



# COVID-19 Risk Assessment

|                                 |   |
|---------------------------------|---|
| <b>East Dene Primary School</b> |   |
|                                 | 1-9-21 following updated guidance 27-8-21 |

## Covid-19 Risk Assessment Supporting Guidance for Schools

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk) updated 27-8-21



**Title:** Covid-19 Risk Assessment

| Hazards   | Who might be harmed  | Controls Required  | Risk Rating<br>L/M/H                      | Additional Controls                                  | Action By who | Action by when | Done |
|---|--|--|---|--|---------------|----------------|------|
| Transmission of Coronavirus (Covid-19) leading to potential ill health & fatality | <p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to the premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with school / staff in relation to</p> | <p><u>Barriers / screens</u></p> <ul style="list-style-type: none"> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> </ul> | Variable depending on local circumstances | Screens already in place in the main reception area. |               | Ongoing        |      |

|  |                   |  |  |   |  |                    |  |
|--|-------------------|--|--|---|--|--------------------|--|
|  | school operations |  |  |   |  |                    |  |
|  |                   | <p><b><u>Promotion of good personal hygiene</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water (ideally warm water) in place.</li> <li>• Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• Stringent hand washing taking place. (in accordance with this <a href="#">guidance</a>).</li> <li>• Where appropriate, pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>• Reminders &amp; visual prompts will be given to children re: hand washing techniques.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Children to wash hands/sanitise before and after eating a snack and before and after eating dinner.</li> <li>• Hand sanitisers meeting a minimum of 70% alcohol content sited in any area where washing facilities are not readily available (<b>Note; hand gel is no substitute for thorough and effective handwashing</b>)</li> <li>• 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.</li> <li>• 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.</li> <li>• Appropriate receptacles for disposal of tissues which are emptied at regular intervals.</li> <li>• Pupils discouraged from sharing cutlery, cups or food.</li> <li>• Parents informed of hygiene expectations and to advise this is discussed with their children.</li> <li>• Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.</li> <li>• Areas are kept well ventilated using natural ventilation where possible.</li> </ul> |  | <p>All hand dryers to be turned off</p> <p>Air conditioning to expel air or to be turned off in the relevant classroom</p> <p>Regular reminders to staff and pupils</p> <p>Move to flip top bins in all areas across school</p> <p>Air conditioning which recycles air to be turned off in classroom<br/>Windows to be open as temperature allows<br/>Internal doors to be open whenever possible</p> | <p>LR/Caretaker</p> <p>LR/Caretaker</p> <p>LR/JV</p> <p>LR/Caretaker</p> <p>LR/Caretaker<br/>staff</p> | <p>All ongoing</p> |  |
|  |                   | <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Cleaners are employed 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&amp;S policy.</li> <li>• Request regular updates from cleaning contractors to review cleaning arrangement and make any necessary changes.</li> </ul>  |  | <p>LA cleaners risk assessment shared with staff</p>  | <p>LR/KK/LA</p>  | <p>Ongoing</p>     |  |

|  |  |   |  |   |   |         |  |
|--|--|---|--|---|---|---------|--|
|  |  | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed (responsibility of LA)</li> <li>• Staff concerns re cleaning to be taken to LR/JV</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> </ul>   |  | <p>Anti-bacterial wipes to be provided in key areas</p> <p>Staff to be reminded regularly to clean all cutlery/crockery that they use as well as the area where they are eating.</p>  | LR/JV/JW                                      |         |  |
|  |  | <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the school if they are displaying any symptoms of coronavirus (COVID-19).</li> <li>• Implementation of social distancing to maintain phase bubbles.</li> <li>• Phases are kept together and where ever possible different phases are not mixed.</li> <li>• Ensure distance of 2m wherever possible (or at least one metre) from pupil seating to teacher seating</li> <li>• Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering.</li> <li>• Children use same classroom or phase area of a setting throughout the day with thorough cleaning of rooms at the end of the day.</li> <li>• Staff reminded regularly of the importance of social distancing in the workplace outside their phase bubble</li> <li>• Zoom / Teams to be considered instead of face to face meetings where possible.</li> </ul> |  | <p>Updates for staff, students and parents</p> <p>Class organisation/timetable assessed weekly and updated if necessary</p> <p>Pupils to have their own equipment packs – these to be labelled. All equipment packs to be wiped at the end of each day.</p> <p>all tables to be cleaned between bubbles. Children to clean their hands before they enter the dining rooms. Changes to timetable to ensure limited movement with opportunity to separate breaks.</p> <p>Intervention rooms to be identified for each phase. Timetable for interventions to be recorded.</p> <p>1:1 readers – side by side with child – adult to wear face covering if medically able</p> <p>No whole school assemblies – assemblies will either be phase, class based or virtual.<br/>All meetings to be virtual if possible</p> | LR/JV/JW/SG                                   | Ongoing |  |
|  |  |   |  |   | LR/JV   | Ongoing |  |
|  |  |   |  |   | Class based staff                             | Ongoing |  |
|  |  |   |  |   | LR/JV/class based staff / RMBC cleaning staff | Ongoing |  |
|  |  |   |  |   | All staff                                     | Ongoing |  |

|  |  |  |  |  |                   |         |  |
|--|--|--|--|--|-------------------|---------|--|
|  |  | <ul style="list-style-type: none"> <li>Social distancing outside phase bubble also to be adhered to at all times in the staffroom / workrooms / offices</li> <li>Management checks to ensure this is adhered to.</li> <li>One way system into and out of school for children.</li> <li>Parents/carers will not be allowed in school, unless by prior arrangement.</li> <li>Parents discouraged from gathering at the school gates –regular communication with parents to remind them of this.</li> <li>Parents/carers to be asked to wear face covering on school premises if medically able – not mandatory but encouraged by school</li> </ul> |  | <p>Wherever possible any face to face meetings to take place outside of the school day if face to face required</p> <p>Visitors limited during school day wherever possible to those essential for safeguarding, SEND, wellbeing and building maintenance, and pre arranged for curriculum needs</p> <p>It is at the discretion of staff whether face coverings are worn in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Visitors to be asked to wear a face covering when moving around school</p> <p>Signage to be displayed guiding parents and carers about where and when they should drop off and pick up their children.</p> <p>Parents/carers reminded of one way system, drop of and collection times and encouraged to wear face covering if medically able.</p> <p>Educational visits can take place, with prior agreement by LR. Additional measures for had sanitizing, etc must be taken on visit. Additional measures should be included in risk assessment in case of suspected case of covid-19 whilst on visit.</p> | LR/JV/JW          | Ongoing |  |
|  |  | <ul style="list-style-type: none"> <li>Educational visits</li> </ul>   |  |  | All staff / LR/SB | Ongoing |  |
|  |  | <p><b><u>Reducing contact point activities</u></b></p> <ul style="list-style-type: none"> <li>EYFS/KS1 – range of equipment/resources available to children to be limited. Equipment/resources to be wiped/cleaned regularly</li> <li>Shared materials and surfaces should be cleaned and disinfected more frequently</li> </ul>   |  |  | LR/JV/all staff   | Ongoing |  |

|  |  |   |  |   |   |  |  |
|--|--|---|--|---|---|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Pupils to have their own stationery equipment – labelled. Individual stationery packs to be wiped down at the end of each day.</li> <li>• General classroom equipment not to be shared across bubbles.</li> <li>• Children to bring their own water bottles in to school – these are to be labelled and to remain on the child’s desk.</li> <li>• School will cease hand shaking.</li> <li>• Any display board in school corridors, which promote or encourage touching due to a sensory element should be temporarily taken down or covered.</li> <li>• The use of iPads/Computers to be timetabled– all ICT equipment should be cleaned after every session with an appropriate cleaning wipe/spray.</li> <li>• Any work completed by children is to remain in school and not to be taken home.</li> <li>• Reading books are allowed to be taken home. On return these will be wiped and quarantined for 48 hours.</li> <li>• Homework – where possible the school’s digital platforms (website + Class Dojo app) to be used for setting homework. Where this isn’t possible resources to be shared between home and school are to be limited.</li> </ul><br><ul style="list-style-type: none"> <li>• Each class to have their own cloakroom area to avoid interaction across bubbles.</li> <li>• 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.</li> <li>• PE – PE to be undertaken in classes or bubbles only. Any equipment being used is to be cleaned at the end of each session before being returned to the PE store room.</li> <li>• PE – outdoor sports to be prioritised where possible. Where not possible, distancing between pupils should be maximised.</li> <li>• Swimming – none to be undertaken until December 2021</li> </ul><br><ul style="list-style-type: none"> <li>• Student Toilets – EYFS/KS1 children to use the toilets in their Unit/Classrooms. KS2 children will use the shared toilet cubicles. Posters to be displayed reminding children of good hygiene practices.</li> <li>• Staff Toilets –<br/>Key contact points (toilet flush, taps, door handles) to be wiped clean after each use.<br/>Hand driers to be turned off. Paper towels to be used.</li> </ul> |  | <p>Where possible activities such as active miles, making break times and lessons active should be introduced.</p><br><p>Toilets to be cleaned at lunchtime, as well as at the end of each day.</p> | <p>PH/caretaker</p><br><p>All staff and any visiting sports staff</p><br><p>RMBC cleaning staff</p> |  |  |
|--|--|---|--|---|---|--|--|

|  |  |  |  |  |   |         |  |
|--|--|--|--|--|---|---------|--|
|  |  | <ul style="list-style-type: none"> <li>Handling of cash is discouraged from parents/carers and where possible online payments to be made.</li> </ul>   |  | All parents/carers to be given support and advice when needed re: the new online payment system.   | JW/SG                                   |         |  |
|  |  | <p><b><u>Dealing with a suspected case (staff and / or pupil)</u></b></p> <ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of taste/smell and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>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 where they can be at least two metres away from others and sent home and advised to have a test and follow the guidance.</li> <li>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.</li> <li>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</li> <li>If a member of staff becomes symptomatic their line manager maintains regular remote contact with them during this time.</li> <li>School no longer responsible for contact tracing</li> <li>Staff have access to twice weekly LFD home testing. Results should be reported to Test and trace and to school via link sent to all staff</li> </ul> <ul style="list-style-type: none"> <li>Families have access to LFD testing</li> </ul> |  | <p>Medical room (music room) assigned as waiting point<br/>Toilets next to the Medical Room to be used by pupils/staff with symptoms.<br/>RMBC cleaners to deep clean Medical Room/Toilets when necessary</p> <p>Lates guidance on self isolation / contact tracing in schools <a href="#">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></p> <p>Report at <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=FwVTBeOaSkqP38G2JtFt_AQvYT8AvllCsE6mFus-d3hUNjFTMFBLRDVMVUVLQVEySzVSTzVJQUk5OS4u">https://forms.office.com/Pages/ResponsePage.aspx?id=FwVTBeOaSkqP38G2JtFt_AQvYT8AvllCsE6mFus-d3hUNjFTMFBLRDVMVUVLQVEySzVSTzVJQUk5OS4u</a></p> <p>School to provide information to families</p> | LR/JV / caretaker / RMBC cleaning staff | Ongoing |  |
|  |  | <p><b><u>Vulnerable Groups</u></b></p> <ul style="list-style-type: none"> <li>Staff and young people who are clinically extremely vulnerable should follow the government guidance.</li> <li>Practices will be updated in line with any new government guidance issued.</li> <li>Any member of staff falling into a group deemed as vulnerable may have their individual circumstances discussed and an</li> </ul>   |  | <p><a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p> <p>Guidance updated 11-8-21</p>   | LR/ JV/ SB/Relevant members of staff    | Ongoing |  |


|  |  |   |  |  |                     |         |  |
|--|--|---|--|--|---------------------|---------|--|
|  |  | individual risk assessment drawn up and reviewed regularly if necessary.  |  |  |                     |         |  |
|  |  | <p><b><u>Controlling other users of building (visitors / contractors)</u></b></p> <ul style="list-style-type: none"> <li>• Visitors will be kept to a minimum and by agreed prior appointment and that they will be expected to follow all instructions from school staff whilst on site</li> <li>• When placing orders for delivery the company will be informed of the school protocol for accepting deliveries.</li> <li>• Any member of staff handling deliveries are to wash / sanitise their hands thoroughly afterwards.</li> <li>• Only essential items to be delivered to school.</li> <li>• The school will liaise with Engie to ensure regular users are contacted to inform them of usage expectations, which are: <ul style="list-style-type: none"> <li>○ Compulsory handwashing / use of gel before entering school</li> <li>○ Not to enter the school site if experiencing symptoms of COVID-19</li> <li>○ To maintain social distancing rules at all times whilst on site</li> <li>○ Face covering to be worn if medically able</li> </ul> </li> </ul> |  | <p>All contractors/visitors to conform to school expectations as set out opposite.</p> <p>face coverings should be worn adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> | LR/JV/Engie / JW/SG | Ongoing |  |
|  |  | <p><b><u>Externally contracted providers / supply staff</u></b></p> <ul style="list-style-type: none"> <li>• After school sessions will continue in phase bubbles</li> <li>• Following guidance from Rotherham LA on 24-3-21 the following should apply <ul style="list-style-type: none"> <li>○ External providers should be asked to take LFD on arrival in isolation room</li> <li>○ External providers moving from school to school should wear face covering when interacting with pupils</li> <li>○ External providers should follow school risk assessment at all times</li> </ul> </li> </ul>   |  | <p>If time prohibits this, then named email / text evidence of a negative LFD within last 24 hours would be acceptable</p> <p>LFD tests are not mandatory, any concerns about this should be discussed with Headteacher or her nominated person</p>                                | JW/LR               |         |  |
|  |  | <p><b><u>Emergency procedures</u></b></p> <ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>• 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.</li> </ul>  |  | <p>Reminder to parents September 2021 to inform school of any changes to contact details.</p> <p>Emergency first aid training planned for 27-5-21</p>  | JW/SG<br><br>LR/JV  | Ongoing |  |
|  |  |   |  |  |                     |         |  |



|  |  |   |   |  |                |  |
|--|--|---|---|--|----------------|--|
|  |  | <p><b>Personal Protective Equipment (PPE) / face coverings / visors</b></p> <p><b>Note:</b> 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 follow setting relevant guidance.</p> <ul style="list-style-type: none"> <li>Guidance for schools can be found at <a href="https://www.gov.uk/guidance/schools-covid-19-operational-guidance">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></li> </ul> <p>At East Dene Primary school Face coverings are at staff discretion in line with regularly updated operational guidance, but not to be worn when teaching from the front of class. Any concerns to be discussed individually with LR.</p> <ul style="list-style-type: none"> <li>Maintain expectation of face coverings in certain circumstances as outlined in risk assessment.</li> </ul> | <p>PPE requirements:</p> <ul style="list-style-type: none"> <li>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid repellent surgical face mask, face shield, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>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 (<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>).</li> <li>In instances of First Aid involving bodily fluids PPE should be worn by the member of staff administering the first aid care.</li> <li>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely by double bagging and placing in the external waste.</li> <li>Face covering for 1:1 readers if medically able</li> <li>Face coverings to be worn at beginning and end of day when meet &amp; greet &amp; collection (including breakfast club) if medically able.</li> <li>Face coverings to be worn in corridors and shared spaces if medically able.</li> </ul> | <p>All staff</p> <p>JW to monitor supplies</p> | <p>Ongoing</p> |  |
|--|--|---|---|--|----------------|--|

|  |  |  |   |  |                           |         |  |
|--|--|--|---|--|---------------------------|---------|--|
|  |  |  |   | <ul style="list-style-type: none"> <li>Face coverings at staff discretion in line with regularly updated operational guidance.</li> </ul>  |                           |         |  |
|  |  | <p><b><u>Administering Medication</u></b></p> <ul style="list-style-type: none"> <li>Children who require administration of medicines should continue to receive care in the same way.</li> <li>No additional PPE is needed because of Coronavirus (COVID-19) for anyone who does not have Coronavirus (COVID-19) symptoms.</li> <li>If appropriate, staggered times for administering the medication.</li> <li>Wash hands and ensure the area used is cleaned upon completion.</li> <li>All waste to be disposed of by double bagging and placing in the external waste.</li> </ul>   |   | If a child's care plan requires updating then a virtual meeting may be arranged as an alternative to a 'in-person' meeting with the relevant member of staff and appropriate external parties (school nurse, health worker etc.) | JF/CR/LR/JV               | Ongoing |  |
|  |  | <p><b><u>Fire Drills/Activation of Fire Alarm</u></b></p> <ul style="list-style-type: none"> <li>When undertaking a fire drill social distancing should be maintained at all times where possible. However, in the event of a fire evacuation must take precedence over social distancing.</li> <li>A phased return to be adhered to when re-entering back into the school premises to maintain social distancing</li> <li>Staff and pupils to wash / sanitise their hands as they re-enter the school building</li> </ul> <p>Fire drill to be recorded in the fire precautions log book.</p>  |   | All fire exits still accessible from bubbles   | All staff<br><br>JW/LR/JV | Ongoing |  |
| Teacher / staff shortage                                 |  | <ul style="list-style-type: none"> <li>School monitors daily any staff absence.</li> <li>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.</li> <li>Daily report to the HT on number of absences and symptoms.</li> <li>Weekly summary data for each class to HT.</li> <li>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> </ul>   | M | If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.   | LR/JV                     | Ongoing |  |
| Impact on physical and mental health including - Anxiety |  | <ul style="list-style-type: none"> <li>Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health.</li> <li>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>Regular communication of mental health information (e.g. wellbeing school newsletter) and an open-door policy for those who need additional support.</li> </ul> |   | School subscribed to Employee Assist Programme (EAP)   | SLT                       | Ongoing |  |

|                      |          |   |  |                                    |       |         |  |
|----------------------|----------|---|--|------------------------------------|-------|---------|--|
|                      |          |   |  |                                    |       |         |  |
| Staff Lone working   |          | <ul style="list-style-type: none"> <li>• East Dene staff should not be in building unaccompanied</li> <li>• Cleaning staff covered by RMBC risk assessment</li> <li>• Caretaker covered by Engie risk assessment</li> </ul> |  |                                    |       | Ongoing |  |
| Coronavirus outbreak | As above | Schools are required to have an outbreak management plan (contingency plan)   |  | This will be shared with all staff | LR/SB | 1-9-21  |  |

|                      | Name               | Position    | Signature   | Date   | Review Date* |
|----------------------|--------------------|-------------|---|--------|--------------|
| <b>Risk Assessor</b> | Louise Ridge       | Headteacher |  | 1-9-21 | 29-9-21      |
| <b>Line Manager</b>  | Georgetta Holloway | CLPT        |   |        |              |

\*Risk assessment will be reviewed when necessary or when circumstances change, in addition to the formal review dates.

#### Additional considerations:

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- 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 contacts the relevant authorities 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 precautions advised by their local public health team / dfe helpline.
- 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.