



Kea Community Primary School

Covid -19 Risk assessment and action plan for full opening of schools – September 2020

Prepared by Katherine Hunkin and School Governors

Shared with Staff and Governors

Introduction

We have consulted the following government guidance in the preparation of this risk assessment and action plan:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Implementing social distancing with young children is not possible and therefore the government are referring to a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined below.

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
2. clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 5 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Risk assessment and action plan. This is a dynamic risk assessment and working document which will be updated as necessary.

			Risk Rating: Below 9 - Low Risk 9 to 14 - Medium Risk
What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Premises not checked to ensure it is safe to re-open.	<ul style="list-style-type: none"> Teaching staff to return to school 2 days prior to pupils (3/4 Sept 2020). This will enable staff to get rooms ready, move equipment/furniture where necessary and ensure that everything is ready. Interserve carrying out regular premises checks and cleaning Interserve to ensure that all compliance testing is up to date 	Yes	Severity:3 Likelihood:2 Risk Rating:6
Environment to be prepared prior to children returning. to be made suitable for use during Covid-19 pandemic	<ul style="list-style-type: none"> Desks and chairs to be spaced to avoid close face to face contact. Where possible, pupils to be seated facing the front of the classroom – rather than in groups facing each other. Children to have own designated working space, own tray, own resources, own books. Books may be shared within a classroom, but not with other class groups for at least 48 hours. Soft toys and cushions and unnecessary items to be removed All classrooms to have a stock of tissues, cleaning materials and gloves/facemask for the case of having to deal with intimate care or isolating pupil with symptoms of Covid-19 and a pedal bin for the disposal of tissues Signage for staff, pupils and parents Staff meetings – online or face to face – spaced out in large room 	Yes	
Lack of up-to-date information for Staff	<ul style="list-style-type: none"> Regular e-mails to all staff from KH Weekly staff meetings via Zoom (moving to Teams)- with opportunities for questions Meeting notes to be shared Opportunities for teaching staff to meet (Zoom) in year group planning teams Risk assessment and key government guidance/advice to be summarised and shared. Staff to sign (or e-mail sign) risk assessments. Posters displaying infection control and first aid guidance to be displayed in each room – including no jewellery etc. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Lack of up-to-date information for	<ul style="list-style-type: none"> Information letters to be sent regularly to all parents (e-mailed and on website). 	Yes	Severity:3 Likelihood:2

pupils and parents/guardians	<ul style="list-style-type: none"> Where possible, information to be succinct and clear (with links to government guidance where appropriate). Specific H&S information, specifically related to COVID-19 and government recommendations to be shared with parents of all pupils returning to school. 		Risk Rating:6
Failure to maintain supervision levels if staffing levels drop.	<ul style="list-style-type: none"> Timetable for pupil groups to be tightly linked to availability of staff. Staff levels to be checked daily. Agency staff to be used where necessary. If for any reason staff levels became too low, certain pupil groups would not be able to be in school on that particular day. Parents to be notified of this prior to pupils returning to school. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	<ul style="list-style-type: none"> From 1 August 2020, people who are clinically extremely vulnerable will no longer need to continue to shield – unless the transmission of COVID-19 in the community starts to rise significantly. Therefore, staff will be placed back on the school timetable. However it is important that we are aware of staff who are clinically vulnerable (e.g. with diabetes, asthma and conditions that make them more at risk of getting infections) and individual risk assessments will be carried out where necessary. Guidance will be followed if the transmission of COVID-19 starts to rise. 	Yes	Severity:4 Likelihood:1 Risk Rating:4
Pupils who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	<ul style="list-style-type: none"> From 1 August 2020, people who are clinically extremely vulnerable will no longer need to continue to shield – unless the transmission of COVID-19 in the community starts to rise significantly. Therefore, it is expected that pupils will return to school. However it is important that staff are aware of pupils who are clinically vulnerable (e.g. with diabetes, asthma and conditions that make them more at risk of getting infections) and individual risk assessments will be carried out where necessary. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Staff or pupils who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	<ul style="list-style-type: none"> From 1 August 2020, people who are clinically extremely vulnerable will no longer need to continue to shield – unless the transmission of COVID-19 in the community starts to rise significantly. Therefore it is expected that staff and pupils will be back in school. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Member of staff displaying symptoms of Coronavirus	<ul style="list-style-type: none"> Staff to be reminded regularly (and a notice to be displayed in the staffroom) of the requirement to immediately isolate if displaying symptoms - and advised to get tested. 	Yes	Severity:4 Likelihood:2 Risk Rating:8

	<ul style="list-style-type: none"> Most up to date government advice to be followed through phoning 119 (COVID emergency help line) if necessary all pupils/adults within that pupil group to self-isolate for next 14 days and to access COVID-19 tests if they display symptoms. Area/s last used by that staff member to be thoroughly cleaned. 		
Student displaying symptoms of Coronavirus	<ul style="list-style-type: none"> Immediate isolation of affected pupil Meeting room to be set aside for affected student - and thoroughly cleaned after use. If dry and warm weather, pupil to sit outside (rather than in the meeting room) until their parent arrives. Staff providing support to be provided with PPE (fluid repellent face mask and gloves) Most up to date government advice to be followed through phoning 111- if necessary all pupils/adults within that pupil group to self isolate for next 14 days. Any rooms used by that pupil to be thoroughly cleaned. If they have been using the ICT suite, that room to be cleaned, and the PC they have been using to be sealed off for at least 72 hours. 	Yes	Severity:4 Likelihood:1 Risk Rating:4
Vulnerable children and families	<ul style="list-style-type: none"> Continue to support families who are either attending less than usual – phone calls, support from the Education Welfare team. All staff to be reminded how to contact MARU – signs in all classrooms 	Yes	
Staff wellbeing	<ul style="list-style-type: none"> Ensure staff have reassurance as much as is possible and a clear method of raising concerns. All staff to have adequate time for breaks/lunchtimes. Normal PPA to resume No after school or lunchtime clubs in the first half term Signpost to relevant external agencies such as https://www.educationsupport.org.uk/ https://www.silvercloudhealth.com/uk Ensure clear lines of communication to request support. It is expected that all staff will return to work, but in the case of anyone who still needs to stay at home – ensure that they are kept up to date so they feel part of the team and identify work that they can do to contribute. Governors to continue monitoring the wellbeing of staff 	Yes	
Pupil and family wellbeing	<ul style="list-style-type: none"> Support booklet (produced by Twinkl) to be shared with families by e-mail prior to children returning. Also to be shared in school. Careful monitoring of pupils in school. Strategies such as PSHE, yoga, breathing to be embedded into weekly curriculum. Therapeutic input for first few weeks – if necessary to a higher degree than academic focus. 	Yes	Severity:4 Likelihood:2 Risk Rating:8

	<ul style="list-style-type: none"> • Close liaising with parents of children who display signs of anxiety / stress. Referrals to Family Support, school nurse if necessary. • Signposting to Penhaligon's Friends to families who have suffered a bereavement during this time. 		
Social distancing not observed in staff areas	<ul style="list-style-type: none"> • Staff to maintain social distancing at all times in the staffroom. If there is not enough room to sit apart from other people, staff to find somewhere else to sit. • Separate welfare facilities (kettle/cups etc.) in the Victorian building • Where necessary, other areas – balcony, classrooms where their group is located, outside spaces to be used by staff for lunch/breaks. • Staff members to choose a cup and only use that cup throughout the day. Cups to be placed in dishwasher (not left in the sink) for washing. • Staggered breaks and lunches to minimise people wanting drinks/food at one time. • Staff reminded to socially distance from each other at all times. • Staff meetings/briefings to be held online and small group meetings to be held in the hall or a classroom - socially distanced. • Facemasks not to be worn – although staff have discretion to wear them (only in corridors) if they think a particular area of the school is busy 	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?	<ul style="list-style-type: none"> • Where possible children to walk or cycle to school. • Year 6, 5, 4 and 3 pupils to be dropped off by parents - parents not to come into School unless absolutely necessary. • Those walking to school to be reminded (through letter to their parents) about social distancing. • Parents reminded (by letter) to observe social distances in the car park and when walking along the road to the school. 	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained at school gate or drop-off/pick-up point	<ul style="list-style-type: none"> • Supervision at drop off/pick up point to be determined by numbers of pupils • Staggered arrival times for pupils – Y5/6 to be dropped off by kitchen to walk straight through to Victorian building, Y3/4 to be dropped by the kitchen and walk in past the hall to the corridor door. • YF, 1 and 2 – staggered start/end times – parents to bring children round to their classroom door • Pupils to be dropped outside school office/nearer disabled parking bays to enable shorter walk through to Victorian building -therefore better opportunities to maintain social distances. 	Yes	Severity:3 Likelihood:2 Risk Rating:6

	<ul style="list-style-type: none"> • Signs to be displayed reminding people about social distancing. 		
Social distancing not maintained by pupils before school starts	<ul style="list-style-type: none"> • Parents instructed not to allow pupils to attend before their group start time. • Pupils to walk straight to their classroom door and go straight into their classrooms. • No playing on the playground before school. • One way system for walking round the school. 	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained in school corridors	<ul style="list-style-type: none"> • Staggered start/finish times of school day. • Staggered break/lunches. • Main corridor – keep to the left (up the steps, down the slope). • Where possible, children to enter/leave the building via their classroom doors. • For instances where it is not possible to avoid passing in a corridor, children/adults will be briefed to turn their heads away • Facemasks not to be worn – although staff have discretion to wear them (only in corridors) if they think a particular area of the school is busy 	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained in classrooms	<ul style="list-style-type: none"> • Tables and chairs to be spread out to maximise opportunities for social distancing. • The government has stated that primary school children cannot be expected to remain 2m apart. • Facemasks will not be worn in classrooms. • In addition to staggered start/end/break/lunchtimes, the following measures will be put in place: <ul style="list-style-type: none"> • Teachers or PPA cover staff to teach all subjects, no subject specialist teaching taught by other adults through the school – to reduce number of adults in contact with each group of children • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices (cough/sneeze into tissues). Used tissues to be placed in a pedal bin (with closed top) • regular cleaning of classroom/toilet areas/door throughout the day • box or tissues and a cleaning kit (cloths and spray) to be stored in each classroom to clean handles and rails throughout the day • Windows to be kept open to maintain good ventilation. For the wider security of the school, doors to the outside should not be left open unless an adult is in the immediate outside area (e.g. balcony) • Children to be reminded to avoid touching their faces and putting their fingers in their mouths 		Severity:3 Likelihood:2 Risk Rating:6

	<ul style="list-style-type: none"> ICT suite to be rotated on a weekly basis – a different class each week to allow a clear 72 hours between groups. Individual PCs to be allocated to pupils which they use every time they're in that room. Classes to liaise – if suite not used on a Friday afternoon, the following class can use it Monday afternoon; otherwise they cannot use it until the Tuesday. 		
Social distancing not maintained during break-times and lunchtimes	<ul style="list-style-type: none"> Break and lunchtimes to be taken in class groups to minimise mixing of pupils. Close supervision of pupils. Designated play areas for each class / rota basis. 	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained during meals	<ul style="list-style-type: none"> Staggered lunchtimes. Whole phases (YF/1/2, Y3/4, Y5/6) to finish their lunch and tables/chairs cleaned down before next group come in. Groups to sit in specified tables to maintain distance between groups. Y6 to eat in the hall – not outside. Max 6 chairs per table (not 8) 	Yes	Severity:3 Likelihood:2 Risk Rating:6
Social distancing not maintained during physical activities (PE etc)	<ul style="list-style-type: none"> No activities that require contact or proximity. Each group of children to have their own set of equipment. Where this is not possible, equipment to be cleaned after use. 	Yes	Severity:3 Likelihood:2 Risk Rating:6
Moving and handling of furniture to facilitate social distancing	<ul style="list-style-type: none"> Teachers to plan and list the furniture for moving. Interserve staff to move the furniture at the start of the summer break. 	Yes	Severity:2 Likelihood:2 Risk Rating:4
Storage of furniture or equipment removed from classrooms workspaces and other areas.	<ul style="list-style-type: none"> Spare furniture to be stored safely - some in the music room and some in sheds. 	Yes	Severity:2 Likelihood:2 Risk Rating:4
Lack of hand-washing facilities.	<ul style="list-style-type: none"> Hand washing facilities in each toilet area and in each classroom. Most hand washing (whenever they come into the classroom and before lunch) to take place in the classroom. Children to line up - soap to be squirted on their hands for thorough washing (20 seconds) until they get to the front of the line by the sink to rinse off their hands. Any spillages of soap to be thoroughly cleaned and dried. Hands to be dried with paper towels. 	Yes	Severity:4 Likelihood:2 Risk Rating:8

Over-use or mis-use of hand sanitiser	<ul style="list-style-type: none"> • Hand sanitiser only to be used where hand washing is not possible. • Hand sanitiser dispensers to be kept in main school reception, office areas, staff room - for use after using the photocopier. • Hand sanitiser not to be left out in easy reach of young children. 	Yes	Severity:3 Likelihood:1 Risk Rating:3
Skin reactions from use of school soap.	<ul style="list-style-type: none"> • Staff / pupils with sensitive skin to be permitted to bring in their own dermatological handwashing products. 		Severity:2 Likelihood:2 Risk Rating:4
Staff and pupils not washing hands frequently	<ul style="list-style-type: none"> • Pupils to be instructed to wash their hands whenever they come into the classroom, at the end of each lesson, before eating food and after going to the toilet. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from used tissues etc.	<ul style="list-style-type: none"> • Bins with bin liners in each classroom. Bins to be emptied daily - and more frequently if full. • All class staff to monitor the bin and arrange for it to be emptied if necessary. Pupils to be reminded regularly about putting tissues in the bin. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Disposal of potentially contaminated waste.	<ul style="list-style-type: none"> • Bin liners to be double bagged and stored for disposal. • Double bagged tissue bags and other waste to be disposed of securely by cleaners in outdoor skips • Yellow bags of clinical waste to be disposed of by Interserve. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from sharing equipment	<ul style="list-style-type: none"> • Surfaces, door handles/rails to be cleaned regularly – by teaching staff. Kit to be made available in each classroom (cleaning spray, disposable cloths and wipes) • Classes to have class-sets of books. Reading/homework books are permitted to go home each day – but need to be quarantined when returned for 48 hours prior to being used by another pupil /group. • Equipment sharing to be discouraged as much as possible. • Each classroom to have its own selection of equipment - e.g. maths equipment, playtime equipment (balls, hoops etc). • Equipment/toys used by younger children to be on a rota basis within each classroom - e.g. Lego on Monday, Mobilo on Tuesday etc. to allow at least 72 hours between each usage. • Each classroom to be provided with sanitising spray and blue roll of tissue to clean equipment between usage. • ICT suite to be used on weekly rotation – to allow at least 72 hours between groups 	Yes	Severity:4 Likelihood:2 Risk Rating:8

	<ul style="list-style-type: none"> Classrooms and all shared areas to be thoroughly cleaned by cleaners after pupils have left each day. School staff to ensure that all surfaces are clear and tidy to enable effective cleaning. 		
Cross-contamination from sharing personal possessions (water bottles, toys, etc.)	<ul style="list-style-type: none"> Pupils to be discouraged from bringing in spare equipment/school bags etc, unless absolutely necessary Only PE shoes to be brought in (not whole PE kits) Pupils to bring their own full water bottles. Pupils to be reminded to take home and wash their bottles each day. Cups to be provided for those who forget their bottle. Sharing of other personal possessions not permitted. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	<ul style="list-style-type: none"> Frequently touched surfaces to be cleaned twice a day. Morning class staff to clean surfaces, chair backs, rails/door handles etc. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from use of welfare facilities, toilets, sinks, water fountains etc.	<ul style="list-style-type: none"> Water fountains not to be used – all to be sealed off with plastic bags to avoid accidental use Water bottles to be filled up from sinks only. Sinks and toilet areas to be cleaned twice a day. [Interserve] 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Cross-contamination from food served on premises	<ul style="list-style-type: none"> Catering provided by Autograph - Interserve. All H&S regulations are in place. No cooking lessons to be carried out by pupils. 	Yes	Severity:4 Likelihood:1 Risk Rating:4
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	<ul style="list-style-type: none"> Cleaning staff to be provided with disposable apron and gloves. 	Yes	Severity:4 Likelihood:1 Risk Rating:4
Visitors to the school site.	<ul style="list-style-type: none"> Only essential visitors will be permitted. Visitors will be required to hand sanitise at Reception. Parents not permitted inside the school building except in exceptional circumstances. Peripatetic music teachers may resume their role. They need to be made aware of the school risk assessment and must share their own risk assessment with Kea School. Interserve caretakers to maintain social distancing at all times. Interserve caretakers not to socialise in the staffroom 	Yes	Severity:4 Likelihood:1 Risk Rating:4

Provision of first aid (including paediatric first aid where appropriate) support to pupils	<ul style="list-style-type: none"> • All staff first aid trained. • Disposable gloves, apron and surgical masks to be available in all first aid kits. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Providing care (dispensing medicines etc.) for pupils with medical needs	<ul style="list-style-type: none"> • Disposable gloves to be used where appropriate (available in first aid room) • Care plans to be reviewed where appropriate 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Providing care for pupils with specific care needs (support for toileting etc.)	<ul style="list-style-type: none"> • PPE (fluid repellent face masks, disposable apron and gloves) to be worn when providing intimate care for any pupil who is coughing/sneezing/wet. • Individual risk assessment and care plans where necessary. 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Providing care for pupils with specific emotional or behavioural needs	<ul style="list-style-type: none"> • Individual risk assessments and behaviour/care plans to be reviewed and updated. • PPE to be provided where required (e.g. in the instance of needing to restrain a pupil who is coughing/sneezing/wet) 	Yes	Severity:4 Likelihood:2 Risk Rating:8
Evacuation procedures	<ul style="list-style-type: none"> • All classrooms will be in use during this phased return to school - fire risk assessment is up to date. • Evacuation procedures to be updated to enable as much social distancing as possible • Separate checklist to be placed in each classroom – e.g. checking that all doors are closed and not wedged open • Fire drill to take place within the first couple of weeks – procedures to be amended if necessary. 	Yes	Severity:4 Likelihood:2 Risk Rating:8