

# COVID-19 Risk Assessment

<b>School name</b>	Emerson Valley Junior School		
<b>Assessment carried out by (name/role)</b>	Iain Mortimer (Assistant Headteacher)		
<b>Date of assessment</b>	03/07/2020 (1/9/20)	<b>Date of next review</b>	Ongoing

<b>Hazard identified</b>	<b>The risk of transmission of Covid-19</b>
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<b>Who might be harmed and how?</b>	<b>Measures to control the risk</b>	<b>How are you already controlling this risk?</b>	<b>What further action (if any) do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable</p>	<p>Minimising contact with other people and maintaining social distance where possible.</p>	<ul style="list-style-type: none"> <li>• We are creating year group bubbles. The children will remain in their year groups. They will come in through the cloakrooms in their year groups and leave through the cloakrooms/shared areas.</li> <li>• The children will only be using their classrooms, cloakrooms and year group shared areas.</li> <li>• The hall will not be used for lessons, assemblies or lunches. The children will eat in their classrooms.</li> <li>• The music room will not be used for lessons.</li> <li>• Peripatetic teachers will not be able to conduct lessons due to the increase this will produce in the number of possible contacts. This will be reviewed.</li> <li>• Some staff will work across the year group. They will remain within the year group e.g. HLTA and Tas.</li> </ul>				

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groups (clinically vulnerable or extremely clinically vulnerable)		<ul style="list-style-type: none"> <li>• Sports clubs will also not be able to conduct sessions due to the increase in the number of contacts and mixing across bubbles. This will be reviewed.</li> <li>• Wraparound care is being reviewed and viable options are being investigated. This will not begin until the 21<sup>st</sup> September at the earliest.</li> <li>• Some lessons may be taught remotely (and securely) in school e.g. Spanish, with the teacher staying in the room for safeguarding reasons.</li> <li>• Removing unnecessary furniture and chairs where possible.</li> <li>• The tables will be set out to ensure all children are facing the front at all times.</li> <li>• The front row of tables should allow a 2m distance from the board for the teacher to teach from. This may mean that some teachers need to move their tables to be perpendicular to the wall to give them the 2m distance. They will be able to go within 2 metres of a child for a period of less than 15 minutes.</li> <li>• The Tas that are working in the class will have a 2m space for distancing from the children. They will be able to go closer than 2 metres for a period of less than 15 minutes at a time. They will need at least 15 minutes at 2m distance from the child then.</li> <li>• Children are to use hand sanitiser when they enter the classroom and when they leave the classroom.</li> <li>• Children stay at their tables when they are in the room.</li> <li>• Children bring their pencilcases, books, reading records and bottles into the classroom. Their coat and bags will need to stay in the cloakroom on their pegs.</li> <li>• The children can bring lunchboxes. These will stay on the lunchbox trolley during the day.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Children will be provided resources if they don't have them.</li> <li>• The children will not be able to fill their bottle up during the day and the fountain will be out of use. There will be a jug of water in the shared area that a TA will be able to fill the bottles up with. This is with the exception of 3CM and 6AM who have a tap in the room and the teachers can fill up the bottles.</li> <li>• In the event of a child not having a drink, a staff member will fill up a disposable cup, wipe the outside of the cup where they have held it with an antibacterial wipe and leave this outside the classroom for the child to collect.</li> <li>• The full curriculum will be taught with differentiation as would be expected to cater to the children's needs.</li> <li>• Where sheets are used, the teacher will sanitise their hands prior to handing the sheets out.</li> <li>• The children will go out to play in their year groups. Where possible, the children will try to remain socially distanced.</li> <li>• The children will eat their lunch inside their classrooms under supervision from the midday supervisors. The midday supervisors will be allocated to that year group. They will then go outside to a sectioned off area using large cones and tape.</li> <li>• The children will use their own year groups toilets throughout the day, including break and lunch times.</li> <li>• The children will be frequently trained, and the rules reinforced for social distancing in lining up and waiting outside of school and in the corridors.</li> <li>• Children and staff are expected to not stop to talk with people in the corridors to ensure that distancing can be maintained for all.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• The staff room will only be used for the staff members to access the fridge and get a drink. This is to limit the amount of contacts between people working with different bubbles.</li> <li>• The staff will have their breaktimes in their classroom/shared area. The staff can leave the site at lunchtimes.</li> <li>• An addendum has been created for the behaviour policy to ensure safe behaviours are displayed.</li> <li>• The fire evacuation procedure still remains however, the children will need to socially distance once they are outside on the field.</li> <li>• If the weather is deemed too extreme to go outside at break (wet play) the children can have a film put on the board.</li> <li>• The children will now be taking part in P.E. lessons led by the P.E. team. This will happen outside only with the bubbles remaining separate. The P.E. teacher will teach from further than 2 metres away.</li> <li>• Swimming lessons will be able to proceed as per the Full Opening guidance. This will have a separate risk assessment.</li> <li>• Trips outside of the school will be able to happen based on separate risk assessments that do not cross bubbles e.g. one class bubble on a Covid secure operated coach.</li> <li>• The equipment being used will be individual equipment that will be thoroughly cleaned after each use. There will be no contact sports taught.</li> </ul>				
	People displaying symptoms of Covid 19	<ul style="list-style-type: none"> <li>• Children that display symptoms of Covid 19 will be sent to the first aid room and their parents/carers contacted to collect them. They will then be advised to book a Covid-19 test and then contact the school as soon as the results are in.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Adults displaying symptoms will be asked to leave the school and self isolate until they have booked and received the results of a Covid-19 test. They must then contact the school to advise them of the results.</li> <li>• If anyone displays symptoms before coming into school, they should not come in as per the guidance that will be sent to staff and parents/carers.</li> <li>• If a child requires medical attention whilst displaying symptoms of Covid-19, the first aider must wear the correct personal protective equipment. These people will be trained on how to 'don and doff' (putting the equipment on and taking it off) these articles properly.</li> <li>• The area that the child was sat in whilst waiting will require cleaning before anyone else is in the area. The table that they were at will also require cleaning.</li> <li>• The children that were in the room the child was sat in will be removed while the on-site cleaner cleans the surfaces in the room.</li> <li>• In the event of a positive test for an adult or child, we will contact the local authority and Public Health England who will do a rapid response assessment and inform us as to whether we continue with the provision, send a bubble home or if there are 2 or more cases, potentially close more year groups/the school.</li> <li>• If Public Health England, the NHS test and trace programme or the local authority deem it necessary, groups may be sent home to self-isolate.</li> <li>• In the case of self isolation, Google Classroom will be used to ensure that children can still access their education. Training will be given to the children in how to access this regularly and</li> </ul>				

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		<p>support will be offered to the parents via a videocall 'parents session'.</p> <ul style="list-style-type: none"> <li>Any child or adult that is contacted by NHS test and trace will be encouraged to heed the advice given.</li> </ul>				
	<p><u>Clinically vulnerable, extremely clinically vulnerable (shielding) and people living with others in this group</u></p>	<ul style="list-style-type: none"> <li>Any children or adults who are in the extremely critically vulnerable group will now be expected to be in school unless they are clinically advised by their GP.</li> </ul>				
	<p><u>Hygiene measures</u> Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p>	<ul style="list-style-type: none"> <li>Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing.</li> <li>Provision of hand soap in toilets and regular checking of supply.</li> <li>Regular reminders about hand washing and social distancing (e.g. posters in prominent positions).</li> <li>Hand sanitiser and tissues available in classrooms and other key locations.</li> <li>There will be lidded bins in each classroom for the tissues. When a child sneezes or coughs into a tissue, they will put this in the bin before using the hand sanitiser.</li> </ul>				

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	Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)	<ul style="list-style-type: none"> <li>• Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.</li> <li>• The children are expected to wear the school uniform from 3<sup>rd</sup> September. This does not need to be cleaned following any other processes than they would normally be.</li> <li>• They will wear their P.E. kit all day on the days in which they have P.E. On these days, we will ask them to bring in a spare pair of shoes/trainers in case their trainers get wet or muddy.</li> </ul>				
	Enhanced cleaning	<ul style="list-style-type: none"> <li>• Enhanced cleaning protocols are in place. One of the current cleaning staff has increased her hours of work to ensure frequent cleaning throughout the day. These areas include: <ul style="list-style-type: none"> <li>○ Thorough cleaning of classrooms and communal areas at the end of the day.</li> <li>○ Cleaning of frequently touched surfaces often.</li> <li>○ Cleaning the children's tables as normal at the end of the day and after they have eaten their lunch.</li> <li>○ Bins for tissues emptied at the end of the day.</li> <li>○ Cleaning of P.E. equipment between groups.</li> <li>○ Removal of unnecessary items from learning environments.</li> </ul> </li> <li>• Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time.</li> <li>• Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• There will be hand sanitiser opposite the photocopier. People must use this before and after touching the photocopier.</li> <li>• The iPads that are being used will be cleaned between charges. Though we are not requesting the teachers to clean, if they choose to use the iPads, then this is their choice to follow this procedure and clean them.</li> <li>• Children will be able to use and borrow library books. They will choose these from a class stock of books that have been selected by the teacher. At the end of the week, these books will be put into a box and left over the weekend. The following week, these will move to the next class in the year group.</li> </ul>				
	Maximising ventilation	<ul style="list-style-type: none"> <li>• Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).</li> <li>• The children's toilet doors will be propped open and the children will be explicitly told that they are only to use the cubicles and not the urinals.</li> <li>• Any windows that are opened will need to be closed by the same person to eliminate cross contamination.</li> </ul>				
	Minimising contact and mixing between groups of staff and pupils	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> <li>• Staggered start/finish for: breaktimes, lunchtimes, start and the end of the day.</li> <li>• Each group of children will use specified entry and exit doors at staggered times.</li> </ul>				



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		<ul style="list-style-type: none"> <li>• Limited numbers using toilet facilities at one time. This will be managed by the staff sending only once child to the toilet at a time. The children will then see how many children are in the toilets before entering. The staff will need to do a similar check. There will be 2 girls allowed in the female toilets and 1 male in the male toilets. This is due to the higher number of cubicles in the girls toilets.</li> <li>• Introduction of drop-off / pick-up protocols that minimise contact. We will initially encourage parents to refrain from entering the site. If this becomes an issue we will have to limit this dependant on the numbers and safety. They will be asked to call the office if there are any issues.</li> <li>• Consistent groupings of staff/pupils wherever possible with minimal mixing.</li> <li>• Conducting regular classroom activities outdoors.</li> <li>• Reduction of unnecessary travel where possible.</li> <li>• Provision of additional support to children as necessary to follow these measures.</li> <li>• Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules.</li> </ul>				

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	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> <li>• A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home.</li> <li>• Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to] take place.</li> <li>• If children or staff wear face coverings to school, they will be expected to remove these as they come onto the school site. The children will be taught how to take these off safely. They will need to be put into the child's bag.</li> </ul>				
	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> <li>• Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing.</li> <li>• Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical.</li> <li>• Only essential visitors are allowed on site with the prior permission of SLT.</li> <li>• Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li>• Contractor visits are scheduled outside school hours where possible.</li> </ul>				
	<p>Social distancing in school office</p>	<ul style="list-style-type: none"> <li>• All office spaces to only be occupied by the people who are working in these offices e.g. main office, Business Manager's office</li> </ul>				

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	and communal spaces	<p>and SLT offices. These people can be contacted by the phone system.</p> <ul style="list-style-type: none"> <li>• Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users.</li> <li>• Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed, and signage installed.</li> <li>• Reception staff instructed on how to deal with deliveries safely.</li> </ul>				
	Monitoring	<ul style="list-style-type: none"> <li>• Management checks to be undertaken each day on the control measures in place and reported back to SLT.</li> <li>• Staff encouraged to report any breaches of health and safety protocol they have witnessed.</li> </ul>				

<b>Hazard identified</b>	<b>Stress and anxiety relating to coronavirus workload</b>
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<ul style="list-style-type: none"> <li>• Staff</li> </ul>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> <li>• Those working remotely encouraged to ensure that they take breaks from work during the day if there is a local lockdown.</li> </ul>				

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<ul style="list-style-type: none"> <li>Homeworking staff</li> </ul> <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>		<ul style="list-style-type: none"> <li>Staff encouraged to take breaks outdoors where practical, maintaining social distancing.</li> </ul>				
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> <li>If there is a local lockdown/self isolation for a bubble, the line managers will speak at least weekly (by phone or other medium) to the staff working on their team to check on wellbeing.</li> </ul>				
	Weekly communication with all staff	<ul style="list-style-type: none"> <li>Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues.</li> </ul>				
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> <li>School has signposted suggested sources of support to all staff;</li> <li>Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing.</li> </ul>				