

Covid-19 Risk Assessment FINAL

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

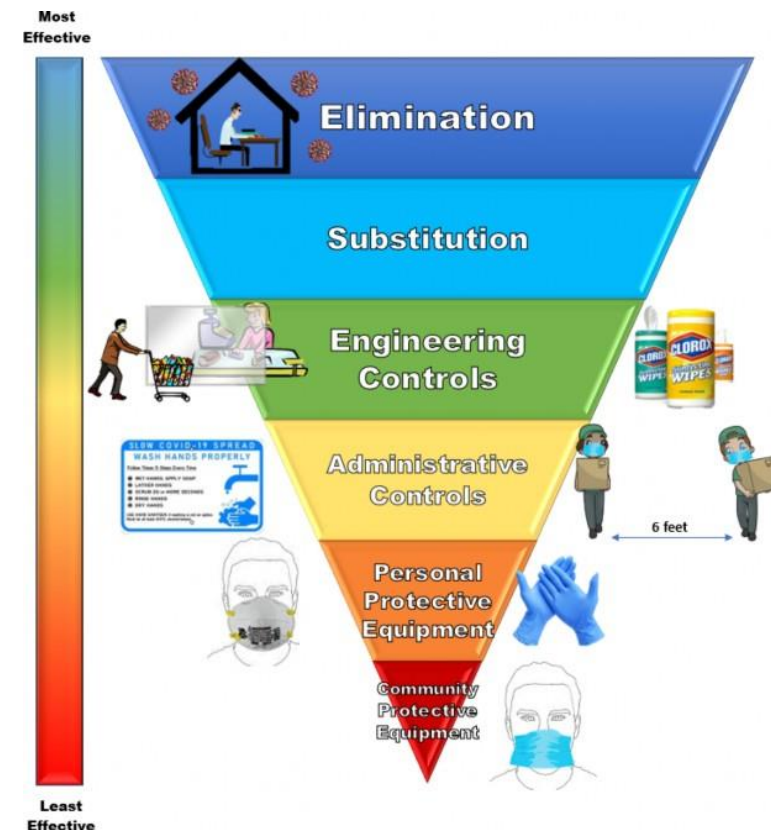
The Government has announced that from the 1st June 2020 Schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

To support schools with this phased introduction, below is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the '*considerations*' section detailed at the end of the document and the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)


The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:


- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).





Title: Covid-19 Risk Assessment



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to your premises	Promotion of good personal hygiene <ul style="list-style-type: none"> Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. 	M	Letter to all children attending – link sent and on website https://drive.google.com/file/d/1XZ1moSBzPR_l6qVLnKX0W62hKCjjizoA/view?usp=sharing	BJ	2 June	3.6.2020 Repeat for new starters 17.6.2020
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in	<ul style="list-style-type: none"> Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing) Staff and children sanitise hands on entry to school, and adults check children's hands are clean. If they are not clean, children 	L	Hand sanitising station on entry to each room used by different bubbles, and main entrance 	CR Office Teachers All staff	2 June Daily Daily	3.6.2020

	contact with you in relation to your operations	<ul style="list-style-type: none"> directed to wash hands and not touch any surfaces Pupils going to years 3 and 4 sanitise on yard, other children at entry to classroom direct access from outside Hand washing facilities with soap and warm water in place. 		<p>Office staff ensure this is used by visitors e.g. technician/social workers.</p> <p>Sanitizer used on entry and exit of buildings.</p>			
		<ul style="list-style-type: none"> Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). 	L	<p>Prominent on entry points to school including notice board, and in each room, alongside sinks/sanitising stations</p> 	Office		5.6.2020
		<ul style="list-style-type: none"> Lessons on first morning in school (ebug) 	L	<p>Catch up lesson for pupils returning after session 1. From 8.01.2020</p> <p>Teachers to confirm with HT</p>	T/TAs	Session 1/catch up as child starts to attend	
		<ul style="list-style-type: none"> Stringent hand washing taking place. (in accordance with this guidance). Pupils are supervised by staff when washing their hands to ensure it is done correctly and 	L	<p>Hand sanitisers on entry to each room and main entrance</p>	CR – paper towels	Daily	

		<p>for at least 20 seconds, where necessary.</p> <ul style="list-style-type: none"> Classes to teach children hand washing techniques. Drying of hands with disposable paper towels. Children to wash hands before and after eating a snack and before and after eating dinner. 		 <p>Office staff ensure this is used by visitors e.g. technician/social workers. Sanitizer used on entry and exit of buildings.</p>			
		<ul style="list-style-type: none"> Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. 	L	<p>Posters displayed – all in place 05.06.2020</p> <p>Staff teach this to children and reinforce and promote</p>	All staff	CR	Daily check - tissues
	<p>Teacher / staff shortage</p> <p>Impact on physical and mental health</p>	<ul style="list-style-type: none"> Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. 	L	<p>All in place 05.06.2020</p> 	CR	June 2	
		<ul style="list-style-type: none"> Appropriate receptacles for disposal of tissues which are emptied throughout the day. 	L	<p>Lidded bins in place – we are using the recycling bins, placed by the sink,</p>	CR	June 2	

				used for all tissues and paper towels. Internal bags to be disposed of. Other recycling can go in here. 05.06.2020			
		<ul style="list-style-type: none"> Pupils discouraged from sharing cutlery, cups or food. 	L	Children are seated in bubbles and are socially distanced. Bubbles in hall at different time (timetable in place)	Supervisors	June 1	
		<ul style="list-style-type: none"> Parents informed of hygiene expectations and to discuss with their child(ren). 	L	Letter home Twitter feed – frequent retweet NHS wolves, council and Public Health	HT	June 1	Done
		<ul style="list-style-type: none"> Areas are kept well ventilated using natural ventilation where possible. 	L	New classes to use natural ventilation and not air conditioning. Y4 classes – also top windows CR am	CR open daily am All staff	Daily	
		<p>Cleaning</p> <ul style="list-style-type: none"> Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. 1-6 	L	Label desks Midday clean Staff to wipe as needed during sessions	CR/adults in room/LA cleaning	1.06.2020	
		<ul style="list-style-type: none"> Cleaners are sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with 	L	Meeting to discuss cleaning strategy, review LA risk assessment etc.	LA cleaners	1.06.2020	Done

		the COSHH policy and the H&S policy.					
		<ul style="list-style-type: none"> Cleaners are sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. 	L	Additional cleaner mid-day clean – 3 hours	HT/VK		Done
		<ul style="list-style-type: none"> Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. 	L	1.06.2020	HT/VK		Done
		<ul style="list-style-type: none"> Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods. 	L	Request checks and assurance from area supervisor. Weekly feedback requested.	HT/VK		Done
		<ul style="list-style-type: none"> Rigorous checks to be carried out by line manager to ensure that the necessary procedures are being followed. 	M	Request feedback	Area supervisor	Weekly	
		<ul style="list-style-type: none"> All cutlery and cups are thoroughly cleaned before and after use. 	L		Shires staff	Daily	
		<ul style="list-style-type: none"> Wiping of any shared resources e.g. books 	L	Wipes purchased School closed to all but KW/V wb 1.06.2020.	Class base staff	Daily	

		<ul style="list-style-type: none"> Good housekeeping – reduce amount of resources and items on table tops across school 		Wider opening planned 8.01.2020	Done 3.06.2020		3.06.2020
		<p>Social Distancing</p> <ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). 	M	Posters displayed Timed text weekly to remind about symptoms and following guidelines	HT letter Office	June 1	Done
		<ul style="list-style-type: none"> Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. Use capacity tool. Bubble sizes are based around groups defined in capacity tool and 1 teacher (and 1 TA if needed). Cohorts are kept together and where ever possible different groups are not mixed. The same teacher / staff members are assigned to each group and stay the same during the day; adults may move to different bubbles on different days for timetable/staffing reasons Children use same classroom or area of a setting, including toilets, throughout the day with 	L	Posters in key rooms e.g. staffroom (5) main reception (2) – using capacity tool EYFS bubbles split into groups across larger area	All staff Shires staff LA cleaners	June 1	Done 3.06.2020

		<p>thorough cleaning of rooms at midday and the end of the day.</p> <ul style="list-style-type: none"> Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering. 					
		<ul style="list-style-type: none"> Staff reminded daily of the importance of social distancing both in the workplace and outside of it. 	L	<p>Risk assessment</p> <p>Posters displayed</p>	All staff		3.06.2020
		<ul style="list-style-type: none"> Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Redesigning processes / rooms to ensure social distancing in place. Teams calls to be used instead of face to face meetings. Social distancing also to be adhered to in staff rest areas. Management checks to ensure this is adhered to. Parents discouraged from gathering at school gates – use of poster and letter. Parents advised not to bring children to school if household is not adhering to latest Government guidelines – scheduled text and letter Parents advised only one adult on school run to minimise number of people around site 	L	<p>If staff want to work from school on day not designated on timetable, email SLT/VK prior to day.</p> <p>Scheduled texts weekly</p>	<p>HT/SLT</p> <p>All staff</p>		3.06.2020

		<ul style="list-style-type: none"> Staff to communicate via email in school rather than walking around 					
		<p>Reducing contact point activities</p> <ul style="list-style-type: none"> School avoids any activities which involve the passing of items around a class i.e. Food making / tasting, artefact sharing, touching activities etc. School will cease hand shaking of children and visitors. Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down. 	L	Door stops to keep some open and reduce contact points	All adults on site		3.06.2020 Ongoing
		<ul style="list-style-type: none"> Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. 	L	In case of fire alarm, staff to close doors on evacuation	CR – daily All staff		3.06.2020
		<p>Dealing with a suspected case (staff and / pupil)</p> <ul style="list-style-type: none"> 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. Staff to exit building and phone office immediately upon leaving building i.e. car park 	M	PPE packs in place for SLT/office use only Packs include goggles, visor, apron, gloves prepared and left inside office door by printer	All staff		3.06.2020 Ongoing

		<ul style="list-style-type: none"> • Pupil to be brought to sit on chair outside office and office staff informed • TA goes back to bubble and SLT/office take over • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area (meeting room) where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. • Meeting room door closed and windows open at all times in day • 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 any potential infection (either eco or main entrance). • Areas used by unwell pupils who need to go home are appropriately cleaned once vacated. • PPE used by supervising staff is suitably disposed of/sanitised • If a member of staff becomes symptomatic school maintains regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, 					
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		identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.					
		Controlling other users of building (visitors / contractors) <ul style="list-style-type: none"> The school will contact every user and inform them of usage expectations: Compulsory handwashing / use of gel before entering school. 	L		Office CR All staff		Ongoing
		Emergency procedures <ul style="list-style-type: none"> 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. 	L		ED + office checking texts not sent etc. Letter	Ongoing	3.06.2020
		<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	L		AK BJ policy	27.05.20	Done
		Personal Protective Equipment (PPE)	L				

		<ul style="list-style-type: none"> Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place. 		<p>PPE required if;</p> <ul style="list-style-type: none"> a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained. This will be SLT/office depending on who is in. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). Gloves, aprons, masks should be carefully removed in meeting room to 	VK sourced items		<p>Done</p> <p>3.06.2020</p>
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				reduce contamination and disposed of safely.			
		<p>Additional control measures</p> <p>Reduce mixing within setting by:</p> <ul style="list-style-type: none"> accessing rooms directly from outside where possible – year 1 use y1/2, y6 in y5/6, reception and nursery. Possible with latest numbers (26.05.2020) wb 22.06.2020 y5 in 5/6 block, y4 in 4RD, y2/3 in y3 classes, y1 in y2 classes, ey through usual doors – SLT monitor corridors End of day y4 dismissed from eco/yard, 3SA library and 3PJ door to playground. Green room used for KW/V staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart and tables labelled so staff and children know allocated tables for bubbles. ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. 	M		SLT ED/VK Posters All staff		Done
		<p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks. 	L				



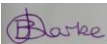
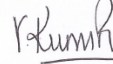

		<ul style="list-style-type: none"> for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. outdoor equipment will be used by 'bubble' groups (1.06.2020) and kept in rooms, and handwashing in place before and after playtime 					3.06.2020
		<p>For shared rooms:</p> <ul style="list-style-type: none"> use dining area as per capacity tool. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance. stagger the use of staff rooms and offices to limit occupancy. 	L		All staff		On going
		<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces 	L	<p>Each child has resources in labelled tray/basket – done 3.06.2020</p> <p>Staff wipe plastic books covers on reading books when returned to school</p>	All staff		On going

		<p>should be cleaned and disinfected more frequently.</p> <ul style="list-style-type: none"> although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts (Coronavirus (COVID-19): implementing protective measures in education and childcare settings) 					
		<p>Staff to child ratios:</p> <ul style="list-style-type: none"> Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. (Coronavirus (COVID-19): implementing protective measures in education and childcare settings) <p>Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. (Actions for educational and childcare)</p>	L	<p>Anticipated nursery number 11, capacity 12.</p> <p>One bubble, 2 groups, 3 members of staff</p>	SLT		Done

		settings to prepare for wider opening from 1 June 2020					
		<p>Additional considerations:</p> <p>Effective communication is key and cannot be under estimated. Please ensure;</p> <ul style="list-style-type: none"> • Everyone is reminded of public health advice and any updates in this fast-changing situation. • Everyone is vigilant and 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. • 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. • The headteacher/deputy/assistant contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or 	L		<p>HT emails</p> <p>All staff</p> <p>Office</p> <p>Staff</p> <p>SLT</p>		Ongoing

		<p>precautions advised by their local public health team.</p> <ul style="list-style-type: none"> Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. Schools publish their completed risk assessment on their website. Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement. 		<p>HT Google teams survey 29.05.2020</p> <p>Response emailed out 2.06.2020</p>	<p>SLT/office</p> <p>HT</p>		<p>Done</p>
		<ul style="list-style-type: none"> School monitors daily any staff absence. 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. Daily report to the HT on number of absences and symptoms. Weekly summary data for each class to HT. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	L	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups limited by capacity size and rooms.</p>	<p>VK</p> <p>S4S</p>	<p>Weekly</p>	<p>Ongoing</p>
		<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff 	L	<p>Training via Hayes – link sent March 2020</p>	<p>SLT</p>		<p>Ongoing</p>

		during the Coronavirus outbreak and will offer whatever support they can to help.		Email links to relevant support websites	All staff		
		<ul style="list-style-type: none"> Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 	L	LA training accessed.	All staff		

	Name	Position	Signature	Date	Review Date
Risk Assessor (s)	Briony Jones	HT		03.06.2020	Weekly review Updated for wider opening 18.06.2020
	Azizan Kabil	DH			
	Elaine Dovydaitis	AH			
	Bryanie Clarke	EYFS leader			
	Vanita Kumari	Office manager			
	Carl Radford	Caretaker			
Governors	Parkash Krishan	Co chair	<i>Signed copy in school</i>	05.06.2020	
	Lyndsay Stallard	Co chair		04.06.2020	

