



Coronavirus (COVID-19): risk assessment for Queensgate Foundation Primary School

Assessment conducted by: Barry Grant and Sam Sillito	Job title: Headteacher with support from Health and Safety advisor	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: Monday 1 st March	Review interval: in line with government updates	Date of next review: April 2021

Related documents
First Aid Policy, Emergency Plan, Supporting Pupils with Medical Conditions Policy, Administering Medication Policy, Records Management Policy, Data Protection Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor 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	H	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Safeguarding updated in response to COVID 19</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE 	Y	Headteacher/ business manager	Monday 8 th March	L

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		<ul style="list-style-type: none"> - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and the school website– 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 class bubble and are informed that they must tell a member of staff if they begin to feel unwell. • The Data Protection Policy and Records Management policy_is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. When a staff member is told to self-isolate the headteacher or deputy headteacher will check what they want to be told to the staff 	<p>Email and put on staff shared drive</p> <p>On return to school class bubble reminds pupils</p>	<p>Class staff</p>	<p>Monday 8th March</p>	
<p>Poor hygiene practice</p>	<p>H</p>	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school – the school have installed pull ups to raise awareness. • Pupils wash their hands with soap or antibac from the dispensers <u>before and after break times and lunchtimes and between lessons and before they enter the building</u> for no less than 20 seconds. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. 	<p>YES</p>	<p>Headteacher/ site manager/SB M</p>	<p>Monday 8th March</p>	<p>L</p>

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		<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels/hand dryer and waste disposal bins are supplied in all toilets and kitchen areas where appropriate. • Each classroom has a sink, hot water, soap, and hand sanitiser available. • Bar soap is not used, in line with the <u>Infection Control Policy</u> – liquid soap dispensers are installed and used instead. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use. • All tables are cleaned with anti-bac between each bubble in the dining room at lunchtime • Children must use hand gel before entering and before leaving the dining room • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the <u>COSHH Policy</u> and the <u>Health and Safety Policy</u>. • The Headteacher arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. • Each Year group bubble has their own PE equipment which stays with that bubble • Other equipment used needs to be cleaned thoroughly after use 				
Ill health	H	<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 	In place	Headteacher/ staff	Monday 8th March	M

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		<p>kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Any pupil who displays signs of being unwell is immediately referred to the <u>Headteacher</u>. • Where the Headteacher is unavailable, staff act in line with the <u>Infection Control Policy</u> and ensure that any unwell pupils are moved to the isolation room (Interview room) whilst they wait for their parent to collect them. • 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. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil 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, the next emergency contact is contacted, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • 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 pupils who need to go home are thoroughly cleaned once vacated. • 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. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 				

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		<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. 				
Spread of infection	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up using PPE at all times in line with the Infection Control protocol. HT should be contacted to manage this process – contact details 01983 821388. Area will be deep cleaned before room is used again. Suspected contaminated waste will be double bagged and securely stored for 72 hrs prior to disposal in the usual way 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 specified lidded bins in each room. Pupils wash their hands after they have coughed or sneezed. Parents are informed via letter and/or email 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. Children who have displayed symptoms of coronavirus must self-isolate for 10 days or have a negative Covid test before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. Resources used by children (e.g. laptops) are cleaned after use with the appropriate wipe/spray; plastic/washable resources should be sprayed or washed in soapy water/washing machine. Children only use resources provided for them in school – separate pens, pencils etc. - these stay in school and are not to be shared Lateral flow tests are given to all staff working in school and staff are encouraged to use the tests on Sunday and Wednesday evenings. If the test is positive they are expected to self-isolate and book a full Covid test. If the test is negative they come to work 	In place	Headteacher	Monday 8 th March	I

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		<ul style="list-style-type: none"> The air conditioning should be switched on and the windows should be open, but a comfortable temperature must be maintained In the hall and dining room the air conditioning should be set to open 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn where required as per guidelines. The Head teacher monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus. 	YES	SBM/HT		
Lack of communication	M	<ul style="list-style-type: none"> The headteacher contacts the local HPT and DfE 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 HPT. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 	In place	Headteacher	Monday 1 st March 2021	L
Partial school closure	L	<ul style="list-style-type: none"> The school communicates with parents via letter and the school website regarding any updates to school procedures, which are affected by the coronavirus pandemic, such as class or local lockdown or national lockdown as directed by Public health England. Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. Year group Bubbles will be used to support social distancing. The pupils will not be kept apart within this bubble but will be asked not to touch each other. 	In place	Headteacher	Monday 1 st March 2021	L

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		<ul style="list-style-type: none"> • Pupils working from home are assigned work to complete to a timeframe set by their teacher. They are expected to submit their work • Work takes the form of Tapestry, website, google classroom, live teaching through Zoom and packs • A record of engagement is kept and all families who do not engage are phoned on a Friday • 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. • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • The headteacher ensures all pupils have access to school work and the necessary reading materials at home • 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. • 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. • 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 schoolwork to pupils. • Staff are asked not to bulk email and share emails with other families 				
Full School opening	M	<ul style="list-style-type: none"> • The school implements staggered start times with parents leaving their children at the gate to come onto the school site. The gates will be staffed throughout this entry time. 	Y	All staff/Admin Staff/Headteacher	Monday 1st March 2021	L

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		<ul style="list-style-type: none"> The parents will be given advice of how to contact school this is through email addresses listed on the school website Breakfast Club will begin at 8am and seven separate tables for individual bubbles will be in place ensuring social distancing is in place at all times. Bubbles will not mix during breakfast club. Breakfast club will have a capacity of 50 pupils. This is to enable critical workers to get to work on time. The dining room is thoroughly cleaned with anti bac at the end of breakfast club Parents will drop off for breakfast club at 8 am at the front entrance Professionals who visit the site should be booked in so their visit is expected. They should show identification in line with safeguarding procedures. They will be asked to sanitise their hands on entry and read the COVID19 statement. They understand by entering the school they have agreed to this statement. These professionals should maintain social distancing and minimise their contact with pupils. Volunteers who support the school should not come in unless agreed with the Headteacher. They will have clear instructions about how to manage their engagement with pupils as per the COVID visitors' statement. Lettings will be allowed provided the school are happy with the risk assessments and provisions provided by the lessors. Face masks should be worn by staff if social distancing cannot be maintained in communal areas of the school 				
Premises	L	<ul style="list-style-type: none"> Access to the school is restricted – The pupils will only access through a manned gate. Parents will not be allowed into the buildings other than by specific invite and prior arrangement The headteacher and site manager remain on-call in case of an emergency or if access to the school is required. The site manager ensures the school premises is safe to return to before school activity resumes. 	Yes	Headteacher	Monday 1st March 2021	L

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		<ul style="list-style-type: none"> Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business. The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 				
Emergencies	M	<ul style="list-style-type: none"> All 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. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 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. 	Yes	Office staff return to school to manage processes	Monday 1st March 2021	L
Behaviour code/School code of conduct	M	<ul style="list-style-type: none"> In light of the change in experience for the pupils, it is important to note that a behaviour code/School Code of Conduct letter is sent home for parents. This document covers the following: <ul style="list-style-type: none"> the altered routines for arrival or departure following school instructions on hygiene, such as handwashing and sanitising following instructions on who pupils can socialise with at school moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands tell an adult if you are experiencing symptoms of coronavirus 	YES	On-going and dynamic input from staff parents and pupils	Monday 1st March 2021	M

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		<ul style="list-style-type: none"> • rules about not sharing any equipment or other items including drinking bottles • amended expectations about breaks or play times, including where children may or may not play, areas are marked out for individual bubbles. • use of toilets • clear rules about coughing or spitting at or towards any other person • clear rules for pupils at home about conduct in relation to remote education • rewards and sanction system where appropriate • good news cards are sent home on a Friday • support for children, parents and staff mental health will be through talking to the senior leaders of the school or accessing mentalhealthsupport@queensgateprimary.co.uk where a mental health first aider will signpost support 				
Staff code of conduct specific for the COVID 19	M	<ul style="list-style-type: none"> • As an addition to the usual staff Code of conduct these points are added: 1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible. 2. Stay at home if track and trace let you know that you have had contact with someone with Covid 19. Self-isolate for 10 days and let the Headteacher know as soon as possible. 3. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. 4. Use the 'catch it, bin it, kill it' approach. 5. Avoid touching your mouth, nose and eyes. 6. Clean frequently touched surfaces often using standard products, such as detergents. 7. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, 	Yes	All staff/HT	Monday 1st March 2021	M

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		<p>particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).</p> <ol style="list-style-type: none"> 8. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary. 9. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters. 10. Prevent your class from sharing equipment and resources (like stationery). 11. Keep your classroom door and windows open if possible for air flow, but maintaining a comfortable temperature. 12. Limit the number of children from your class using the toilet at any one time. 13. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. Stay socially distanced at all time. If you are unable to socially distance then wear a face mask in communal areas. 14. Make sure you've read the school's updated behaviour notes in the blue section above and the agreement that will be sent home to all families and know what role in it you're being asked to take. 15. Clean the photocopier, printer, laminator and other communal equipment with a cloth and antibac or wipes after each use. Spray the cloth not the electrical equipment. 				