**Finlay Community School**

**CHF Community Federation**

COVID-19 RISK ASSESSMENT

School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance.

This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority.

The risk assessment will be reviewed on a weekly basis and will be updated following any further [government guidance.](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

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| **Risk** | **Preventative Measures** | **Further instructions that are school specific to embed**  **preventative measures** |
| **Section.1a: Preparation of the school site** | | |
| **Health and safety non- compliance**  **Spread of infection** | * Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.) | *Full run through in writing and pictures shared with whole school community before reopening.*   * *Facebook* * *Website* * *Staff email* |
| * Spaces are well ventilated using natural ventilation (opening windows) * Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding * Identify rooms that can be accessed directly from outside (to avoid shared use of corridors) * Floor markings along the middle of two-way corridors to keep groups apart and distance markings in areas where queues may form |
| * Entry points to school controlled (including deliveries) - floor markings organised for drop off points * Building access rules clearly communicated through signage on entrances * Limit visitors by exception (e.g. for priority contractors, emergencies etc., and do not touch the sign in system, this will be done by admin staff |
| * Posters outside school and throughout school to indicate distancing rules. Age appropriate posters have been made for display. |
| * Sufficient handwashing facilities are available for all school users including additional facilities for *children/parents/staff* to use before entering school in the *morning and*   *when leaving* |

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|  | * Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers) * Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this * Cleaning staff to undertake deep clean on a Friday * Site Manager to remove rubbish daily and dispose of it safely as per government guidelines |  |
| Poor **cleaning regimes** leads to spread of infection | * Thorough cleaning of rooms at the beginning of the day * Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, | **Personal Protective Equipment is available for** |
|  | chairs, doors, sinks, toilets, light switches, bannisters, etc.)   * *Each bubble has been allocated outdoor equipment to avoid cross contamination. Cleaned* | **cleaning staff to use** |
|  | *at beginning and end of day.*   * *Playground equipment (climbing frames) to be cordoned off.* * Toys and play equipment appropriately cleaned between groups of pupils using it, and not | Adequate supply of disposable  cloths, mop heads |
|  | shared with multiple groups | Pedal bins to be emptied |
|  |  | throughout the day, waste |
|  | **Daily cleaning** | stored for at least 72 hours |
|  | Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, | before disposed |
|  | including:   * Banisters * Classroom desks and tables * Bathroom facilities (including taps and flush buttons), this will be done on a regular basis |  |
|  | throughout the day   * Door and window handles * Furniture * Light switches * Office desks * Teaching and learning aids * Computer equipment (including keyboards and mouse) Each bubble to be allocated laptops, |  |
|  | to avoid cross contamination.   * Sports equipment * Toys * Telephones |  |
| **Contact and mixing of pupils** and adults not managed which leads to spread of infection | * In areas where queues may form, floor markings used to indicate distancing * Year group bubbles are allocated specific classrooms (to avoid crossing paths) * *Separate break times to ensure set groups do not mix.* | **New systems shared with all stakeholders** |

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| **Contact and mixing of pupils and adults at play and lunchtimes** not managed which leads to spread of infection | * Allocated staff remain with allocated group. *(2 adults per group)* |  |
| **Classrooms** poorly organised leading to risk of spread of infection  Larger numbers of pupils in an enclosed setting causes spread of infection  Insufficient hand washing facilities increases risk of spread of infection | * Reduced class sizes – maximum of 15 per class with 2 adults per class * Class groups kept together throughout the day and do not mix with other groups * Regular inspection of classrooms and removal of any unnecessary items - soft furnishings, soft toys and toys that are hard to clean. All children asked not to bring unnecessary items in. * Organise classrooms for maintaining space between seats and desks * Seating plans to ensure pupils sit at the same desk / desks should be spaced as far apart as possible. * Bins for tissues provided and are emptied throughout the day by premises staff * Minimised movement around inside areas including classroom – adults to move around and children to remain in place where possible * Sufficient handwashing facilities are available and are stocked with soap and throwaway hand towels. All children wash hands prior to school entry in playground in morning * Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied * Sanitising spray and paper towels to be provided in classrooms for use by members of staff * Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups * Equipment used in practical lessons cleaned thoroughly between groups * Limit shared resources being taken home / Avoid sharing books and other materials – children to access online reading books | **Inform families about what children should/should not bring to school.**  - *Children are allowed to bring lunchboxes & encouraged to bring own water bottles.*  *Children not allowed: PE Kit*  *Coats Backpacks* |
| Poor **toileting regime** increases risk of spread of infection | * Limiting the number of pupils who use the toilet facilities at one time * Year group bubbles are allocated specific toilets and sinks * Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. *Children have been taught to sing Happy Birthday x 2. This can be revisited on return.*   Adult toilets to have antibacterial spray to spray over toilet, door handle and sink when leaving cubicle. |  |

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| **Office staff** coming into direct contact with large numbers of people through entrance or foyer | * Provision of PPE to office staff if applicable * Screens remain closed at office to protect employees * Hand sanitiser provided at all entrances * Visitors do not touch screen devices in reception * Children to remain with teacher at end of day until pick up rather than going to office * Fabric face masks to be provided to staff for travel to/from work or running errands on behalf of work, if required * 2m markings in office * Only one person at a time to visit office * Parents encouraged to email or call. | **School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary** |
| **Section.1b: General Communication and Communication of risk** | | |
| **Lack of awareness of policies and procedures** leads to placing pupils and staff at risk | * Daily briefing to pupils on school rules and measures with reminders before leaving rooms. * COVID-19 posters/ signage displayed * Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). * Regular communications to parents (and young people) via school website and letters * Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health * Keep parent appointments / external meetings on a ‘virtual platform.’ * No Volunteers on site |  |
| **Alteration of fire safety and evacuation** leads to uncertainty of which procedures to follow for evacuation | * SIMS register taken eachday showing how many children in each day. * Keyworker group to continue to sign in at main reception. * Upon sounding of fire bell, all children and adults follow usual evacuation procedures with:   + Each bubble closing doors within their bubble and meeting outside   + Children remaining with their group leader while moving out of their doors to their designated fire assembly points   + Pre-school to leave building and assemble in lower KS2 playground.   + Children to line up at distance with their Class teacher at front and call names from IPad   + Administrators to check staff presence from sign in fobs   + Report back to Heather Willis when all present. |  |

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| **Section.2: Close Contact & Illness Management** | | |
| **Poor management of infectious** | * A designated room is available for close contact and illness management, that sick pupils can be kept in until parents come to collect them, this will have: Which room is this?   + A door you can close   + A window you can open for ventilation   + A separate bathroom they can use (nearby) * Procedures in place should someone become unwell whilst attending school Make sure staff in school know that they should:   + Move pupils to medical room if they’re sick   + Wash their hands for 20 seconds after making contact with the ill pupil.   + If showing symptoms of C-19, first aiders should wear PPE (provided), ring for child/adult to go home immediately, referred for test, all ‘bubble group’ (children and adults) to remain at home and await results of test. Positive, members of bubble remain at home for remaining 14 days, if negative, members return to school next working day.   + If child is keyworker group, track contact into the groups they will have impacted: class bubble, keyworker bubble and consider possibility of class bubbles of other keyworkers too – repeat step above where necessary. * Family Service Manager to have regular communications with those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. * Information shared about testing available for those with symptoms. *All children & adults 5 years and over are eligible for test & school has signed up.* * PPE provision - pupils whose care routinely already involves the use of PPE due to their   intimate care needs should continue to receive their care in the same way;   * If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, PPE will be used by the limited staff associated with this child * Staff providing close hands-on contact with pupils need to increase their level of self- protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces, clothes should be removed and washed at the end of each work day. * Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted: | **GCC NOTE:** |
| **diseases** | **Wearing a face covering or face** |
|  | **mask in schools or other** |
|  | **education settings is not** |
|  | **recommended by PHE. However, masks have been supplied by the school for those**  **staff who wish to wear them.** |
|  | **The majority of employees in** |
|  | **education settings will not** |
|  | **require PPE beyond what they** |
|  | **would normally need for their** |
|  | **work (determined by existing** |
|  | **risk assessment), even if they** |
|  | **are not always able to maintain** |
|  | **a distance of 2 metres from** |
|  | **others.** |
|  | **Staff expected to wear normal** |
|  | **clothing that can be removed** |
|  | **and washed at the end of each** |
|  | **school day** |

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|  | * washing hands or using hand sanitiser, before and after treating injured person; * wear gloves or cover hands when dealing with open wounds; * if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; * if CPR is required on a child, use a resuscitation *face shield if available* to perform mouth-to-mouth ventilation in asphyxia arrest. * dispose of all waste safely * Employees who have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. |  |
| **Suspected case of COVID-19** not managed effectively which places others at risk  **Cleaning regime does not deep clean the suspected area** and leads to further risk of re- infection | Make contact with relevant agencies e.g. Public Health England South West Health Protection Team, Local Authority   * Clean and disinfect surfaces the person has come into contact with, including:   + Objects which are visibly contaminated with body fluids   + All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)   + When cleaning hard surfaces and sanitary fittings, use either:     - Disposable cloths, or     - Paper rolls and disposable mop heads   + When cleaning and disinfecting, use either:     - A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine     - A household detergent, followed by a disinfectant with the same dilution as above     - An alternative disinfectant, that’s effective against enveloped viruses * Make sure all cleaning staff: * Wear disposable gloves and apron * Wash their hands with soap and water once they remove their gloves and apron * Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine * Clean and disinfect anything used for transporting these items withstandard cleaning products * Launder any possibly contaminated items on the hottest temperature the fabric will tolerate * If items can’t be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning |  |

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|  | * Dispose of any items that are heavily soiled or contaminated with body fluids. * Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full * Place these bags in a suitable and secure place away from children and mark them for storage * Wait until you know the test results to take the waste out of storage   + If the individual tests negative, put the bags in with the normal waste   + If the individual tests positive, then you will need a safe and secure place (away from children) where you can store waste for 72 hours.   + If you don't have a secure place, you'll need to arrange for a collection for ‘category B’ infectious waste from either your:   o Local waste collection authority (if they currently collect your waste) |  |
| **Section.3: Employees** | | |
| **Poor mental health** leads to increased rates of staff absence | * Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference, text * Consider how workload can be eased slightly in sorter term to enable work home balance given that daily tasks are more time consuming and we’re also considering wellbeing of wider range of family/friends *(Duties & responsibilities shared between all staff/Reduced timetable to support with this 9 – 1)* * Access to Occupational Health and Employee Assistance programme [https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational- health/employee-assistance-programme-health-assured/](https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/) | **Principles for staff**   * Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing Hannah Williams), and access a test as soon as possible * Clean your hands more often than usual - 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 * Use the ‘catch it, bin it, kill it’ approach |
| **Exposing staff to virus** | * Assess how many employees are needed in school and identify those that can remain working from home * See social distancing/no mixing criteria above |
| **Risk to vulnerable employees** | * Vulnerable employees (‘clinically extremely vulnerable’ to coronavirus) identified and told not to attend school if shielding and conversations with ‘vulnerable’ staff * Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity. * Individual risk assessment for our BAME employees taking into account their physical and mental health and their household. * *Employees shielding at home manage on-line work, whilst those in school only teach.* |

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| **Poor hygiene routines** lead to increased risk of infection spreading between staff | * Frequent hand washing encouraged for adults (following guidance on hand cleaning) * Adults are encouraged not to touch their mouth, eyes and nose * Adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) * Staff use allocated cup with name on it and are responsible for their own drink making and cleaning of cup | * Avoid touching your mouth, nose and eyes * Clean frequently touched surfaces often using standard products, such as detergents and bleach * Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important) – favour shoulder to shoulder support where closer feedback/contact is needed * Limit amount of unnecessary movement around classroom * Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters * Prevent your class from sharing equipment and resources (like stationery) |
| **Ratios increases risk of spreading of infection** | * Adult: pupil ratio – Smaller class groups identified (split in half, with no more than 15 pupils per small group to one teacher and one TP) * If shortage of teachers, allocate TPs to lead a group, working under the direction of a teacher. * The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same. * Members of staff come to the classroom rather than groups of pupils circulate to different parts of the building/site. |
| **Social gatherings** increases risk of virus spread | * The occupancy of staff rooms and offices limited. *(9 – 1) will mean no need for a break, use of staff room decreased.* * *Staff aren’t to make each other drinks.* * Staff have allocated staff refuge area close to working space to discourage sharing of areas. * Staff and SLT meetings as well as TAFs to be on zoom as much as possible |
| **Timetabling** | * Reviewing timetables to decide which lessons or activities will be delivered on what days and allocating spaces to get out of the classroom as much as possible * Identify and plan lessons that could take place outdoors * Use the timetable to reduce movement around the school or building * Planning break times as staggered, so that all pupils are not moving around the school at the same time |
| **Vulnerability of pupils** not in school | * Remote education is continuing as much as possible to limit numbers attending school * Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls |

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|  |  | * Keep your classroom door and windows open if possible for air flow * Limit the number of children from your class using the toilet at any one time * Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms |
| **Section.4: Pupils** | | |
| **Pupils spreading virus** | * Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk * SMT to monitor protection measures * Clothing to be washed at the end of the school day * Returning to school will be for groups on a priority basis (pre-school, reception, year 1 and year 6) | [e-Bug](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) has produced a series of helpful coronavirus posters:   * [Horrid hands](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands) * [Super sneezes](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes) * [Hand hygiene](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene) * [Respiratory hygiene](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene) * [Microbe mania](https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf) |
| **Hand hygiene** not being followed | * Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition * Frequent hand washing encouraged for pupils (following guidance on hand cleaning) * Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing * Staff help is available for pupils who have trouble cleaning their hands independently. * Pupils are encouraged not to touch their mouth, eyes and nose * Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) |

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| **Vulnerable pupils** | * Regular reporting to LA and DfE regarding attendance of key groups * Regular contact with vulnerable pupils * Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home * Risk assessment of vulnerable pupils - [https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment- guidance/coronavirus-covid-19-send-risk-assessment-guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance) * Review EHCPs where required * Vulnerable pupils (clinically vulnerable to coronavirus) identified and told not to attend school if shielding |  |
| **Pupil Behaviour** | * Review behaviour policies to consider how pupils not following distancing rules will be managed |  |
| **Section.5: Parents** | | |
|  | * Parents’ drop-off and pick-up protocols to minimise contact * Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). * Parents informed only one parent to accompany child to school * Made clear to parents that they cannot gather at entrance gates or doors. * Parents and pupils encouraged to walk or cycle where possible. * Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face-to-face meetings). * Discourage parents and pupils from bringing in toys and other play items from home. | **Information shared with parents through website, Facebook and texting.** |

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| **Date of review:** | **26th May 2020** | **Date of second review:** | **4th June 2020 (Phase 2)** | **Date of third review:** | **12th June 2020** | **Date of fourth review:** | **26th June 2020 (Phase 3)** |

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| Chair of Governors | Vice Chair of Governors  *Completed Site Walk (27.05)* | Health and Safety Officer | Head Teacher | Assistant Head Teacher |
| Sue Stephens | Martyn Langbridge | Tracy Satherley | Hannah Williams | Heather Willis |
|  |  | **T.Satherly** |  | g |

**Changes arising from on-going risk assessment review**

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| **Issue arising** | **Action taken** | **Date** |
| Changes to fire safety and evacuation information | Added in section |  |
| Changes to behaviour policy | Amended | 27.05.2020 |
| Changes to safeguarding policy | Amended | 27.05.2020 |
| Changes to curriculum policy | Amended | 27.05.2020 |
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