School immediately. * Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. | MED | **Y** |  |
| Spread of infection | Staff  Pupils  Others | Lack of infection control | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. * Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. * Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. * Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. * The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. * Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil’s parents where necessary. | MED | **Y** |  |
| Poor management of infectious diseases | Staff  Pupils  Others | Lack of infection control | * Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. * Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher or SLT as soon as possible. * The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. * The school is informed by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff. * Staff inform the headteacher when they plan to return to work after having coronavirus. * A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | LOW | **Y** |  |
| Lack of communication | Pupils  Staff  Parents  Others | Infection Control | * The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. * The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. * Schools put into place any actions or precautions advised by their local HPT. * Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. | LOW | **Y** |  |
| Cleaning while school open | Staff | Infection Control | * All hard surfaces to be cleaned on a regular basis, this will include - By TB throughout the day * All door handles * All tables and chairs used by staff and pupils * Toilet flushes and regular cleaning of toilets. * All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. - out of reach of children * Regular cleaning of surfaces will reduce the risk of spreading the virus. - Bubble staff to clean at every breaktime * All used cloths thrown away to be double bagged and then placed in the secure container on site as agreed with the waste provider. | LOW | **Y** |  |
| Statutory Tests and Inspections | Staff  Pupils | Health & Safety  Infection Control | * Statutory inspections to continue but with social distancing in place at all times. * In-house inspections should continue to ensure the school remains as safe as possible. | LOW | **Y** |  |
| Contractors in school | Staff  Pupils | Health & Safety  Infection Control | * Contractors will be expected to make prior appointments with school via the front office / Caretaker or Facilities Manager.If arrangements have not been made in advance access will not be allowed. * Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. * Control measures regarding the Coronavirus must be included within their RAMs. * School to ensure no pupils or staff are in the area where contractors are working. * Contractors will be designated a toilet they can use whilst on site. * Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. * They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. * If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. | LOW | **Y** |  |
| Emergencies | Staff  Pupils | Infection Control | * All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required. * Pupils’ parents are contacted as soon as practicable in the event of an emergency. * Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted. | LOW | **Y** |  |