

# SAFETY RISK ASSESSMENT

Directorate: <b>Elm Wood Primary School</b>	<b>COVID 19</b>
Job role/s: Teachers / TA's / Support Staff / Premises staff/ Office staff	
People who might be harmed i.e. staff, members of public: <b>Staff, children and parents</b>	
Assessment date: July 2020 Review date: Weekly or subject to changes in guidance/ circumstances.	
Names of all involved in assessment process: (e.g. Manager, Union rep, etc.): <b>Catherine Barron – Headteacher                      Jo Tomlinson – H&amp;S officer</b>	

Systems of control	Procedures in place
<p><b>Prevention</b></p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, <b>they are not to attend</b> school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned in line with the risk assessment.</p> <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism.</p> <p>This guidance also applies if an adult presents as unwell and is subsequently tested as positive. If a parent refuses to have their child tested, this will count as a positive result and the bubble will close.</p> <p>Cases of COVID-19 should be reported to the Covid19 inbox.</p> <p>Other members of their household (including any siblings) must self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved, to the PPA room which is the designated isolation room. where they will be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision. Ideally, a window will be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the staff bathroom next to the PPA room. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>PPE available:</p> <ul style="list-style-type: none"> <li>• Face masks</li> <li>• Shields</li> <li>• Disposable aprons</li> <li>• gloves</li> </ul> <p>There will be no assemblies or large gatherings of children.</p> <p>There will be staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>
<p><b>Prevention</b></p>	<p>Adults and children are to wash/ sanitise their hands on the following occasions:</p> <ul style="list-style-type: none"> <li>• Entry to school</li> </ul>

<p>Hand washing and good hygiene procedures</p>	<ul style="list-style-type: none"> <li>• Before/after break times</li> <li>• Before lunch</li> <li>• When they change rooms</li> <li>• Before leaving school</li> <li>• Anytime that they visit the toilet or cough/sneeze in to their hands.</li> </ul> <p>Ensure good respiratory hygiene by promoting the <b>'Catch it, bin it, kill it'</b> approach. Staff must ensure that they have enough tissues and bins available in the classroom to support pupils and staff to follow this routine.</p> <p>As with hand washing, we will ensure younger children and those with SEND are supported to get this right.</p> <p>Close supervision of hand sanitizer use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.</p> <p>Hand hygiene protocols are to be re-visited at the start of the autumn term when the children will receive reminders about the expectations of practices and procedures in school. They will be established as part of our culture and behaviour expectations.</p> <p>Music lessons will be suspended until Spring term</p>
<p><b>Prevention</b></p> <p>Enhanced cleaning schedule</p>	<p>School has put in place a cleaning schedule and a cleaning risk assessment that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• More frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• Frequently touched surfaces being cleaned more often than normal. Staff will continue to clean tables and surfaces during the day, when children leave the room for breaks</li> <li>• different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> </ul> <p>Toilets will be cleaned before school starts, after lunchtime and at the end of the school day. They will be cleaned more often if needed.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p>There will be staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Cleaning guidelines are to be followed at all times.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/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</a></p> <p>This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p><b>Prevention</b></p> <p>Start and End of the school day</p>	<p>School doors will be opened at 8:30 to allow children as they arrive to filter into school</p> <p>Children/ parents will not be allowed into the playground before 8:30</p> <p>One parent/ Carer to bring child to school where possible</p> <p>Staff will be placed at entrances/ perimeter gates to ensure procedures are followed</p> <p>Washing of hands on entering the building, cleaning station, sanitiser or use of toilets before lesson starts.</p> <p>There will be staggered start and home times for classes. Classes will be allocated specific entrances. SLT and support staff will supervise this so it is effective to prevent pupils and parents congregating (See Ingress and egress risk assessment)</p> <p>One-way systems in place in the playgrounds for parents.</p>
<p><b>Prevention</b></p> <p>Minimise contact between individuals and maintain social</p>	<p>The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. We will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.</p>

<p>distancing wherever possible.</p>	<p>At Elm Wood, we will have 15 class ‘bubbles’. Staff will stay in their class ‘bubbles’. PE will be taught in class ‘bubbles’.</p> <p>PPA will be covered by two HLTAs.</p> <p>Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.</p>
<p><b>Prevention measures in the classroom</b></p>	<p>Children will return wearing school uniform.</p> <p>Pupils will be seated side by side and facing forwards, rather than face to face or side on, If possible unnecessary furniture should be moved out of classrooms to make more space.</p> <p>For the Foundation Stage it is recognised that some activities will require ‘carpet time’.</p> <p>Children to use same desk when in school and will use individual equipment provided by the school.</p> <p>Increase hygiene and washing hands etc. Hygiene and snuffle stations in every classroom</p> <p>Clear instruction to staff / pupils if feeling unwell to report immediately to a member of the Senior Leadership Team</p> <p>Member of staff to stay at the front of the classroom where possible</p> <p>Children to stay sitting in their seats at their allocated table.</p> <p>Children and staff MUST wash their hands / or gel on entry to school before coming into the classroom, they must wash their hands at least once every hour. when they have been to the toilet, before and after eating, Hand sanitizer and tissues available in the classroom</p> <p>One child allowed to go to the toilet at once.</p> <p>Children are allowed to bring bags into school but not their own resources</p> <p>School library is not to be used. Children to use class library instead</p> <p>Phonics will be taught in class or small groups from one class bubble.</p> <p>Pupils should not bring anything additional from home. There can be no ‘show and tell’.</p> <p>PE Kits will be brought in at the start of term and remain in school until the next holiday.</p> <p>Any books/ textbooks/ reading book that are used must be wiped down with disinfectant spray and taken out of circulation for 72 hours.</p> <p>No water fountains to be used. Jugs of water in classrooms with disposable cups.</p> <p>Tables wiped down before and after children have been in the classroom and after lunch. Using correct sanitizing/ disinfecting products.</p> <p>Laptops/ iPads to be disinfected both before and after use. Children to wash their hands before and after use.</p> <p>Soft furnishings and soft toys to be removed from the classroom</p>
<p><b>Prevention measures elsewhere in school</b></p>	<p>There will be no whole-school events where children and adults are required to congregate.</p> <p>There will be no whole school assemblies. Daily collective worship in classes will continue as defined in DfE Circular 1/94.</p> <p>Use of the staff room should be minimal. The staff room will remain open to adults, however strict social distancing must be in place and numbers will be restricted.</p> <p>Staff meals will be eaten in classrooms or the dining hall.</p> <p>It is important for staff wellbeing that staff see colleagues and school encourages this, but staff must not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.</p>

<p><b>Infection Control</b></p> <p>Lunchtime</p>	<p>The children eating a packed lunch will be supervised in classes by lunchtime supervisors or TAs.</p> <p>Dinner children will be escorted over to the canteen by Mrs Barron and/or Mrs K Butterworth and then will be asked to re-join their class in the classroom, then the class will go out to play together.</p> <p>Lunchtime supervisors to follow all handwashing and social distancing. guidelines</p> <p>Classes to have staggered lunch to prevent queueing at counter.</p> <p>Packed lunches will be stored and eaten in the classroom or eaten outside if weather permits</p> <p>Play areas separated for different year groups</p> <p>All staff, including lunchtime supervisors, will eat their lunch in the dining hall or their own classroom</p>
<p><b>Infection Control</b></p> <p>Playtimes</p>	<p>Staggered playtimes</p> <p>Less use off handheld equipment to prevent cross contamination. Every bubble will have their own hand held equipment allocated to them</p> <p>Use of floor chalk games such as hopscotch</p> <p>Timetabled use of Key Stage 2 adventure playground</p>
<p><b>Response to cases of coronavirus (COVID-19)</b></p>	<p>If there is a case of coronavirus (COVID 19) in school, staff and parents must engage with the NHS Test and Trace process to enable school to manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the ‘stay at home’ regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test.</p> <p>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the PPA room. Given the potential low numbers of kits, they will only be issued with the agreement of either JW or AR.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the ‘stay at home’ guidelines. Refusal to have a child tested will be treated as a ‘positive’ result and the bubble will, as a result, close for 14 days.</p> <p>Staff will not be allowed to return to school until they can provide evidence of a negative test.</p> <p>School will contain any outbreak by following local health protection team advice</p> <p>Remote learning will be available for children who are self- isolating</p> <p>If there is a local lockdown school will ensure continuity of education</p> <p>School should call 999 if someone is seriously ill or injured or their life is at risk the ambulance must be informed of COVID-19 symptoms(but anyone with Coronavirus (Covid-19) symptoms should not visit the GP, pharmacy or hospital</p>
<p><b>Response to cases of coronavirus (COVID-19)</b></p> <p>Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a class bubble lockdown, a school closure or/and a mobile testing station being established in school.</p>

	<p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>
<b>Communication to Parents</b>	<p>School website will keep parents up to date with updated risk assessments and any other updated guidelines from the government and/ or Local Authority.</p> <p>Parents must not congregate at the 'drop-off' points, they must instead arrive on time and then depart.</p> <p>There is an expectation that children will arrive on time for their allotted slot and that parents will leave the school site immediately. Children will filter in on arrival at school.</p> <p>No breakfast club in the dining hall</p> <p><b>Attendance expectations</b></p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-covid and any absence will be followed up.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils.</p> <p><b>Pupils who are shielding or self-isolating</b></p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. We will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p> <p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>
<b>First Aid</b>	<p>First Aiders on site at all times</p> <p>Mental Health First Aiders to be available as and when required by staff and children</p> <p>PPE used as government guidelines state</p> <p>Class first aid kits replenished – ice packs to be kept in each room</p>
<b>Supporting staff</b>	<p>Our Governing body and school leaders have regard to staff (including the headteacher) work-life balance and wellbeing. We will ensure we have explained to all staff the measures we have put in place and will involve all staff in that process.</p> <p>Our school has a duty of care to our employees, and this extends to their mental health. Schools already has mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school.</p>
<b>Control of Visitors and Contractors etc</b>	<p>Ensure a member of staff always mans the entrance office.</p> <p>Office staff to sign visitors in using touch screen.</p> <p>Effective cleaning system in place following government guidelines</p> <p>Number of visitors/ contractors minimised.</p> <p>Visitors to the site, such as contractors, must have explained to them on or before arrival on site guidance on physical distancing and hygiene and will be given copy of this risk assessment.</p> <p>Where visits can happen outside of school hours, they should. Meetings/conferences made using zoom where possible.</p> <p>A record should be kept of all visitors to enable NHS Track and Trace.</p> <p>Visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19), no deliveries will be accepted from visitors who are displaying symptoms.</p>
<b>Fire Safety/ Lockdown</b>	<p>Continue to follow the schools' Fire and Health and Safety procedures</p> <p>Fire doors will continue to be kept open. Ensure all fire doors and shutters are accessible at the start of the school day.</p> <p>Continue to follow all current school Lockdown procedures.</p>

	Designated Member of the Leadership team will oversee any fire evacuations.
<b>Children with SEND</b>	<p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual while following school procedures and use of PPE where necessary.</p> <p>Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.</p>
<b>Process for removing [and disposal of] face coverings when pupils and staff who use them arrive at school</b>	<p>Small sealable bags will be available at entrances into school to put facemasks into. The bag will then be placed in a covered bin which will be double bagged. This bin will be emptied as soon as all children are in school.</p> <p>Children and staff must sanitize their hands straight away and then wash their hands thoroughly as soon as possible.</p> <p>Contents will be disposed of following recommended guidelines.</p>
<b>Educational Visits</b>	<p>There will be no educational visits during the autumn term.</p> <p>Local walks around school must be risk assessed and checked/ approved by EVC and Headteacher.</p>
<b>Physical activity in schools</b>	<p>Children will kept in their bubbles. Sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>We will prioritise outdoor sports weather permitting, and use the hall where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities</p> <p>There will be no after school sports activities or clubs</p> <p>Sports coaches will follow both school and their own company's risk assessments.</p> <p>Swimming will resume in Spring and Summer terms.</p> <p>Contact sports are to be avoided</p>
<b>Catering</b>	Catering company has their own and will also follow LA risk assessments.
<b>Before and after school club</b>	<p>Before and after school club will recommence in September.</p> <p>Before and after school club has its own risk assessment which will be shared with all staff and also be available for parents.</p>

This assessment should be reviewed weekly or following significant changes/ updated guidance.