



Coalway Community Infant School

COVID-19 Risk Assessment



ASSESS

The following control measures have been identified for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle. The preventative measures identified aim to reduce the risk of transmission.

Who may be at risk: Employees, pupils, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. It also considers Black, Asian and minority ethnic (BAME) individuals within the vulnerable group.

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> All health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). Ventilation points (windows, doors) checked & working optimately. COVID-19 posters/signage displayed. School reception foyer/entrances organised to maintain social distancing (signage, & floor markings inside & outdoors). 	<ul style="list-style-type: none"> Employees involved in plans to return to school, with any suggestions on preventative measures that can be taken incorporated into plans. Vulnerable employees, pupils & family members ('clinically vulnerable' to coronavirus) identified and told not to attend school, particularly if shielding. Personal risk factors considered: age, 	<ul style="list-style-type: none"> All entry points to school controlled (including deliveries) – electronic gates operated by School Office. Liaison with other site providers. Building access rules clearly communicated through signage on entrances. Parents' drop-off and pick-up protocols established, to minimise contact - Parent guidance given. School start times staggered so class 	<ul style="list-style-type: none"> Safe distancing of 2 metres is a key preventative measure that will be adopted so far as is reasonably practicable (although it is acknowledged that this is not always possible in schools and with young children). However, all the measures in this assessment are aimed at reducing transmission risk. Reduced class sizes: maximum of 8 children in a Bubble. Class groups kept 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Class stocks provided. Bubble & Office staff monitor and replenish. Sinks available in all Bubble rooms. Hand wash and hand gel provided, constantly available. Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Designated hand washing times established and 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments via LA. Risk assessment published on school website and given to staff. Nominated employees tasked to monitoring protection measures – HT, SLT, Admin. Employees encouraged to report any non compliance to SLT. The effectiveness of prevention measures will be

<ul style="list-style-type: none"> Floor markings (spots) placed on floors/in corridors to keep individuals & groups apart & at 2m distance In areas where queues may form (e.g. toilets) floor markings placed on floor to indicate distancing. Separate doors to be used to enter the building and staggered times (to avoid congestion/crossing paths). Classroom external entrance doors to be used to separate Bubbles. Staggered start/collection times agreed with parents. All internal doors to be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Additional door stops sourced. Fire policy amended accordingly & shared with staff. All rooms to be accessed directly from outside (to avoid shared use of 	<p>obesity, pregnancy, existing health conditions and ethnicity.</p> <ul style="list-style-type: none"> Where necessary individual risk assessments established for employees and pupils at special risk (taking account of medical advice). EHCs reviewed where required. Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school - Staff & parent guidance given. Information shared about testing available for those with symptoms - Staff & parent guidance Remote education continues as much as possible to limit numbers attending school – JG & CR liaising with staff & taking the lead. Assessments made regarding how many employees are 	<p>groups arrive at different times. Parents informed of designated times.</p> <ul style="list-style-type: none"> Floor markings & signage placed outside school to indicate distancing rules (for queuing during peak drop off times). Employees in school reception protected by current glass partition. Additional signage provided. Hand sanitiser provided within entrance foyer. Also available within all classrooms (though staff & children are instructed to wash hands on entry to school as this is a more effective measure). Office staff to sign in any visitors on the iPad then clean the touch screen. (N.B. Only emergency visitors expected on site). Staff will be on duty outside school at drop off and collection times to monitor protection measures. 	<p>together throughout the day and will not mix with other groups. Bubbles created and Full time attendance established for a period of 3 weeks. Staff guidance given.</p> <ul style="list-style-type: none"> Groups do not mix at playtime - Staff guidance given, playtimes timetabled/ staggered. No shared spaces (e.g. halls, dining areas) used for lunch or exercise. Bubbles to have lunch in their designated classroom. Outdoor areas timetabled to ensure separation. Hall space only to be used for wet playtimes. Assemblies not to be held. Classroom assembly/reflection time timetabled. Outdoor areas clearly demarcated to indicate separate spaces for each Bubble (e.g. tape, barriers, floor markings). Areas timetabled. 	<p>incorporated into daily Bubble timetable. Timer reminders set in each room.</p> <ul style="list-style-type: none"> Hands cleaned (children and staff) on arrival at school, before and after eating, after sneezing or coughing, after returning from outdoors and before going home. Pupils learn and practise good hygiene habits through songs, repetition and modelling – part of daily timetable. Ongoing monitoring. Staff to spend additional time supervising/teaching pupils who have trouble cleaning their hands independently. Parent practice at home to be encouraged in these instances. Adults and pupils are encouraged not to touch their mouth, eyes and nose. Staff to monitor. Staff vigilant to pupils putting items in their 	<p>monitored daily by school leaders-SLT.</p> <ul style="list-style-type: none"> This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance. Review date of 22nd June established with Governors, to inform decision making re. Phase 2 of opening.
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<p>corridors). Class 3 & 4 given designated, separate routes to/from the playground.</p> <ul style="list-style-type: none"> Classrooms organised to maintain space between seats and desks, pupils and staff. All unnecessary items removed from classrooms. Soft furnishings, soft toys and toys that are hard to clean are removed. In toilets middle sink of 3 taken out of use. Toilet use supervised by staff – 2 children maximum. Toileting times staggered. Laminated picture signage in toilets and classrooms in front of sinks showing handwashing. Staff to supervise and teach pupils to wash hands for 20 seconds. Classroom iPad timers set up with hourly reminder. Arrangements made with cleaners for additional cleaning 	<p>needed in school. Those that can remain working from home identified.</p> <ul style="list-style-type: none"> Employees shielding at home to manage online work, whilst those in school only teach – JG & CR to liaise with staff & take lead. Returning to school will be for groups on a priority basis (Key workers & vulnerable children, Reception, Year 1 initially). Children identified in consultation with parents. Bubbles established. If shortage of teachers, teaching assistants allocated to lead a group, working under the direction of a teacher. Timetables reviewed to decide which lessons or activities will be delivered on what days. Smaller class groups (Bubbles) identified (with no more than 8 pupils per small group to one teacher and a teaching assistant). 		<ul style="list-style-type: none"> Packed lunch service only to be used for lunch time, with pupils eating in classrooms. Hygiene rules followed. Staff supervision of toilet use – limit of 2 pupils max. to use the toilet facilities at one time. Bubbles use the same classroom and outdoor area throughout the day, in accordance with timetable. Classrooms & seating reorganised to ensure pupils sit at same table/in same area each day. Tables to be spaced as far apart as possible/at 2m spacing. The same staff are assigned to each Bubble and this remains constant for 3 weeks. Bubbles stay in their designated classroom or outdoor area during each day and only move as per timetable. Movement from 	<p>mouths etc.- items to be cleaned immediately. Staff monitoring ongoing.</p> <ul style="list-style-type: none"> Adults and pupils encouraged to use a tissue or elbow to cough or sneeze, place in bin and wash hands ('catch it, bin it, kill it' message to be reinforced). Staff to replenish tissue stock as required. Spaces well ventilated using natural ventilation (opening windows). KD to open a.m. HT & Office staff to check throughout day. All doors to be propped open (excl. magnetic hold-open doors) to limit use of door handles. All to be closed when premises unoccupied. Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Staff to re-stock as necessary and on Friday. Thorough cleaning of rooms at the end of 	
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<p>and additional hours agreed to allow for this (Glen Cleaning). Deep cleaning closure Friday afternoon each week to include resource cleaning.</p> <ul style="list-style-type: none"> Outdoor trim trail & slide not to be used. Outdoor areas agreed, demarcated & timetable established. Hall space established for wet playtime use. 	<ul style="list-style-type: none"> Lessons that could take place outdoors are identified and planned. Timetable established to reduce movement around the school building. Break times planned (including lunch), so that pupils are not moving around the school at the same time. Communication to parents on the preventative measures being taken – Parent guidance given/ information posted on school website, including risk assessment. Parents informed only one parent to accompany child to school; Parent guidance. Parents and pupils encouraged to walk or cycle where possible. Parent guidance. Staggered drop-off and collection times planned, agreed & communicated to parents. Liaison with Junior School re. 		<p>inside to outside is via agreed routes that ensure separation of Bubbles.</p> <ul style="list-style-type: none"> Rooms accessed directly from outside wherever possible. At drop off and collection times pupils to enter school from external doors/gates. Use of external doors to access rooms throughout the day. C3 and 4 to use agreed designated routes through main corridor and library/hall, staggered & demarcated to ensure separation. Office and staff room occupancy limited. One adult max. in Office spaces. Staff rooms reorganised to ensure 2m separation. Additional staff rooms established to include staff room, dining halls, SENCO room. Rooms timetabled for breaks. Staff within a Bubble supervise children 	<p>the day.</p> <ul style="list-style-type: none"> Shared materials and surfaces cleaned and disinfected frequently (e.g. equipment, tables, chairs, touch points, sinks, toilets, etc.) as agreed with staff - staff checklist. No books in use – iPads. Equipment appropriately cleaned between groups of pupils using it and not shared with multiple groups. Limited resources in use – items removed from classrooms. Resources provided for each child in named trays on tables. Cleaning regime agreed with staff – Staff checklist. Outdoor equipment (trim trail/slide) not to be used. No shared resources being taken home – Parent & staff guidance given. Personal resources provided per individual child on their table to avoid sharing of materials. 	
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	<p>staggered access.</p> <ul style="list-style-type: none"> • Made clear to parents that they cannot gather at entrance gates or doors - Parent guidance. Social distancing to be maintained. • Parents informed to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings) - Parent guidance. • No parents to enter school/foyer with queries – signage. • Parent guidance instructs parents that no items from home are allowed. • Daily reinforcement with pupils of school rules/measures, with reminders before leaving rooms. Included in daily timetable. All Staff to reinforce. • Behaviour policies reviewed to consider how pupils not following distancing rules will be managed and parent guidance given. DfE annexe reviewed with staff. 		<p>throughout the day, including at breaktimes, to ensure compliance with rules. Regular monitoring by HT.</p>	<ul style="list-style-type: none"> • No books in use (personal iPads in use instead). No work to be handed in on paper. <i>If paper received put in quarantine for 3 days.</i> • Staff trained re. procedures should someone become unwell whilst attending school. Full guidance, PPE, isolation room, cleaning materials in place. • There will be no pupils attending who require close hands-on contact. <p>NOTE: Wearing a face covering or face mask in schools is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • if a pupil becomes 	
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	<ul style="list-style-type: none"> • Employees fully briefed about the plans and protective measures identified in the risk assessment - copy of Risk Assessment given. • Weekly staff briefings/reviews timetabled (Friday) & daily SLT 'check-ins'. • Designated staff to keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security: FH, LM, SN, RE. • Communication undertaken with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering). • Communication with others undertaken & ongoing (e.g. liaison with other providers on site, regular visitors) • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). 			<p>unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. Information communicated to parents & Staff guidance given.</p> <ul style="list-style-type: none"> • Where closer contact First Aid is required for a pupil when bodily fluids are present (e.g. blood, vomit). <p>PPE packs have been prepared. PPE 'donning & doffing' training provided by HT, visual step-by-step guides also in kits. 'Grab bags'/kits stored in Office. First Aid kits provided for all bubbles. First aid kits to be carried with bubbles from inside to outside spaces.</p> <p>Employees providing First Aid to pupils are expected to maintain 2m distance wherever possible. The following measures will be adopted as agreed with staff:</p> <ul style="list-style-type: none"> • Wearing full PPE when bodily fluids or open wounds are present (see above). 	
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	<ul style="list-style-type: none"> • Parent appointments via telephone only. External meetings on a 'virtual platform.' Parent guidance provided. 			<ul style="list-style-type: none"> • washing hands before and after treating injured person; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely. <p>Staff training received re. the above. PPE kits prepared.</p> <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. Should symptoms develop, testing and self-isolation guidelines to be followed.</p>	
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