

Risk Assessment – Reducing the Risk of Coronavirus in St Nicholas School Revised October 2020

This Risk Assessment has been carried out as a response to the government recommendation that schools plan a phased reopening following the relaxing of lockdown requirements during the Coronavirus Pandemic.

Pending additional advice on Hygiene procedures

The aims of this risk assessment are:

- To prevent individuals becoming seriously ill
- To ensure that pupils and staff and any other individuals in school are as safe as possible from the risk of infection.
- To minimise the spread of any infection within the school, and any consequential risk to a rise in the infection rate in the community at large.
- To give as many pupils as possible the opportunity to have some school based education before the end of the academic year.
- To recognise that social distancing for our pupils is not feasible as a means of controlling infection spread.

And, additionally for us:

- To ensure that pupils become familiar and are able to be safely looked after, in a new and unfamiliar building.

N.B. This should be reviewed regularly based on Government advice about the infection rates in the community and other recommendations on safe working practice

Part 1 Risks to Individuals becoming seriously ill with Covid-19

Area	Risk	Risk Reduction	Who is responsible
Infection with virus	Risk that virus might spread in school and pupils or staff become infected.	<ul style="list-style-type: none">• Enhanced hygiene in place (see below) and rapid isolation of symptomatic persons.• Self isolation in place for infected persons and other household members'• Pupils are transported in buses where each bus or taxi may have pupils from classes across	SLT

		<p>the school. Because of the number of secondary contacts the whole school should be primarily protected as one extended bubble.</p> <ul style="list-style-type: none"> • However, contacts in school should be minimised by pupils remaining in own groups and staff remaining within own floor and using staff areas on that floor. This allows each floor can be treated as a bubble as far as possible, once pupils are in school. 	
	Extremely vulnerable pupils or staff at risk of serious illness.	<ul style="list-style-type: none"> • Most people in this category should be able to come to school if these guidelines are followed. 	Extremely vulnerable should be risk assessed with respect to medical evidence from GP, or school nursing team in the case of pupils.
	Clinically vulnerable pupils or staff may become ill.	<ul style="list-style-type: none"> • Clinically vulnerable people can attend school as normal, as long as these guidelines are followed. 	If medical evidence is provided – risk assess.
	All other staff at risk of being infected	<ul style="list-style-type: none"> • Follow whole school Hygiene section. 	
	Vulnerable household members may become infected if staff member becomes infected.	<ul style="list-style-type: none"> • Government advice is that people living with household members in the vulnerable category can return to work. 	Staff member to inform management of concerns with medical information where available. SLT to carry out risk assessment if needed of situation following current advice.
Staff or pupil showing symptoms of virus	Risk that virus might be transmitted	<ul style="list-style-type: none"> • Follow Director of Public Health guidelines – see below under illness guidelines. 	All staff

		<ul style="list-style-type: none"> • Staff or pupil displaying symptoms should stay at home, or leave the premises and self-isolate if symptoms start in school (see procedure below) • Staff & pupils should seek a test at the earliest possibility. Staff should return to work if test is negative, or self-isolate for recommended period if test is positive. Pupils can return following negative test. • Test results should be communicated with school. 	
	Positive test obtained.	<ul style="list-style-type: none"> • Seek advice on recommended course of Action from Director of Public health for advice about school closure. • Contacts in school should self isolate and seek test. 	
Pupil becoming seriously ill	Most pupils at low risk of illness. Some pupils at higher risk of becoming ill if infected	<ul style="list-style-type: none"> • Risk assess extremely vulnerable pupils with advice from school nursing service. 	SLT

Area	Risk	Risk Reduction	Who is responsible
Staff infecting other staff outside of class bubble.	Staff may pass virus on to each other if infected.	<ul style="list-style-type: none"> • Staff maintain 2m social distancing as far as possible when outside classroom. • Staff remain on their floor as far as possible and use their . • Staff should restrict unnecessary movement between staff rooms. • Used cutlery and pots to go straight in dishwasher after use. • Towels and tea cloths washed daily. 	<p>All staff</p> <hr/> <p>Rota'd by SLT</p>
Staff travelling on Public transport bringing infection in to school	Staff may carry virus on their hands	<ul style="list-style-type: none"> • Follow sanitisation and hand cleaning protocol when entering school. • Change clothes daily. • Use and store PPE according to guidelines 	Staff travelling on public transport
Staff being infected out of school	Unsafe behaviour results in infected staff passing on infection	<ul style="list-style-type: none"> • Respect the government rules at all times. • Stick to the Rule of 6 when meeting with friends. • Follow any advice regarding testing, track and trace, and keep the school informed of any issues. • Be aware of the risk of quarantine with any travel arrangements you make. International travel will be at your own risk and you will not be paid for any subsequent delays or quarantine incurred outside of school holidays. 	All staff

Part 2 Ensuring Good hygiene across the school to reduce the risk of infection awaiting additional advice

ALL CLASSROOMS TO BE THOROUGHLY CLEANED AT THE END OF THE DAY BY CLEANING STAFF

GENERAL HYGIENE			
AREA	RISK	RISK REDUCTION	WHO IS RESPONSIBLE
HYGIENE	Cross contamination	<ul style="list-style-type: none"> • Handwashing and sanitisation on arrival for all individuals entering the school building • Handwashing at increased regular intervals • Handwashing and sanitisation will be taught to pupils and made an integral part of class routines. • Before each activity and transition • Before and after eating • Before home time <ul style="list-style-type: none"> • Handwashing for at least 20 seconds. This will be supervised by the staff team • Children will be encouraged not to touch their mouth, eyes and nose or other people • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Bins for tissues are emptied throughout the day • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • School to implement daily deep cleaning and use of Zoono on all hard surfaces every 14 days – anti viral which destroys virus on contact, with 28 day efficacy. 	All staff and all children
Social distancing	Cross contamination	<ul style="list-style-type: none"> • Staff to maintain 2m social distancing as far as possible outside of usual classroom. • Staff to wear masks when this is not possible when not working with children. 	There is no need for staff to wear masks when working with children Gloves may be worn when cleaning

		<ul style="list-style-type: none"> • No children to take registers - ring attendance through to office. • No whole school gatherings such as assemblies • Whole staff meetings to be held virtually • Smaller staff meetings organised to maintain distancing rule between seats. If this cannot be organised because of the size of the group, meeting should be held virtually. • If closer contact is unavoidable because of nature of meeting, masks should be worn. 	<p>Surfaces to be cleaned regularly including door handles, light switches and table tops</p> <p>Assemblies to be held virtually using MST teams whilst pupils remain in classes. Where smaller groups are gathered, restrict number of classes within a key stage so classes can be distanced as much as possible.</p>
Hygiene at Home		<ul style="list-style-type: none"> • Strongly advise parents to regularly clean children's clothes at home • Items from home other than packed lunches not to be sent in to school 	Parents
School Lunches		<ul style="list-style-type: none"> • School to divide into 3 sittings. • Ventilate hall if possible • Staff to clean tables between sittings using anti-viral spray. 	SLT
Staff Room Use	Greater risk because of time spent with adults who are more likely to pass virus on. Particularly vulnerable staff at greater risk.	<ul style="list-style-type: none"> • Windows open in staff room • Separate room provided for extremely vulnerable staff • Vulnerable staff to use quiet rooms (based on risk assessment) • Staff to stick to staff room on floor they are working on 	Staff

Part 3: Response to Potential Infection in School – see updated flowchart for case management

AREA	RISK	RISK REDUCTION	WHO IS RESPONSIBLE
Illness	Staff showing symptoms of Covid 19 or another illness	<ul style="list-style-type: none"> • If symptoms occur at home, they should not come to school but inform the school that symptoms have been displayed. They should arrange for testing and self-isolate (*see below), and inform the school that a positive test was received. <p>If in school, ensure there is a rota of qualified first aiders to in school</p> <ul style="list-style-type: none"> • Assess situation with a First Aider wearing PPE. • Staff to leave building immediately if they are symptomatic • Staff to follow self-isolating guidance for recommended period if symptomatic. <p>An empty room will be identified on each floor as an isolation area for individuals displaying symptoms until they are able to go home.</p>	<p>All Staff SLT First Aiders</p> <p>SLT to pass on information to health authority if necessary (Notifiable) SLT to decide wider school action.</p> <p>All staff Cleaning team SLT</p>
Illness	<p>Pupils showing symptoms of Covid 19 or other illness:</p> <ul style="list-style-type: none"> • A new persistent cough • High temperature <p>Loss of taste (may not be possible with our pupils)</p>	<ul style="list-style-type: none"> • If symptoms occur at home, they should not come to school. Parents should arrange for testing and self-isolate the child (*see below), and inform the school of the result as soon as it is received. <p>If in school, ensure there is a rota of qualified first aiders to in school.</p> <p>An enclosed empty space will be identified as an isolation area for individuals displaying symptoms until they are able to go home.</p> <ul style="list-style-type: none"> • Assess situation with a First Aider wearing PPE • Pupils to be isolated in medical room 	

		<ul style="list-style-type: none"> • Staff to wear gloves, mask, apron with child while waiting for Parents to pick up their child, • Staff to follow self-isolating guidance for recommended period if symptomatic, and seek a test. • Pupils who are not able to access a test should request a testing kit from the school who have a limited supply for particular circumstances. 	
Illness	Other Household members showing symptoms of COVID (Staff or Pupils)	<ul style="list-style-type: none"> • All members of the household must stay at home and not come to the education setting. The symptomatic household member should get tested. • If test result is negative members of household can return to school or work if well. • If test result is positive suspected case should self-isolate for 10 days and all other household members should self-isolate for 14 days 	Parents and Staff
<p>Protocol for self-isolation if a member of the school community is taken ill with Covid 19.</p> <p>*When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, advice will be taken from the Director of Public Health who would instigate track and trace and advise households on self-isolation. Other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms, or other advice is given by the relevant authority.</p>			

Part 4 : Management of Pupils during high risk routines

TOILETING			
AREA	RISK	RISK REDUCTION	WHO IS RESPONSIBLE
Using toilets in corridor areas	Cross contamination when dealing with personal care	<ul style="list-style-type: none"> All toilet areas wiped down thoroughly after use Changing beds to be wiped down Dirty clothes to be put in double plastic bags Staff to wear PPE – gloves, aprons, masks (as per usual practice) when dealing with children’s personal care Children to go to their toilet in small groups Children not allowed to go to the toilet alone 1 adult to supervise children, encouraging good hygiene and handwashing 	All staff
Toilets before lunch / in the hall		<ul style="list-style-type: none"> Take children to the toilet before going to lunch and avoid using downstairs toilet as much as possible If toilet has been used, wipe down any surfaces e.g. seat, taps, flush, door etc 	
FOOD AND EATING			
AREA	RISK	RISK REDUCTION	WHO IS RESPONSIBLE
Snack time	Risk of transmission through shared crockery and cutlery	<ul style="list-style-type: none"> Children to have named allocated cup. Cups in dish washer every night or soaked in Milton. Only adults to serve fruit and drink, children to be given fruit not take it off the plate. 	<p>Classroom staff All staff to be aware of whose cup is whose.</p> <p>If we have bottles from home and they are not named, staff to name them with permanent marker</p> <p>staff to coordinate loading up the dishwasher to ensure all classes cups are in the dishwasher before they leave</p>

Lunch duties	Overcrowding	<ul style="list-style-type: none"> Do not enter an areas earlier than allocated time. 	Lunch staff
Lunch hall – children eating	<p>Risk of transmission through shared crockery and cutlery</p> <p>Transmission within environment with multiple users</p>	<ul style="list-style-type: none"> Strict lunchtime rota to be used - Staff may wear gloves as per usual practice. Used cutlery/plates etc to be moved before next group of children come in. Wipe down tables and seats before next group of children come in. Additional staff needed to support KS1 children when eating and sitting. Take children to the toilet before going to lunch and avoid using downstairs toilet as much as possible. Toilets thoroughly cleaned at end of the day. Children with packed lunches to be watched for sharing. 	<p>Lunch staff</p> <p>Staff team SLT Kitchen staff</p>
Stairwells	Hygiene/cross contamination	<ul style="list-style-type: none"> Banisters to be cleaned between sessions. Walk up left and down on left. Classes to use staircase nearest to destination e.g. office stairwell for dining hall, far end stairwell for playground/PE hall. 	Staff
Dining hall / PE Hall	Hygiene/cross contamination	<ul style="list-style-type: none"> All children and staff to wash their hands before they come to lunch. 	Staff and children
Cleaning stuff to be kept (1 for PE hall, 1 for dining hall)	Hygiene/cross contamination of packed lunch boxes (from home to school)	<ul style="list-style-type: none"> Lunchboxes to be kept in classroom and brought down for lunch and taken up to class after lunch by class team. 	Class teams
	Too many children at one time	<ul style="list-style-type: none"> Timetabled sessions which need to be stuck too. Do not let children leave dining hall/PE hall early. 	Class teams

	Hygiene/Cross contamination	<ul style="list-style-type: none"> All tables and chairs to be wiped down between classes when children have left All cutlery/plates to be removed that has been used between classes Children to stay seated at the table once they have collected their food. Do not let children touch windows/doors. Staff to pour water. 	Last 5 minutes. Staff on duty
	Children eating food from other children's lunch box/plate	<ul style="list-style-type: none"> More staff to be used on this duty – especially in KS1 	Duty staff Children
	Children needing to use the toilet	<ul style="list-style-type: none"> Where possible, take children to the toilet before going to lunch to avoid using the downstairs toilets. Children to use the toilet in small groups e.g. 2 at a time Adult supervision to encourage good hygiene 	Class teams
PLAYTIME			
Playground	Cross contamination of key stages	<p>Children to follow pathways identified. Playtime to be staggered.</p> <p>Children to move in and out the building in key stage groups. Staff to follow children wiping down door handles and banisters as we move.</p>	All staff to be aware. SLT
Trim Trail	Hygiene/Cross contamination	<ul style="list-style-type: none"> Staff to be positioned at either end of trim trail areas (to stop children from going up the bank towards Beaumont and towards gate and pedestrian gate) 	Staff

		<ul style="list-style-type: none"> • Staff to keep on eye on children where plants have been planted and near the fence • Children to exit trim trail via the far door directly to the stairs. DO NOT GO THROUGH EITHER HALLS • Adult at front and back. 	
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Part 5: Arrivals and Departures from School (Including Visitors)

Area	Risk	Action required	Who
STAFF Reception hall (arrival)	Staff will come into contact with other staff.	<ul style="list-style-type: none"> • Staff will observe social distancing rules when signing in. • Staff will use sanitiser provided on entry and exit from school. • Staff will observe social distancing when moving around the school and when using other areas of the school building. • Staff will wash hands at regular intervals using staff toilets / own classrooms/ staffroom. 	All staff
Outside Gate entrance	Hygiene/ cross contamination	<ul style="list-style-type: none"> • Staff walking in or using the field carpark will enter using the gate at the bottom of the trim trail • Sanitiser or Hand washing required 	All staff
Classroom	Contaminated surfaces and resources	<ul style="list-style-type: none"> • Staff set up classroom resources, the resources should be regularly cleaned using anti-bacterial products. • Class teams to risk assess their rooms and share information 	All staff
Visitors	Staff bringing infection from outside	<ul style="list-style-type: none"> • All visitors to complete track and trace form and declaration on entry. 	Office staff

		<ul style="list-style-type: none"> • Visitors will use sanitiser on entry and exit, and reminded to do so • General visitors to be supervised at all times with minimal contact with school staff other than those require to meet. • External professionals can come to school only if agreed beforehand subject to condition above. Staff should be briefed on hygiene procedure and follow school's risk assessment protocols and any additional controls from own employer's risk assessment which will be required. • No parent tours – virtual tours only • No parents evening on site – to be held virtually. 	Host staff
CHILDREN Car park – mini bus children	Unfamiliar surrounding Hygiene/cross contamination Children running off/ refusing to move	<ul style="list-style-type: none"> • Selected team members to go out when buses arrive • Divide routes to car park so both stairwells are utilised to minimise contact. • Leave one member of staff behind to wait for child if they are refusing to move • Children to wash hands on arrival at classroom 	Class teams All staff Class teams
Car park – mini bus children Going home	Hygiene/cross contamination Children running off/ refusing to move	<ul style="list-style-type: none"> • Hands washed ready to go home • Children to wait in classrooms • On bus arrival staff member teams take child to bus • Children to use the allocated stairwell 	Class teams

Outside pedestrian gate (children being dropped off by a parent/ guardian)	Hygiene/ cross contamination	<ul style="list-style-type: none"> • Parents to social distance on pedestrian path. • Adult dropping off child to wait at gate for someone from staff team to collect child • Staff member from team or other spare staff to go to gate at start of school gate • Children to enter the school via the correct staircase. • Years 3, year 4/5 and 6 to use back staircase • Reception, year 1 and year 2 to use front staircase • Children to wash hands on arrival 	Collecting staff
Outside pedestrian gate (children being dropped off by a parent/ guardian) Going home	Hygiene/cross contamination Children running off/ refusing to move Unfamiliar adults on site	<ul style="list-style-type: none"> • Adults to come onto the school site and wait by the scented garden. Follow the arrows. • Staff to take child to adult and then adult exit 	Staff Children Parents guardians
Reception area	Unfamiliar surroundings Children running off/ refusing to move	<ul style="list-style-type: none"> • Staff supervise the movement of the children on entering the building. One adult in the front one at the back. • Reception/ year 1 and year 3 to come through the reception area • Children to wash hands on arrival 	
Classroom	Unwell child	<ul style="list-style-type: none"> • Staff to be vigilant for children who are unwell • Staff notify SLT if concerned on arrival. Temperature taken if there is a concern and child sent home with parent to follow Public Health procedures 	All staff

Part 6: Additional Risks associated with children starting in new building

Area	Risk	Risk Reduction	Who is responsible
Whole school	Staff will get lost	Staff orientate themselves in the first floor as a priority and other areas as the day progresses.	All staff
Children arriving	Unfamiliar surroundings Entry through lower entrance in new building Stairs near reception	Staff positioned outside entrance for the arrival of the bus to welcome children in	All staff
Children departing	Unfamiliar surroundings Leave through lower entrance in new building Stairs near reception	Ensure gate is closed when children are in car park Staff to supervise children getting on buses.	All staff
Whole school building	Children getting lost moving out of classroom	<ul style="list-style-type: none"> • Children do not move about the building accompanied without a member of staff 1 adult at the front 1 adult at the back – minimum <ul style="list-style-type: none"> • Only one set of toilets to be used - children toilets on first floor • Children eat in the classroom, 	All members of staff need to know which toilets should be used.
Accidents	Usual risks of accident As above which creates risk in unfamiliar environment	Ensure environments where children are allowed are safe. Use only existing play ground or trim trail for outside breaks. Report hazards to SLT. Maintain same level of support or breaks as in class. Provide first aid according to usual policy First aiders rota'd to be present in school and called to attend accident	All staff on rota
First Aiders are ill or absent		Utilise staff who have previously held qualification	

		Utilise other staff - ensure staff on site who have undertaken whole school basic first aid training which includes CPR	All staff
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