

FULL RETURN TO SCHOOL INFECTIOUS DISEASES COVID-19

Turves Green Primary School **Version 3 – 31 August 2020**

This risk assessment will be regularly updated based on Government advice/regulations and circumstances within our school. Please refer to www.gov.uk for the latest guidelines.

The use of this or any other Risk Assessment will NOT make any building COVID safe.

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> A one-way system introduced when parents bring pupils to school (e.g. Parents and children enter through large green gates at far end of the building and leave by green gates closest to the office). Parents of children YR4, YR5 or YR6 will be encouraged to not come on to the school site unless dropping off younger siblings, then one way system must be adhered to. Children to be allocated to Group A or Group B. All classrooms ready to receive children. Group A 8:30 – 8:40 Group B 8:40 -8:50 Only 1 parent/carer per family to be allowed on site. No parents/visitors to be admitted into school building without a prior appointment. Access will be to exterior office receptions areas only in strictly enforced numbers when all children have entered the building. 		Y	

			<ul style="list-style-type: none"> • Queries to be dealt with via telephone/email if possible. • Social distancing rules to be enforced while any parents/visitors are on the school site or they are waiting for staff to receive their children. This is to be communicated by website, letters and social media. Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. • A staff member outside enforcing the rules could wear a face covering and gloves if they wish. • No parental events i.e. workshops/parent evenings/sports days are undertaken initially and will be assessed as situation evolves. • Anyone exhibiting COVID symptoms should not enter school sites. • Any child wearing a face mask will be asked to remove it and bin it before entering the building or place in a sealed bag provided by parents/carers. Staff will direct children to use the hand sanitiser on entering the building (located by the entry doors) before proceeding to their classroom. 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children may wear a face covering and gloves. Please note, that the incorrect handling of face masks can lead to an increased risk of contamination. • Children will be directed to hand sanitiser before entering the classroom. 		Y	

Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • For years 1 -6 the classroom must be set up to ensure that all children are front facing. • EYFS classrooms will be organised so that equipment and resources are easily cleaned but free flow will continue to take place. • In all rooms the teacher should endeavour to keep 2 metres away from the children's tables, however where this is not possible the other protective factors will be used, i.e. no face to face contact at the child's level, stand slightly to the side and time minimised. • An area inside the classroom door will be made available for members of SLT, NQT mentors, teachers visiting lessons that will mean that they are at least 2m away from the first child's desk. • Tissues available on each table for pupils to use when coughing or sneezing. Tissues should be used once only and then placed into individual plastic bags which will be tied and disposed of into a lidded bin. • Each child will have their own equipment bags, containing their pens, pencils etc. This will not be shared. • Equipment that is usually touched by multiple children and is difficult to clean i.e. shared play doh will not be used. • Shared resources such as art, science or PE equipment should be cleaned and rotated and not used by another bubble for 48 hours, 72 hours for plastics. • Key stage 2 children will continue to use lockers for storage of coats and lunch bags however Teachers 		Y	
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			<p>and Tas need to ensure good management of this to avoid overcrowding.</p> <ul style="list-style-type: none"> • Children are to use the same allocated desk each day in both the classroom and dining room. • Items that are soft furnishings e.g. soft toys, cushions etc will be removed from classrooms. • Classrooms should be well ventilated with windows and the main class door being opened. • Outside spaces can be used for learning opportunities when planned for. • Reading books can be sent home and need to be not reused for 48hours after return. • Bags can be brought into school. This includes book bags and school bags. Children will be requested to limit what is brought in from home. On the child's first day into school they will bring a PE kit. This will be stored on the child's peg or locker as appropriate • Children are not to bring in sweets, cakes and other treats from home for birthdays. • <i>Breakfast and afterschool clubs will not be available during this initial period</i> • All staff have the option to wear PPE in school if they wish to, but wearers must understand that the handling of face masks can increase the risk of contamination. It is not advised to wear a face covering whilst teaching. PPE should be used in the specific circumstances outlined below. • The current government guidance is that children do not wear face coverings in school at all. 			
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Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep a safe distance at all times, where possible, when teaching. • Where children may require extra assistance, interventions, 1:1 support can go ahead: Both adult and child need to wash their hands before and after the session, Side by side explanations at an appropriate distance, Intervention space/tables and chairs need to be cleaned after use, Adult must keep a register including date and time and name of children who were part of intervention. • Classes will become the consistent bubble for all teaching and Year Group bubbles will support some small group teaching activities, play and lunch times. These year group/ class bubbles must be kept apart from other bubbles where it is at all possible • Children should wash and sanitise their hands before and after using a new teaching space or moving to the alternate year group classroom. • At least one senior leader will always be non-class based. • Teachers and staff must not leave their bubble during lesson time unless there is an emergency or the need to use the toilet. • There may be an additional risk of infection where you or others are singing, chanting, or shouting. The physical layout of the classroom, children sat side by side and forward facing, with well-ventilated classrooms, will mean that occasional singing and chanting activities can take place. 		Y	
Children requiring use of the toilet	Children Staff	Infection Control	<ul style="list-style-type: none"> • Inform children of the importance of washing their hands after using the toilet and where possible on their 		Y	

			<p>return to the classroom use the hand sanitiser on entering the classroom.</p> <ul style="list-style-type: none"> • Ensure toilets are not overcrowded by limiting the numbers of children using at any one time. • All toilets within the school building will be regularly cleaned during the day 			
Break times	Children Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Children informed that it is important to socially distance from other children and adults, but this is not essential within their own bubble especially when outside. • Look at providing activities which can abide by any current social distancing guidelines. • Outdoor play equipment can be used but must be thoroughly cleaned between uses – see rota for year group bubble usage times. • Staff will form a rota within their year group for supervising playtimes. • Staff who require a comfort break at this time may have the bubble supervised by a member of SLT/SEAL team if required. • All breaktimes will be staggered to avoid contact with other year group bubbles or held in separate zones if appropriate. • All children must wash or sanitise their hands after returning from any break or PE activity 		Y	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staffroom can be used as an area to take breaks in but at a minimum. Social distancing and the system of controls must be adhered to: Clean hands more thoroughly Ensure good respiratory hygiene Clean down any area after use If necessary, wear PPE 		Y	

			<p>No more than 6 people in the space and where possible from the same year group bubble.</p> <ul style="list-style-type: none"> • If possible, refreshments should be taken in the designated corridor space. There should be minimal or transitory contact with adults not within the year group bubble. Tables in the corridor will allow adults to take a break from the classrooms. • If taking lunch outside staff should remain socially distance. • Mobile phones must not be visible or used in any area where children will be or can see • Only one member of staff at a time can use the staff kitchen. • Photocopiers will be provided with cleaning materials, please wipe down after each use. • Staff must make their own drinks/food. All crockery and utensils must be brought from home. If necessary own cups and crockery and utensil can be washed and dried in school using warm soapy water. THE DISHWASHER WILL NOT BE IN USE 			
Break/lunchtime Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. • Work a rota with TA for this • Wear gloves whilst carrying out this task and wash hands after cleaning. 		Y	
Lunch breaks	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • All lunchtimes to be staggered to avoid contact with other groups. • See attached timetable • Where possible an MDS will be attached to a class bubble 		Y	

			<ul style="list-style-type: none"> Staff must be on time at both the beginning and end of lunchtimes to ensure the required cleaning can take place. 			
Assemblies	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> All assemblies to take place within classrooms, possibly using group media. 		Y	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required, First Aiders must ensure they wear disposable gloves, apron and a face covering when dealing with injuries. First aiders must have read https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_doffing_standard_PPE_health_and_social_care_poster_.pdf Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact 		Y	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear disposable face covering and gloves when in close contact or dealing with bodily fluids. Wear eye coverings, and fluid resistant face covering if necessary, with disposable aprons. In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. First aiders should be mindful that rescue breaths have the greatest positive impact on survival. Always wash hands after contact 		Y	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> First Aiders must always wear gloves when administering first aid procedures. 		Y	

			<ul style="list-style-type: none"> • It is advisable a disposable face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK). • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 		
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised to try to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering. • Wash hands after contact • Staff need to keep a register of who they have been in contact with and continue to use the proactive measures. 		Y
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a space on their own or outside • If team teach techniques are required, it is advised face coverings and gloves are worn. 		Y
Children leaving at the end of the school day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • One-way system in place with a staff member supervising outside to inform parents/ carer to abide by the 2-metre social distancing rule. • Leaving times will be Group A and Group B • Group A 3pm • Group B 3:10pm • Children released when parent/carer is visible to teacher so that there is a constant flow of movement. 		Y
Parent wishing to talk to staff	Staff	Spread of Infection due	<ul style="list-style-type: none"> • Parents will be informed that the majority of conversations with staff will be either over the phone or 		Y

		to close contact	<p>if this is not possible a meeting will be arranged, and social distancing rules observed.</p> <ul style="list-style-type: none"> Parents will be discouraged in congregating around the school site. 		
Staff communication	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Site staff to be contacted where possible through the new site helpdesk and only when immediate response required via the school office. No members of staff should enter an office space/room unless absolutely necessary or an emergency. If it is necessary 2M social distancing must be in place and hand cleaning on entry and exit must take place. Any enquires needed to be made room to room/ to SLT/to office staff/Pastoral support will be made using the internal telephone. IT staff to be contacted through the IT helpdesk facility. 		Y
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> All staff, must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis and the system of controls as outlined in government guidance page 6 https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Factions-for-schools-during-the-coronavirus-outbreak%2Fguidance-for-full-opening-schools&data=02%7C01%7C%7C4ef0877abfa2464a382408d81e75d7a6%7C8d93c87fd7d64186890e2da0bc55630d%7C0%7C0%7C637292838757856823&amp;sdata=UzUN9ryC%2Fhg1OQfdPIPYSMpho%2FLWFwrRyDSNcrBUnM4%3D&amp;reserved=0 All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ➤ Public Health England 		Y

			<ul style="list-style-type: none"> ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids). • This risk assessment is to be read in conjunction with BCC COVID19 staff guidance https://www.birmingham.gov.uk/staffguidance • Staff should read and be familiar with: <ul style="list-style-type: none"> ❖ Keeping Children Safe in Education ❖ Safeguarding policy addendum ❖ Behaviour policy addendum ❖ Cleaning Risk Assessment ❖ COVID19 Cleaning in a non-healthcare setting https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, website, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff 			
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			<p>and are informed that they must tell a member of staff if they feel unwell.</p> <ul style="list-style-type: none"> • A fire drill will take place in the school within the first full week of school. • All staff, including those who use PPE, should read the following guidance. This has been emailed to all staff: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_doffing_standard_PPE_health_and_social_care_poster_.pdf 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol or alternative) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. • Children to be reminded regularly about not touching faces • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Water dispensers will be allocated to year groups and only used in school by adults when necessary. • Pupils are forbidden from sharing cutlery, cups or food. • All staff to ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach • All classrooms to have lidded bins. • Bins to be emptied regularly throughout the day. 		Y	

			<ul style="list-style-type: none"> • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 		
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of sense of taste and smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • If there is a risk of being splashed by vomit or other bodily fluids, then face coverings must be worn with a fluid resistant surgical face visor. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, loss of sense of taste and smell and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. The area for this school will be the Meeting Room. • A member of SLT, or office staff will follow the BCC flow chart to seek further advice. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. 		Y

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| | | | <ul style="list-style-type: none"> • Unwell pupils, with non-Covid symptoms, who are waiting to go home are kept in an area where they can be at least two metres away from others. The area for this school will be chairs outside Mrs Holland's office. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. This school has designated toilet – in the shower room next to the Meeting Room. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. • Children/adults with others in their home who have symptoms should not be in school. A test should be taken at the first available opportunity. 119 can be used to locate test centres or request a test. • If a child or adult within a group tests positive for COVID they must isolate for 10 days and the group must self-isolate for 14 days and will not be allowed into school. This will take into consideration whether the | | | |
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			other systems of control have been adhered to so that not all children within the year group need to isolate.			
Ill health	staff	Number of staff is lower than required for safe running of the school	<ul style="list-style-type: none"> • Consultation with Excelsior MAT • Flexible and responsive use of teaching assistants • Supply staff recruited as necessary • Business continuity plan put in place 			
Ill health	Staff Children	Bubble/Year group/whole school closure	<ul style="list-style-type: none"> • Blended model of home and school learning • Home learning utilised via Microsoft Teams and school website • Teachers, as part of planning, will consider resources appropriate for home and school • If class teacher is unwell and not in school, Year group partner in the first instance, then a member of SLT will produce the home learning if required. If a teacher is self-isolating, but not unwell, then they will provide appropriate learning tasks for their class or year group. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. See https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_doffing_standard_PPE_health_and_social_care_poster_.pdf • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • If a member of staff or pupils within a group have been in contact with a confirmed COVID-19 case, those persons in that group are not to return to school before the minimum recommended exclusion period (or the 		Y	

			<p>‘self-isolation’ period) has passed, in line with national guidance. This is currently 14 days.</p> <ul style="list-style-type: none"> • Pupils will not be taken on school trips initially; this will be reassessed after half term. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. • All essential staff training/ meetings, where social distancing cannot be facilitated, to be held virtually. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others, stay alert and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant, stay alert and report concerns about their own, a colleague’s or a pupil’s symptoms to the Head of School or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • A test is advised for all those showing symptoms and not in school. • The school is informed by pupils’ parents the outcome of any test and pupils return date after having a positive test will be discussed and shared with relevant staff. 		Y	

			<ul style="list-style-type: none"> • Staff inform the headteacher/head of school when they plan to return to work after having coronavirus confirmed by a test. • A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 			
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Please note: Turves Green Primary School will undertake all measures possible to prevent the spread of infection. Unfortunately, even with all measures put into place, the school/Excelsior MAT cannot guarantee 100% that any school site, or persons upon the site are COVID free. Nor can we guarantee that we can fully maintain social distancing between the children and adults within each group.

Appendix 1

Cleaning Schedule for use in Excelsior Schools

This guidance is to be used alongside the Government Publication COVID 19 decontamination in non-healthcare settings.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

- One member of the cleaning staff to be in school all day to clean areas that are in most constant use during the day. Clean surfaces that children and staff are touching, desks, chairs in communal area, doors, sinks, toilets, light switches, bannisters in corridors
- Classroom staff are responsible for wiping tables and inside classroom equipment and surfaces throughout the day.
- Lunchtime supervisors will clean the surfaces after lunch
- Cleaning staff will be rota'd throughout the week where possible.
- The designated cleaner to make sure there is ample supplies of hand soap/paper towels in all areas of the school where needed. All hand sanitisers to be checked and refilled daily
- Tissues and hand sanitisers are to be available in every classroom in use.
- Bins are emptied throughout the day where necessary with facilities to ensure used tissues etc are double bagged.
- All remaining cleaning staff to be in at the end of the day to do a deep clean daily in all rooms in use that day – all non-cleaning staff must be out of their classroom or teaching space **by 4pm**. Any staff wanting to remain on site for marking or planning purposes can do so in the school hall. This must be vacated by **5:15pm**, resources can be left there to be collected at the start of the next day. The toilet in the main entrance can be used. No access to any other part of the school building will be permitted. This is to ensure that the deep clean can be started so as not to cross contaminate areas to ensure a ready and clean start of the next school day.
- All areas/supplies to be checked at the end of the day to make sure for e.g. soap, paper towels, tissues, tissue bags, hand sanitisers are fully stocked up ready for the start of the next school day.