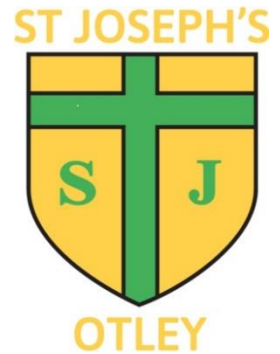


# Risk Assessment for Returning to School



**School/Academy Name:** St Joseph's Otley CVA

**Assessment written by:** K.Choma (DHT)/Roger Voller (Site manager)/Vikki Wilkinson (Office manager)/Helena Harvey (SLT)

**Date:** 18/5/20 **Updated:**29/5/2020

**Shared with:** All staff; Governors; union reps

**Governors: Y Date: 1/6/2020**

**SLT: Y Date: 1/6/2020**

**Staff: Y Date: 1/6/2020**

To be viewed in line with the following policies:

- Health and Safety
- Covid –19 Procedures
- Infection Control
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection

*To be used in conjunction with guidance from Government: Coronavirus (COVID-19): implementing protective measures in education and childcare settings.*

**Signed off/ratified by:** Ben Thompson Chair of Governors.

**Date:** 5.06.2020

Hazards	Who is at risk of harm	Level of Risk (Low/Medium/High)	Actions to minimise risk:	Risk Level after measures
<b>Spread of Covid-19 Coronavirus</b>	Staff •Visitors •Cleaners •Vulnerable groups •Anyone who comes in contact with school	High	<ul style="list-style-type: none"> <li>• <b>Hand Washing</b> Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• <b>Cleaning</b></li> <li>• Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>• <b>Social distances.</b> Keep 2m apart where possible.</li> <li>• Vulnerable members of staff identified - removed from rota.</li> <li>• Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</li> <li>• Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Regular and thorough cleaning. SLT to monitor.</li> <li>• Common meeting places - e.g. staffroom - one member at a time ; wipes and tissues in all common places.</li> <li>• Signage - hand washing guidance.</li> <li>• Use designated entrances</li> </ul>	Low
<b>Direct transmission of coronavirus through being in close contact with those sneezing and coughing and indirect transmission of coronavirus via touching contaminated surfaces.</b>	All staff Children	High	<ul style="list-style-type: none"> <li>• Minimising 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</li> <li>• Cleaning 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</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>• Cleaning frequently touched surfaces Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> </ul>	Low
<b>Contamination between children and staff</b>	All staff Children	High	<ul style="list-style-type: none"> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings</li> <li>• Minimising contact and mixing</li> <li>• Reduce contact between people by ensuring children, young people and staff only mix in a small, consistent group and that small group stays away from other people and groups.</li> <li>• Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• Groups kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</li> <li>• Avoiding contact with anyone with symptoms</li> <li>• Classes split in half with no more than 15 pupils per small group and one teacher and one TA.</li> <li>• Children remain in the same bubble</li> <li>• Ensure the same teacher and other staff are assigned to each group and stay the same during the day and on subsequent days.</li> <li>• Children use the same classroom or area throughout the day.</li> <li>• Thorough cleaning at the end of the day; staff wipe tables at lunch time</li> <li>• Vulnerable children and children of critical workers in other year groups split into small groups or no more than 15.</li> <li>• Timetable learning environment to reduce movement around the building.</li> </ul>	
<b>Contamination from children mixing within school setting</b>	All staff Children	Medium	<ul style="list-style-type: none"> <li>• Accessing rooms directly from outside where possible - use classroom fire doors to access rooms.</li> <li>• Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• Children will have their lunch brought to the classrooms</li> <li>• Toilets - one in one out</li> <li>• Children use the same classroom or area throughout the day.</li> <li>• Pupils sit at the same desk and in same chair.</li> <li>• Vulnerable children and children of critical workers in other year groups split into small groups or no more than 15.</li> <li>• Desks spaced as far apart as possible.</li> <li>• Timetable learning environment to reduce movement around the building.</li> </ul>	Low
<b>Contamination between children at playtimes</b>	All staff Children	Low	<ul style="list-style-type: none"> <li>• Ensure children are in the same small groups at all times in the day</li> <li>• Stagger break times so no cross contamination between groups</li> <li>• No play equipment to be used that cannot be cleaned after use</li> <li>• Each bubble have own outdoor equipment</li> <li>• Children wash hands before and after playtime for 20 seconds and before and after eating</li> <li>• Playtimes to be supervised by bubble staff</li> </ul>	Low
<b>Contamination between children at lunchtimes</b>	All staff Children	Low	<ul style="list-style-type: none"> <li>• Children remain in bubbles</li> <li>• Children wash hands before and after lunchtime for 20 seconds and before and after eating.</li> <li>• Staggering lunch breaks.</li> <li>• Children will be brought their lunch in their classrooms.</li> </ul>	Low
<b>Contamination within classroom and on surfaces</b>	All staff Children	High	<ul style="list-style-type: none"> <li>• Remove unnecessary items from the classrooms</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean.</li> <li>• Children are in the same small groups at all times in the day.</li> <li>• Children use the same classroom or area throughout the day.</li> <li>• Room cleaned end of day. Staff wipe tables at lunch time</li> <li>• Pupils sit at the same desk and in same chair.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• Children wash hands with soap and water for 20 seconds on arrival at the setting and after sneezing or coughing.</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste.</li> <li>• Reduce the use of shared resources: <ul style="list-style-type: none"> <li>○ by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff – <b>no book bags, no reading books.</b></li> <li>○ prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. <b>Each child to have their own stationery.</b></li> <li>○ although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> </ul> </li> </ul>	
<b>Contamination between staff and other adults.</b>	All staff Children	High	<ul style="list-style-type: none"> <li>• Stagger drop off and collection times.</li> <li>• Only one parent/carer should attend to drop off and pick up child</li> <li>• Plan and communicate parent /carer drop off and pick up protocols to minimize adult to adult contact.</li> <li>• Parents/carers cannot gather at entrance gates or doors.</li> <li>• Parents/carers cannot enter the school site.</li> <li>• Parents to use different entrances to the school site. Signs will be displayed and parents will be informed prior to school opening which entrance they are to use.</li> <li>• Staff will be encouraged remain on site during lunchtimes and where not possible, maintain social distancing whilst off-site.</li> <li>•</li> </ul>	Low
<b>Contamination from lack of cleaning and hygiene</b>	All staff Children	High	<ul style="list-style-type: none"> <li>• Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>• Ensure that all adults and children: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Use a bin with a flip lid to prevent spread of germs.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Ensure plentiful supplies of soap, anti-bacterial gel and cleaning products</li> <li>• There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</li> </ul>	
<b>Contamination from using shared rooms</b>	All staff Children	High	<ul style="list-style-type: none"> <li>• If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Stagger the use of staff rooms and offices to limit occupancy</li> <li>• Wash hands before entering</li> <li>• Provide wipes in staffroom for staff to wipe down after use</li> <li>• Encourage staff to bring own food/drinks to minimize touch risk</li> <li>• Staff to store personal items in bubble classroom</li> </ul>	Low
<b>Social distancing - accidents, security and other incidents</b>			<ul style="list-style-type: none"> <li>• 3 ply protected health face mask, apron and gloves in each bubble room</li> <li>• Bubble staff to provide first aid or intimate care if needed (disabled toilet)</li> <li>• Any waste to be double bagged.</li> <li>• Staff to wash hands and wipe down any contaminated surfaces</li> <li>• PFA available at all times</li> </ul>	Low
<b>A child, young person or other learner becomes unwell with symptoms of coronavirus while in the setting</b>	All staff Children	High	<p><b>Anyone who becomes unwell with a new continuous cough or a high temperature must be:</b></p> <ul style="list-style-type: none"> <li>• Sent home</li> <li>• Advised to follow the COVID-19 guidance for households with possible coronavirus infection guidance.</li> <li>• If a child is awaiting collection, they should be moved to a room where they can be isolated - YR/Y1/KW/V - meeting room</li> <li>• If they need to go to the bathroom, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE should 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).</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection</li> </ul>	Low

			on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .	
<b>A child, young person or other learner becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home.</b>	All staff Children	High	<ul style="list-style-type: none"> <li>• Child removed from classroom and isolated.</li> <li>• Training given to all staff in the correct use of PPE and safe disposal of clinical waste.</li> <li>• PPE should 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).</li> <li>• A 3 ply protected health mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the child or young person is necessary, then gloves, an apron and a 3 ply protected health face mask should be worn by the supervising adult.</li> <li>• if a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	Low
<b>A confirmed case of coronavirus in a setting.</b>	All staff Children	High	<ul style="list-style-type: none"> <li>• When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> <li>• 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.</li> <li>• 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.</li> <li>• Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The 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.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</li> </ul>	
<b>A child, young person or staff member lives with in a household with someone who is extremely vulnerable as set out in COVID-19 guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</b>	All staff Children Vulnerable household member	High	<ul style="list-style-type: none"> <li>Only attend education or childcare setting if stringent social distancing can be adhered to and in the case of children, they are able to understand and follow these instructions.</li> </ul>	Low
<b>A child is extremely vulnerable as set out in COVID-19 guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</b>	Specific child	High	<ul style="list-style-type: none"> <li>Gain advice from medical professionals.</li> <li>Only attend education or childcare setting if stringent social distancing can be adhered to and in the case of children, they are able to understand and follow these instructions.</li> <li>If agreement that it is safe for child to be in school update care plan and risk assessment and share with all staff, parents, medical professionals</li> </ul>	Low
<b>Contamination from deliveries or drop offs (in bound and out bound goods)</b>	Office staff/site manager		<ul style="list-style-type: none"> <li>Hamper deliveries to parents to follow social distancing protocols. Drop off will be prearranged to facilitate. Office manager will drop off using her own vehicle. Sanitises hand after drop off and entering school building.</li> <li>Only prearranged visits with site supervisor/office manager/head to school allowed.</li> <li>Deliveries to kitchen prearranged and delivered to kitchen door via carpark. No need to enter school building.</li> <li>Post/packages are left at the main gate and picked up by office staff.</li> <li>Items for pick up are left in a prearranged place.</li> <li>Where possible and safe, single workers load/unload vehicles</li> <li>Wider opening of school (not work related drivers) -enabling drivers to access welfare facilities when required - use designated toilet - follow use it wipe guidelines; follow schools hand sanitising protocol.</li> </ul>	Low
<b>Contamination from work related travel</b>	All staff		<ul style="list-style-type: none"> <li>Keep meetings online for the present.</li> <li>Hampers to be collected from Westgate - office manager will use own vehicle - prearrange pick up point; maintain social distancing; sanitise hands after pick up and entering school.</li> <li>Hamper deliveries to parents to follow social distancing protocols. Drop off will be prearranged to facilitate. Office manager will drop off.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>The number of staff travelling together in any one vehicle will be minimised by the use of fixed travel partners. When staff do travel together ventilation will be increased.</li> </ul>	
<b>Contamination from visitors to school</b>	All staff Children		<ul style="list-style-type: none"> <li>Only prearranged essential visits with site supervisor/office manager/head allowed.</li> <li>Main entrance as access point.</li> <li>Signage on all gates with guidance for all visitors.</li> <li>Visitors/contractors to sign in (pen wiped after use)</li> <li>Contractors/visitors to wash hands after entering the school building.</li> <li>Contractors to keep to social distancing.</li> <li>Site manager to oversee visitors on the school premises</li> <li>Deliveries to kitchen prearranged and delivered to kitchen door via carpark. No need to enter school building.</li> <li>Post/packages are left at the main gate and picked up by office staff. Items for pick up are left in a prearranged place.</li> <li>Meeting room will be used if a parent has to be called into school - cleaned immediately after use.</li> <li>A record of all visitors to school will be maintained.</li> <li>Visitors to use designated toilet - use it and wipe.</li> </ul>	Low
<b>Risk of transmission catering staff</b>	All staff Children		<ul style="list-style-type: none"> <li>Catering staff to wear masks</li> <li>Adhere to social distancing</li> <li>All groups to eat in classrooms.</li> <li>Catering staff to leave food in the hall. Bubble staff to pick up meals from school hall and deliver to classrooms.</li> </ul>	Low