

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from September 2020

Boutcher CE Primary School

Assessment conducted by: Eilidh Verhoeven	Job Title: Headteacher
Date of assessment: August 2020	Date of next review: As required

For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
Poor communication with parents/carers & other stakeholders	H	Parents, carers, stakeholders	<ul style="list-style-type: none"> •All staff/children aware of current actions and requirements and reminded frequently using school communication systems •Headteacher to share risk assessment with all staff •Parents/carers notified of risk assessment plan and shared with parents/ carers via website and messaging service 	M

<p>Lack of awareness of policies and procedures</p>	<p>H</p>	<p>Staff incl. governors, the minister, volunteers & peripatetic staff</p>	<ul style="list-style-type: none"> •School leaders will ensure that all policies impacted on by coronavirus controls are updated •All staff, children and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Safeguarding - Behaviour policy - Staff absence reporting procedures <p>*All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities - DfE and PHE (2020) ‘COVID-19: guidance for educational settings <p>*The relevant staff receive any necessary training that helps minimise the spread of infection</p> <p>*Staff are made aware of the school’s infection control</p>	<p>M</p>
--	----------	--	--	----------

<p>Risk description/area of concern</p>	<p>Risk before</p>	<p>Who it might affect?</p>	<p>Risk controls</p>	<p>Risk after</p>
--	---------------------------	------------------------------------	-----------------------------	--------------------------

<p>Lack of awareness of policies & procedures</p>	<p>H</p>	<p>Staff incl. governors, the minister, volunteers & peripatetic staff</p>	<p>procedures in relation to coronavirus via hard copy or email:</p> <p>Parents/carers are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school</p> <p>– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</p> <p>Children are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. All are informed that they must tell a member of staff if they begin to feel unwell</p> <p>Staff are made aware of any updates to policies and are reminded of the protocols regularly, mainly by electronic (or paper version) briefing as required</p> <p>As a result, all staff and children are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>M</p>
--	----------	--	---	----------

<p>Risk description/area of concern</p>	<p>Risk before</p>	<p>Who it might affect?</p>	<p>Risk controls</p>	<p>Risk after</p>
---	--------------------	-----------------------------	----------------------	-------------------

Poor hygiene practice in school 1: GENERAL	M	Staff, visitors & children	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, children, parents/ carers and visitors of the hygiene practice required in school (e.g. social distancing and washing of hands) • Children must wash or sanitise their hand <u>before & after</u> toilet visits, lunch & playtimes • Teachers to reiterate key messages in class-time (when directed) to children to: <ul style="list-style-type: none"> • Cover coughs and sneezes with a tissue, or into sleeve • To throw all tissues in a bin (and then wash hands), • To avoid touching eyes, nose and mouth with unwashed hands. • Additional sanitiser and tissues to be provided for the school reception area, classrooms and other key locations for staff, children and visitors Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • 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 	M
	H			M
	H			M
	H			M
	M			M

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
---	--------------------	-----------------------------	----------------------	-------------------

General hygiene measures 1	M	Staff, children, visitors	<ul style="list-style-type: none"> Hand washing facilities are supervised by staff when children are washing their hands to avoid overcrowding in hand washing areas and to ensure correct washing technique Children line up in single file and only when asked to do so Children and staff do not share cutlery, cups or food Staff to ensure cups, glasses and utensils they used are all washed in school dishwashers (not hand washed) Staff members are asked by the school to carry out additional cleaning - Door handles, doors and toilets are cleaned at regular intervals throughout the day and paper/hand towels are refilled regularly when required. Cleaner and caretaker will undertake additional cleaning before & after school Visitors wash/sanitise hands on entry into school Visitors sign in with own pen <p>As a result, all children and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	M
	M			M
	H			M

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
----------------------------------	-------------	----------------------	---------------	------------

Poor Hygiene Practice 2 School entrance/office area	H H	Staff, children, parents, stakeholders	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Access to the office area by appointment only & arrange any business in more open & better ventilated areas e.g. the hall or library • Use of Perspex screen, if necessary • Limited access to office area by children & non-office staff • Areas touched to be wiped down regularly • Discourage parents/carers from entering the school building without prior knowledge • If visit essential, masks must be worn and hands cleaned on entry into the building • Rearrange furniture in reception area to facilitate social distancing. Office not to be used as a walkthrough 	M
	H H			M
	M			M
	H			M
As a result, office staff are protected				

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
----------------------------------	-------------	----------------------	---------------	------------

<p>Poor hygiene practice in school 3: office spaces</p>	<p>M</p>	<p>Office staff, DHT, AHT</p>	<ul style="list-style-type: none"> • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school & regularly throughout the day • Each individual is responsible for wiping down their own work area before and after use. • Other persons not permitted to use telephones/keyboards etc assigned to specific members of office staff unless (with regard to phones, in an emergency situation) • Other adults are to call (personal mobile 'phone use in school to be relaxed under current conditions)/email where possible so that visits to the office can be reduced. • Walkie talkies for contact with staff • Monies should be posted in box in playground or through child's bookbag until Parent Pay is set up <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<p>L</p>
--	-----------------	--------------------------------------	--	-----------------

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
----------------------------------	-------------	----------------------	---------------	------------

<p>Poor hygiene practice in school 4: spread of infection at the start of the school day</p>	<p>H</p>	<p>All school community</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to the children, parents/carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents/carers about arrival and departure procedures, including safe drop-off and pick-up (see website info) • Inform each year group and their parents/carers of their allocated times for the beginning and end of their school day - see return to school plan on website • Inform each year group and their parents/carers of the allocated entrance and exit points to school and where they should go on arrival – see return to school plan on website • Parents must drop off and pickup their children quickly and clear the area as soon as possible. • Do not allow parents to congregate at the gates- provide cordoned off section of the playground to wait safely and collect child speedily • Children to be supervised in accessing hand-washing or sanitiser facilities on arrival, ensuring that children queue while maintaining social distancing as they wait for facilities • Children will clean their hands regularly including when they arrive in school, when they go & return from breaks, when they change rooms & before & after eating 	<p>M</p>
---	-----------------	------------------------------------	---	-----------------

<p>Risk description/area of concern</p>	<p>Risk before</p>	<p>Who it might affect?</p>	<p>Risk controls</p>	<p>Risk after</p>
--	---------------------------	------------------------------------	-----------------------------	--------------------------

Poor hygiene	H	Staff, children	<ul style="list-style-type: none"> Using soap and water is the best approach and children will use the sinks in their classes whenever possible Hand sanitiser stations should be placed at various points throughout the school, including in all classes, the entrance, outside toilets, the office area and the hall doors Ensure supervision of hand sanitiser for efficacy & non- ingestion Small children and those with complex needs should be helped to clean their hands properly All staff must wash/ sanitise their hands when arriving at school & several times throughout the day All visitors must sign in with own pen and wear a face mask Issue information to children in relation to restrictions on their movement around the site (see also on school plan) 	M
--------------	---	-----------------	---	---

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
<p>Poor hygiene</p> <p>Specific – toilets</p>	H	Staff, children, visitors	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting children with toileting routines – mask, gloves, apron and face shield if there is a risk of ‘splash’ All changing surfaces to be cleaned before and after each use Any soiled clothes are put into a plastic bag (double bagged) and sent home. As far as possible, encourage children to use the toilets in the break and lunchtimes to limit movement through classes Control numbers going to the toilet at any one time Wash/sanitise hands before and after going to the toilet Staff are to use allocated toilets – KS1 toilet by R, KS2 toilet by Y4, Other staff right hand hall toilet & sick children left hand toilet by hall All toilets must be cleaned thoroughly before and after school and regularly throughout the day 	M

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
<p>Poor hygiene</p> <p>Specific – end of the school day</p>	H	Staff, children, visitors	<ul style="list-style-type: none"> Issue information to parents/carers about departure procedures, including safe pick-up (see plan on website) Inform children and parents/carers of their allocated times for the end of their school day – see return to school plan Inform children and their parents/carers of the allocated exit points and pick up points – see return to school plan Make it clear to parents/carers and children that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect children, parents/carers are to remain in cars and park safely away from school Parents can use cordoned off area in the playground but must try to stick to the timetable & leave the playground as soon as possible Make parents/carers and children aware of government recommendations with regard to transport. Inform Parents/carers and children of restrictions and plans relating to potential road closures. Children are brought out and line up safely until their parent/carer is seen by staff 	M

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
----------------------------------	-------------	----------------------	---------------	------------

Ill health	H	Staff, children	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. currently a cough, difficulty in breathing and high temperature, a loss of taste or a loss of smell, sickness & diarrhoea and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Staff are briefed where there are changes to the national guidance on coronavirus. • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell – see return to school plan • All staff are informed of the procedure in school relating to a pupil becoming unwell (Covid-19 related) in school – see return to school plan • Contact DfE helpline, Southwark LA and Public Health England for advice • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately taken to their isolation zone and parents contacted to collect them. • Any staff member who displays signs of being unwell immediately to notify the staff in their bubble and leave the premises. • Following a test, a copy is to be seen by the school 	M
	M			M
	M			L
	M			L M
	H H			M

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
---	--------------------	-----------------------------	----------------------	-------------------

Ill health	H	Staff, children	<ul style="list-style-type: none"> • Staff ensure that any unwell children are moved to an isolation room (resource room) as described in the return to school plan. School admin team to contact parents/carers. • Parents/carers advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom (left hand toilet by hall) as per the return to school plan which will be cleaned after use as per the return to school plan. • Children displaying symptoms of coronavirus do not come in to contact with other children and as few staff as possible, whilst still ensuring the pupil is safe. A facemask or face shield should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection (face shield) should also be worn • Unwell children who are waiting to go home are supervised in the resource room where they can be at least two metres away from others, including supervising adult. Emergency assistance is summoned immediately if the pupil's symptoms worsen. • Areas used by unwell children who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated as per the return to school plan. 	M
------------	---	-----------------	---	---

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
----------------------------------	-------------	----------------------	---------------	------------

<p>Social distancing in class & face to face teaching</p> <p>Minimising risk</p>	<p>H</p>	<p>Staff, children, parents</p>	<ul style="list-style-type: none"> • Identify and communicate clearly to parents/carers and children who is to attend and the times they are to attend – timetables and info emailed & on the website, updated as necessary • Calculate capacities of classrooms. Classrooms allocated for provision and small adaptations made to support distancing where possible without compromising safety routes or fire escapes. • Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. • Desks in rows facing the front • Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. • Limit movement in class time by provision of equipment in individual wallets • No toilet trips during class time unless it's an emergency • Children & adults familiar with movement in and out of class safely- Y3/4 through main stairs, Y5/6 use back stairs • Timetable reviewed and refreshed and programme communicated to teachers and staff • Staff contacted by walkie-talkie &/or WhatsApp • Prepare how best to supplement remote education with face-to-face support for children. 	<p>M</p>
--	-----------------	--	---	-----------------

<p>Risk description/area of concern</p>	<p>Risk before</p>	<p>Who it might affect?</p>	<p>Risk controls</p>	<p>Risk after</p>
--	---------------------------	------------------------------------	-----------------------------	--------------------------

<p>A pupil tested and has a confirmed case of Covid-19</p>	<p>H</p>	<p>Staff, children,</p>	<p>In line with Government advice:</p> <ul style="list-style-type: none"> • If it is a KS1 child then the whole KS and associated staff will have to self-isolate for 14 days because of the nature of the rooms linking into each other and the shared use of the toilets • If a KS2 child tests positive then the key stage & associated staff will have to self-isolate due to the nature of the interconnecting classes. Classes have to use the other classes to access the exits • Contact Southwark LA and Public Health England to seek further guidance • Keep a complete list of shielded and clinically vulnerable adults in school and offer safest available on-site roles where possible • Staff understand the protocols if they need to self-isolate • A rota is in place in the instance that staff have to self-isolate 	<p>H</p>
<p>Risk description/area of concern</p>	<p>Risk before</p>	<p>Who it might affect?</p>	<p>Risk controls</p>	<p>Risk after</p>

<p>Pupil movement between lessons, at breaktime and lunchtime</p>	<p>H</p>	<p>Staff, children</p>	<ul style="list-style-type: none"> • Staggered starts are in place for entry, end of day, breaktime and lunchtime- see return to school plan • Zoned areas in place for each class for breaktimes • Packed lunches collected by teaching assistants and eaten in class • Tables cleaned before and after eating and at regular intervals during the day • Y3/4 use main stairs & Y5/6 use back stairs for movement • Toilet visits restricted to break and lunchtimes, whenever possible • Class have own sanitised equipment for break and lunchtime • Hand washing & sanitiser (supervised) before and after every break, toilet visit or class change • If first aid required: Remain outside or in the class. If children are able then they can clean wound themselves or staff should wear appropriate PPE when dealing with injuries. Follow accident procedure if more attention is required 	<p>M</p>
--	-----------------	-------------------------------	---	-----------------

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
<p>Spread of infection in classrooms/shared areas</p>	<p>H</p>	<p>Staff, children</p>	<ul style="list-style-type: none"> • All unnecessary items have been removed from classrooms and learning environments and stored elsewhere • All soft furnishings and items that are hard to clean to be removed • Movement in class restricted and individual children are given all equipment in a wallet • Children use the same seats in the classrooms every day • Tissue and hand sanitisers are located in each classroom and communal areas • Bins containing used tissues etc are emptied daily and more often, if necessary • Contact with communal surfaces, such as door handles etc are minimised. • Windows to be open to provide ventilation • Stress to children that all equipment is for personal use to reduce the risk of infection • IT equipment needs to be used by the same teacher, whenever possible, and cleaned daily or more frequently • If shared telephone, walkie-talkie then must be cleaned before and after use • Shared teaching resources are cleaned prior to and after use • Appropriate equipment (gloves, masks, apron) to be used for first aid or bodily fluid on class equipment etc. which should be removed and thoroughly cleaned • Limited use of the staffroom and use of designated toilets for staff • Staff responsible for own cups, cutlery which must be placed in the dishwasher • Hand sanitisers by photocopiers, shared keyboards etc. 	<p>M</p>

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
Poor pupil behaviour	H	Staff, children	<ul style="list-style-type: none"> • Children reminded of the Boutcher rules and set their class rules together • Emphasis on successful learners display and wanted behaviours • Qualities of 'Fruits of the Spirit' whole school theme discussed and promoted weekly • Award assemblies weekly to encourage positive behaviour • Children and parents understand the procedures (see class pages) • Sanctions include being placed away from the class, miss play, sent to joint bubble class and parents phoned to talk through unwanted behaviours • Daily reminders about keeping a social distance & regular sanitising/ hand washing • Children with additional needs supported with mentor time and/or behaviour support plan • Reinforcement and/or social stories by staff & parents for children who may bite or spit or display behaviours that may compromise the safety of others • Risk assessment & targets set to ensure the safe return of children with SEND • EHCPs reviewed, advice from outside agencies sought to ensure safety • Plans shared and followed consistently by all staff working with these children 	M
Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after

Vulnerable children and impact of lockdown	H	Staff, children	<ul style="list-style-type: none"> • Check all referrals are up-to-date and action points addressed as quickly as possible • Share information to relevant staff and remind staff about being vigilant and sharing concerns • New system (using zones of regulation) in place to assess children's feelings throughout the day & mentor sessions put in place • Mentor sessions for children who were referred to social services during lockdown • Increased communication with vulnerable parents especially those anxious about returning to school • Offer of breakfast club, wrap around care and collection/drop off for vulnerable families • Community afternoon about leading a healthy lifestyle and follow-up sessions • Baseline fitness assessment carried out & checked weekly • Food diaries to encourage healthy choices 	M
Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after

Cleaning is not sufficiently comprehensive.	H	Staff, children	<ul style="list-style-type: none"> • Create a check list of areas for cleaning & frequency • Nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, additional cleaning hours determined to increase the regularity of cleaning • Whilst pupils are at breaktime/lunchtime, staff to clean tables/door handles with a disinfectant spray • Disposable gloves/wipes/sprays are next to photocopiers/printers etc and used before and after using. • Caretaker & cleaner to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room and as designated that day. • All staff assume additional responsibility for extra cleaning whenever possible 	M
---	----------	------------------------	---	----------

Risk description/area of concern	Risk before	Who it might affect?	Risk controls	Risk after
----------------------------------	-------------	----------------------	---------------	------------

<p>Contractors, deliveries and visitors increase the risk of infection.</p>	<p>H</p>	<p>Staff, children, contractors, visitors</p>	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All visitors sign in using own pen • All visitors maintain 2 metre distance and remain in allocated area • If talking to a staff member, face masks must be worn • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to remain within the school building for any longer than is required to make a delivery. Goods will be placed to the front of the reception area (near the entrance) and left for the appropriate staff member to handle. • Surfaces to be cleaned after any deliveries have been made. 	<p>M</p>
---	-----------------	--	--	-----------------