

Westfield Primary School Covid- Risk Assessment

1. **Section/Service/Team** Whole School 2. **Assessor(s)** SLT

3. **Description of Task/Activity/Area/Premises etc.** Schools full opening March 2020 - Minimising the risk of transmission of COVID-19

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school. • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks • Control measures in place for clinically vulnerable staff and pupils. • Active engagement with NHS Test and Trace service. • Staff to engage in lateral flow testing. https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools • Aware of LA Local Outbreak Control Plans. • Minimise the number of contacts between staff and pupils. • Remind parents of arrangements for drop off and collection procedures to reduce adult to adult contact. 	<p>M</p>	<ul style="list-style-type: none"> • Follow local health protection team advice. • Provide home testing kits when there is a suspected case (Once kits arrive in school) • Continue to review stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues. • Consider if skin friendly skin cleaning wipes are needed for younger children and pupils with complex needs. • Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social 		<p>L</p>

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Removal of furniture to enable forward facing seating. • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. • 'Systems of control' shared with staff and parents/carers. • Individual risk assessments carried out for staff and pupils at higher risk e.g. those issued shielding letters. • Review team stress risk assessment. • Record kept for 21 days of visitors to site. • Record of staff and pupils in groups. • Ensure increased ventilation measures do not compromise pupil or staff safety. • Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. • Staff to avoid face to face contact and minimise time spent within 1 metre of anyone. • Staff and pupils provided with their own pens and pencils. • Storage of rotated shared resources e.g. (sports, art and science equipment) for 48 hours (72 hours for plastics). • Clear systems for quarantine of books to be put in place, books to be collected on the same day each week to simplify quarantine arrangements. • Frequent handwashing promoted. 	<p>M</p>	<p>distancing may not apply.</p> <ul style="list-style-type: none"> • Review behaviour management plans and procedures. • Consider increased use of outside spaces for teaching and learning activities. • School kitchens to comply with the government's guidance for food businesses on coronavirus (COVID-19). • Provide surface cleaning wipes and bins for disposal at water coolers. • Additional areas identified as staff rooms for breaks. 		<p>L</p>

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Good respiratory hygiene encouraged by promotion of ‘catch it, bin it, kill it’ approach. • Children/staff encouraged to sneeze or cough into crook of arm rather than into hands. • Enhanced cleaning of frequently touched surfaces e.g. door handles, toys, equipment including morning clean down of spaces used after school, outside cleaning hours. • Disposable tissues available in classrooms. • Lidded bins for tissues, emptied during the day. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Signage around school site to remind people of social distancing rules and hand washing. • Staggered start/end of the day to reduce numbers of people on playgrounds and drop off/collection points. • Organising classrooms, to ensure desks are forward facing. • Removal of items from classroom that are difficult to clean. • Only one pupil from each class permitted to use toilets at any given time during lessons. • Items brought in from home to be kept to a minimum. Children provided with own packs to prevent the sharing of stationary. Items brought 	<p>M</p>			<p>L</p>

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p>into the classroom to be kept to snack/water bottle. Lunchboxes to be kept in own bags.</p> <ul style="list-style-type: none"> • Ventilation in the building maximised by opening windows and doors. • Where possible, door wedges used to prevent touching of door handles. • Visitors on site limited and access to building controlled. Signage at the main entrance to ask people to wait outside 2m apart before entering. • Visitors by appointment only – alternative forms of communication shared e.g. class emails, telephone, video calls. • Classes to operate as protective ‘bubbles’ and do not mix with other ‘bubbles’ in general. Wider bubbles will be necessary for school care club and for use of the dinner hall. These ‘bubbles’ will widen to year groups/phases. • KS2 children to eat lunches in the classroom to keep bubbles separate. • Adults may work across bubbles e.g. sports coaches, these adults will be instructed to maintain 2m distance from pupils, where younger pupils are being taught, a TA from the class bubble will support where closer contact is needed e.g. changing. • Children will come into school wearing their Forest school/PE kits to minimise contact needed 	M			L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces</p>	<p>to help children with changing and to limit the additional items being brought in from home.</p> <ul style="list-style-type: none"> • Shared equipment e.g. art resources and shared spaces to be cleaned before being used by another group e.g. hall/dance studio. • Any resources that cannot be cleaned e.g. playdough, sand, children must wash their hands before and after use. • Assemblies/collective worship will take place in classrooms within class bubbles. • Other large gatherings will not take place e.g. praise assemblies, school discos. • Where possible, actions taken for behaviour management will not involve contact with a pupil. Behaviour policy adapted to reflect the need to remind children of ‘new’ rules and ways of working. • Breaks staggered to limit numbers in corridors and circulation routes. • Lunch times staggered and pupils wash hands and enter lunch areas in their group. Groups kept apart and tables cleaned between groups. • All children eating in classrooms (Amended Jan 21) • Staggered use of staff rooms to reduce contact with colleagues. • Shared staff areas to be cleaned at lunch time and the end of the day – with a focus on touch points e.g. hot water dispenser, microwave, fridge 	<p>M</p>			<p>L</p>

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		handle. Cleaning materials provided in these areas for staff to use in between cleans. <ul style="list-style-type: none"> • Storerooms and cupboards accessed by one person at a time. • Children to use hand sanitiser provided before using outdoor equipment. • Staff able to take in children’s books to mark but regular handwashing is encouraged after handling. • Children are able to take home reading books and share between children from their own bubble. If/when books need to shared across different groups then the books will be quarantined for a period of 48 hours. • Contractors delivering services using school facilities, such as dance studio are asked to provide copies of their risk assessment for managing exposure to COVID-19. • Singing, wind and brass playing not to take place in large groups. • Older pupils encouraged to keep their distance within groups. • Physical activity - Outdoor sports prioritised and contact sports avoided. • Music lessons – group size limited to 15 and physical distancing in place. • Educational visits (where no overnight stay is involved) will continue. A further risk assessment will be completed. 				

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		<ul style="list-style-type: none"> Adults asked to wear masks when dropping off and collecting children on the playground (amended Oct 20) Staff asked to wear masks when in shared areas of school / corridors in response to staff concerns (amended Nov 20) 				
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p>	<p>Staff and pupils. Transmission may occur when providing personal or intimate care</p>	<ul style="list-style-type: none"> PPE provided (such as disposable gloves, disposable apron) Hand washing after providing care. Staff using PPE instructed on the safe “donning and doffing” of PPE. Review personal care plans to assess PPE needs based on individual circumstances. 				

<p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Wear PPE provided (such as disposable gloves, disposable apron). When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of fluids entering the eyes due to repeated coughing, spitting or vomiting. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>		<ul style="list-style-type: none"> Review Assessment of First Aid Needs. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE. Where this is not available contact LA. List of LA PPE suppliers communicated to schools. <p>PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/</p>		
<p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>						
	<p>Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> Increase ventilation in the room if possible. Children encouraged to wear more layers (Jan 21) PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. 		<ul style="list-style-type: none"> Maintain stocks of PPE. Where this is not available contact LA. Supervising adult instructed on the safe “donning and doffing” of PPE. TAs/First aiders to supervise to reduce numbers of staff who need access to PPE. 		

	<p>Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<p>Appropriate PPE to be worn in line with individual risk assessments.</p>		<ul style="list-style-type: none"> • Review medication plans to assess PPE requirements (if any) for staff administering medication. • Liaise with external medical advisors e.g. diabetic nurse regarding requirements for PPE. 		
--	---	---	--	--	--	--

<p>Adverse effects on the mental health of pupils.</p>	<p>Pupils have had a long gap in their education, settling in to new routines and changes to school life may be stressful. COVID-19 related anxiety could impact pupils.</p>	<ul style="list-style-type: none"> • Staff to access The Department for Education free webinar for school and college staff on 9 July to set out how to support returning pupils and students. • Access training from The Whole School SEND consortium. • Staff to access DfE CPD on teaching mental health. • Staff to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. • Survey parents to determine immediate support needs for September. • Class assemblies to be used to address worries/concerns. • Each class to have a 'worry box' to share their feelings, worries with an adult. • Maintain communication with families through class emails. • Sally Boswell (learning/pastoral mentor) to support individuals 1:1 or in small groups. • Focus on PSHE/circle time in September. • Information re systems to be shared with families in July to encourage discussion/preparation at home. 	<p>M</p>		<p>SLT</p>	<p>L</p>
--	--	---	----------	--	------------	----------

Adverse effects on the mental health of staff.	Working under stressful conditions may have a detrimental impact on mental health. COVID-19 related anxiety could also impact staff.	<ul style="list-style-type: none"> • Opportunities for staff to raise concerns with phase leaders and through whole school meetings. • Open channels of communication – staff able to speak to any senior leader to raise their concerns or worries • Governors made aware of the views of staff. • Confidentiality maintained • Staff given autonomy to manage their own health – if they feel more comfortable wearing PPE then this will be available. • Contingency staffing plan in place should there be a need to bring someone out of their current role. • Individual risk assessments completed. • Senior leaders to distribute support/guidance documents to keep staff informed at all stages. • Risk assessment and all safety measures clearly communicated with staff. 	M	<ul style="list-style-type: none"> • Referrals to occupational health. • Staff directed to help lines and support e.g. educationsupport.org (posters displayed in staffroom) general teaching council, MIND • Share Education Support Charity guidance in managing mental health. 		L
--	--	--	---	--	--	---

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):
Print Name:

Signature of Line Manager:
Print Name:

Date Assessed:

Review Date:

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.