

Covid-19 Risk Assessment

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.

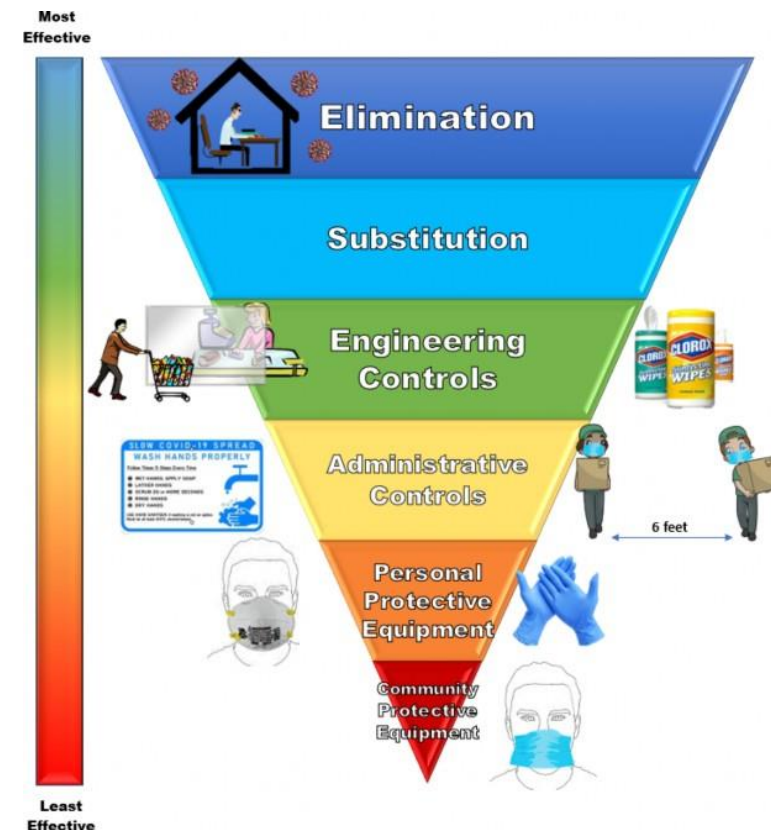
The Government has announced that from the 1st June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. City of Wolverhampton Council principles mean that safety is more important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



Updated for a full return to school for September 2020

Any updates from 1st September are highlighted

[illegible]

	relation to your operations	<p>foyer(Note; hand gel is no substitute for thorough and effective handwashing)</p> <ul style="list-style-type: none"> • Children may also bring in own personal hand gel-to be kept in drawers-parents informed • 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. Posters to be displayed for reminders • Fresh stock of tissues for each class ordered along with black sack bins • Pupils discouraged from sharing cutlery, cups or food or resources • Pupils to keep frequently used resources such as pencil, pen and ruler in own drawer-or in individual bags provided by school • Shared resources such as felt tips and crayons to be in individual zip top plastic wallets to share between 2 • Parents informed of hygiene expectations and to advise it is discussed with their children. • This revised Risk assessment to be shared with all parents via school website-will be on prior to end of term July 17th • Areas are kept well ventilated using natural ventilation where possible. Doors and windows to be kept open (NB not fire doors) • The study station doors are to remain open at all times to allow a flow of air. The external door from the dining room to outside to also remain open. For staff regularly teaching in this area alternative arrangements can be made (to be discussed with individuals as needed) • Stocks of anti-bac wipes and sprays have been purchased for wiping down any equipment after use (eg ipads) <p><u>Cleaning</u></p>			<p>All staff</p> <p>JG</p> <p>All pupils</p> <p>All staff and pupils</p> <p>LA cleaning team</p>		
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		<ul style="list-style-type: none"> • Pupils grouped in class “bubbles” and remain in same room throughout the school day-this area cleaned prior to next day • Cleaners are employed by the school / 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. • 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. Photocopier/printer key pad wiped down before/after each use • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. • Shared classroom resources and sports equipment to be cleaned between bubbles • Office equipment including desks, telephones, keyboards and screens to be cleaned daily/morning and afternoon • No sharing of office desks, equipment and resources unless thoroughly cleaned. • No cash handling <p><u>Social Distancing</u></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). • 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 between staff 			<p>Jayne Weaver</p> <p>All staff</p> <p>All pupils, staff, parents and visitors</p>		
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		<ul style="list-style-type: none"> • Teacher/TA to be 2m away from bubbles of children where possible • Social distancing posters to be displayed and pop up banner in school entrance • Children grouped in class bubbles during the day and whilst inside school. Children grouped in year group bubbles when outside on playground and in dining areas. Mixing of groups is limited wherever possible • Children to eat on separate sides of hall and/or dining room in Year groups • Children to play on separate sides of the playground in Year groups • Cohorts are kept together and where ever possible different groups are not mixed. • Each “bubble” group to be kept separate from others • Teachers and staff can move between different bubbles but must try to remain 2m apart from children (the caretaker can tape out zones for staff if requested) • Tables to be forward facing and spaced out-remove any excess furniture • Floor tiles positioned in dining room for pupils to line up at hot food counter • Children use same classroom throughout the day with thorough cleaning of rooms at the end of the day. • Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering: • Lunchtimes for LKS2: 12-12:20 (Eat in hall/dining room) 12:20-12:50 (Play outside on separate sides of playground-divide using cones) 12:50-1:00 back in classrooms “mindfulness” time • Lunchtimes for UKS2: 12:30-12:50 (Eat as above) 12:50-1:30 (Play as above) • Staggered arrival and exit times for each group of pupils to avoid large gatherings 					
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		<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. <p><u>Dealing with a suspected case (staff and / or pupil)</u></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. 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 follow the stay at home guidance. (Study station-close door) 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. (Accessible toilet off hall) Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. If a member of staff becomes symptomatic their line manager 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, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. All DFE guidance to be kept on Headteacher's desk for ease of access to information <p><u>Controlling other users of building (visitors / contractors)</u></p>		<ul style="list-style-type: none"> 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 face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. 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 to reduce contamination and disposed of in black sacks which are removed daily PPE stored in study station 	Pupils		
					Visitors to		

		<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.• Restrictions or suspensions of building usage• Art therapy to resume for individual pupils-2m apart in small intervention room with own supply of hand gel , wipes and tissues. All art equipment to be organised in individual trays for relevant pupils (KB to organise) <p><u>Emergency procedures</u></p> <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.• 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.• Staff use PPE when dealing with any First Aid incident where a safe distance can’t be maintained <p><u>Personal Protective Equipment (PPE)</u></p> <p>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</p>					
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		<p>activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Uplands is providing gloves, tissues, anti-bacterial wipes, aprons and face visors for any staff who wish to use them- these are kept in the Deputy's office</p>					
Teacher / staff shortage		<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 any 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. 	H		Office/ SWS		
Impact on physical and mental health		<ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help • Government materials to be published then shared with staff • 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. 	M		SWS and SLT		
Educational off site visits	Pupils, staff, visitors	<ul style="list-style-type: none"> • All off site visits have been cancelled until further notice • Re-assess situation at October half term 	M				

Staff member classed as a 'vulnerable person' with a specific illness	Staff	<p>All staff members can now return to site following the risk assessment</p> <p>Individual risk assessments completed using LA template</p>	H				
Pupil classed as a 'vulnerable person' with a specific illness	Pupil	<p>All staff members can now return to site following the risk assessment</p> <p>Individual risk assessment completed</p>					
Pregnant women in school	Pregnant woman	<p>Individual risk assessments to be put in place.</p> <p>Government guidance must be followed.</p>					
Fire Emergency	All occupants	<p>Staff to go through the fire drill procedure with each class from the room in which they are based</p> <p>Staff to note location of call points and fire exits from the base in which they are working</p> <p>Children to line up at assembly point in their class groups</p> <p>Staff to take the register for their class</p> <p>Classes to return to building following "drill" taking care not to mix with other groups</p>			All staff		

	Name	Position	Signature	Date	Review Date
Risk Assessor	Suzanne Webster-Smith	Headteacher	S.Webster-Smith	6.07.20 10.08.20	Ongoing review once school re-opens but at least weekly
Line Manager					

Considerations for additional control measures:

Uplands will also reduce mixing by:

- accessing rooms directly from outside where possible.
- staggering breaks to ensure that circulation routes used have a limited number of pupils using them at any time. (see above)
- 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 as much as possible and tables should be cleaned between each group.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time-1 at a time.
- noting that some children and young people will need additional support to follow these measures

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- The outdoor trim trail equipment should not be used

For shared rooms:

- The hall will become a temporary sandwich hall
- Dining areas to be used by hot lunch pupils only and cleaned between each “sitting”
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- Essential equipment only to be brought in from home (lunch box, 1 bag, reading book and journal, diary and water bottle)
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently eg ipads
- 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](#)).

Staff to child ratios:

- 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-uplands is following Government guidance of class or year group bubbles

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.
- 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 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 precautions advised by their local public health team.
- 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.