

# Queensgate Foundation Primary School

## Coronavirus (COVID-19): risk assessment for pupils at school

### Queensgate Foundation Primary School

Assessment conducted by: Sam Sillito in conjunction with Doug Cox and Angie Selle	Job title: Headteacher, Site Manager and SBM	Covered by this assessment: Pupils and staff and parents and visitors
Date of assessment: 23/5/2020	<b>[Updated]</b> Review interval: <u>in line with government updates</u>	Date of next review: 2 <sup>nd</sup> June

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.**

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	M	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures . Parents are notified through the newsletter.</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> <li>- The school’s local health protection team (HPT)</li> </ul> </li> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus via email.</li> <li>• Parents are made aware of the school’s infection control procedures in relation to coronavirus via newsletter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> </ul>	yes	Headteacher and SBM	2 <sup>nd</sup> June	L

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		<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via teacher led sessions in their small groups and are informed that they must tell a member of staff if they begin to feel unwell.</li> </ul>				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils and adults to wash their hands, e.g. before entering and leaving the school.</li> <li>Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>Bar soap is not used, – liquid soap dispensers are installed and used instead.</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>Pupils do not share cutlery, cups or food.</li> <li>All utensils are thoroughly cleaned before and after use.</li> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>The headteacher or deputy headteacher arranges enhanced cleaning to be undertaken where required – advice about enhanced</li> </ul>	Y	Cleaning Team working with the Headteacher	1 <sup>st</sup> June	M

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		cleaning protocols is sought from the local HTP. This will be taken over by the SBM when she returns to work. Resources are not shared across the groups and are cleaned daily.				
Ill health	M	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the headteacher.</li> <li>• Staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> </ul>	Y	Headteacher	1 <sup>st</sup> June	L

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		<ul style="list-style-type: none"> <li>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>				
Spread of infection	H	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times.</li> <li>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>Pupils clean their hands after they have coughed or sneezed.</li> <li>Parents are informed via letter or text 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.</li> <li>Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.</li> </ul>	y	Headteacher	1 <sup>st</sup> June	M
Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the head or deputy head</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible and PPE is worn where possible.</li> <li>The Head or Deputy Head monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. This will be taken over by the SBM when she returns to school.</li> </ul>	Y	Headteacher	1 <sup>st</sup> June	M

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Lack of communication	H	<ul style="list-style-type: none"> <li>The staff member reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>Schools put into place any actions or precautions advised by their local HPT.</li> <li>Schools contact their local HPT for specific recommendations for their school, e.g. boarding schools.</li> <li>Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	Y	Headteacher	1 <sup>st</sup> June	L
Partial school closure	M	<ul style="list-style-type: none"> <li>The school communicates with parents via the school newsletter regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>Pupils continuing education at school are seated at least two chairs away from their peers where possible.</li> <li>Pupils working from home are assigned work to complete to a timeframe set by their teacher.</li> <li>The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.</li> <li>The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> </ul>	Y	Head/Deputy Head/Assistant Head	1 <sup>st</sup> June	L

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		<ul style="list-style-type: none"> <li>• The headteacher ensures all pupils have access to school work and the necessary reading materials at home, where possible. It is not possible to provide the full curriculum and at home at the same time.</li> <li>• The headteacher works with the ICT technician to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>• The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> <li>• The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to pupils.</li> <li>• The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close.</li> </ul>				
Emergencies		<ul style="list-style-type: none"> <li>• All 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>• Pupils’ alternative contacts are called 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>	Y	SBM	1 <sup>st</sup> June	L