



## COVID-19 Risk Assessment for Sandiway Primary School May 2021 v.1



The information below is to be considered as an annex to the LA risk assessments with any specific and local information included below.

The following risk assessment has been produced in good faith using current guidance from Government, including:

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

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/957766/Restricting\\_attendance\\_during\\_the\\_national\\_lockdown\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957766/Restricting_attendance_during_the_national_lockdown_schools.pdf)

<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>

Each other the documents above contain elements of risk management – this document is not intended to reproduce all the guidance, but puts the guidance into the context of the school community (both the people and the building).

Additionally, the guidance (School Procedures) issued to all staff should be read in conjunction with these risk assessments.

The purpose of a risk assessment is to be aware of where there is risk and understand the measures that can be put in place to minimise the risk. The following guidance is subject to change. Where risk assessments change, they may be so fluid that there is no time to write amendments in the document, although amendments should be made as soon as possible. Create Learning Trust are acting in good faith to undertake risk assessments, source PPE, issue PPE and monitor its use. The Trust also accepts that guidance and training is required in the correct use of cleaning equipment/chemicals and in the use of PPE. Employees have the responsibility to ensure that they understanding the training and guidance that has been offered, they are competent in the use of the equipment/chemicals/PPE offered.

PPE is donated, where applicable, in green.

Identified risk	Who is at risk	Control measures to minimise risk
<b>Transfer of the COVID-19 virus through infected air entering respiratory system and mucus</b>	Children and adults	<ul style="list-style-type: none"><li>• Anyone who has symptoms/positive test for COVID-19 should not attend school and should follow Government guidance for isolation/getting a test.</li><li>• Full engagement with the NHS Test and Trace process to be undertaken in the event of a positive test</li><li>• Completion of Cheshire West and Chester's form to support NHS Test and Trace procedures</li><li>• Parents kept informed of what to do in the event of suspected/positive case of COVID-19</li><li>• Tests available in school for distribution for parents/staff if they are not accessible elsewhere</li><li>• Adult socially distancing should occur at all times – this means at least 2m away from another person – this distance should be increased where people are coughing, where people are speaking with greater volume or where they are breathing heavier (due to exercise, for example).</li><li>• Further limitation of adults in the building – considering 'if you can work from home, do so'. Staff are encouraged to take any non-contact time at home as a means of reducing adult-to-adult contact.</li></ul>

		<ul style="list-style-type: none"> <li>• When working with children, adults should position themselves away from the children's mouth, for example behind or above the child.</li> <li>• Parents given guidance to enable them to socially distance at 2m apart when dropping children off and collecting at the end of the day (use of face-coverings by parents/carers/school staff, spots on the playground and car park, one-way system, staggered start and end of the school day).</li> <li>• Parents are restricted from accessing the school building to minimise the risk of contamination. Any parents visiting the school will be asked to follow all the measures that staff follow, including undertaking a LFD test.</li> <li>• One-in-one-out system for toilets/staff room/resource &amp; stock cupboards.</li> <li>• Thoroughfares throughout school to signal one-way systems throughout school.</li> <li>• Staggered break, lunchtimes and outdoor areas timetabled to facilitate social distancing.</li> <li>• Staff should ensure that they do not enter other classrooms during the day, unless this is unavoidable. Staff going in/out of classrooms should use enhanced hygiene measures, including face coverings/face shields.</li> <li>• Staff should avoid gatherings around the school (at photocopier, staff room, etc. Where meetings are needed, distancing/ventilation/face coverings should be used as well as enhanced hygiene measures.</li> <li>• Staff now advised to wear face coverings around all parts of the school – notably in communal areas and when circulating around classrooms.</li> <li>• Restriction of adults in the kitchen and office – doors kept shut and staff asked to 'knock and wait'.</li> <li>• Staff meetings to be held remotely or at least 2m distance in a well-ventilated room.</li> <li>• Meetings held with parents/staff should be held outside, where possible. If indoors, rooms should be well-ventilated and 2m distancing should occur. Face coverings could be worn.</li> <li>• Additional risk assessments are now required where there are clinically very vulnerable children and staff.</li> <li>• Staff have access to a Lateral Flow Device (LFD) home testing kit. Staff have been asked to test themselves twice a week: Monday morning and Thursday morning. Test results are to be submitted via a gov.uk site and reported to school.</li> </ul>
<b>Transfer of the COVID-19 virus from hands to mucus membranes (eyes, nose and mouth)</b>	Children and adults, then potentially to members of families	<ul style="list-style-type: none"> <li>• Children and adults to wash their hands for at least 20 seconds using water (ideally warm) and soap at least: upon arrival/departure of school, before eating, before/after break/lunchtimes, after blowing nose/using a tissue. Also, during the day, as required and directed.</li> <li>• All handwashing points to have: soap, hand towels, running water (warm, where possible), deep/covered bins for towel disposal. Hand driers switched off.</li> <li>• Handwashing points to be cleaned* regularly and have a deep** clean each day.</li> </ul>

		<ul style="list-style-type: none"> <li>• ‘Catch it, bin it, kill it’ to be applied. Boxes of tissues will be available in all classrooms and communal areas. Children encouraged to carry a packet of clean tissues in their pockets if they have a streaming nose.</li> <li>• Children to wear face-coverings on CWaC-supplied transport to/from school.</li> <li>• Hygiene stations set up around the school - access to soap, hand towel, tissues, gloves, aprons, face masks, lidded bins.</li> <li>• Staff to wear minimal jewellery (wedding ring/watch) to aid thorough hand washing.</li> <li>• Staff badges to be cleaned* regularly.</li> <li>• Staff encouraged to carry small bottles of hand sanitiser with them when outside/in areas where this may not be available.</li> </ul>
<b>Transfer of the COVID-19 virus from hands to contact points</b>	Children and adults	<ul style="list-style-type: none"> <li>• Children and adults to ensure hands are regularly washed (see above). Touching of contact points to be avoided by: <ul style="list-style-type: none"> <li>○ Leaving lights switched on or off</li> <li>○ Using a tissue/hand towel to turn taps off (staff briefed to leave washrooms ready for the next person)</li> <li>○ Using feet/knees to operate doors</li> <li>○ Propping internal doors open</li> </ul> </li> <li>• Where cleaning is not possible, for example on shiny books, the items should be quarantined for a period of one week – the items should be labelled with the date they are out of quarantine. Hands should be washed (see above) after handling such objects.</li> <li>• For more porous surfaces, such as wood and paper, it is understood that the virus dies after a shorter time (several hours); such objects should be quarantined for 24 hours.</li> <li>• Hand sanitiser left at strategic points around the school to support keeping hands clean – noted that the use of hand sanitiser is the second means of hand hygiene after hand washing with soap/water, which is considered to be the best method.</li> </ul>
<b>Containing small groups of adults and children</b>	Children and adults	<ul style="list-style-type: none"> <li>• Children and adults organised into groups, sometimes known as ‘bubbles’. Each group will be a year group/class of about 30 children and only as many adults as required to meet the needs of the children within the group.</li> <li>• Children to sit side-by-side or at distance face-to-face.</li> <li>• Teachers to have their own work-station that is a suitable distance from the children.</li> <li>• Children to sit in specific and consistent seats in classrooms</li> <li>• Teaching, support, some cleaning, some administrative tasks, organising of handwashing, toilet use, some supervision of break times, some administering of first aid, etc will all be undertaken by the adults in the group.</li> </ul>

		<ul style="list-style-type: none"> <li>• Small group work/intervention support undertaken in limited numbers depending on the space available – small rooms: 1 child + 1 adult, larger spaces (such as the hall/library area) 4/5 children + 1 adult.</li> <li>• Face coverings worn when working at closer proximity to children, for example individual support work.</li> <li>• The adults will arrange between them where breaks are needed and a rota is set up for the supervision of children for breaktimes. Where there is only one adult, an additional adult may cover, but care is needed not to compromise the group. Social distancing should be maintained within the group with the position of children and their tables and the position and roles of adults.</li> </ul>
<b>Cross contamination of groups children and adults</b>	Children and adults	<ul style="list-style-type: none"> <li>• Before/after school care will take place with the children arranged within their Key Stages, where possible. Following guidance, groups can come together, but enhanced hygiene and distancing will be used. Grouping will be limited as a means of simplifying any tracing – Reception/Year 1/Year 2 will form one group and Year 3/Year 4/Year 5/Year 6 a second group. These groups will be separated if they become too large. A separate risk assessment for The Club has been completed.</li> <li>• After school/extra-curricular activities are limited to those provided by Mr Ault as they can generally take place outside</li> <li>• Staff encouraged to limit the time they are in the school building, including leaving promptly at the end of the school day and taking PPA at home.</li> <li>• Staff meetings to be held virtually, where possible, to avoid large group gatherings.</li> </ul>
<b>Hard surface contact points around the school having been touched (switches, handles, push plates, taps, etc)</b>	Children and adults	<ul style="list-style-type: none"> <li>• Regular cleaning* of hard surface contact points, with regularity to be determined by the traffic in the area and the nature of the point. <a href="#">Bucket, detergent, cleaning cloths and sanitising spray available in all classrooms to facilitate regular cleaning. Disposable gloves available in each classroom as well as in stations around the school.</a></li> <li>• Regular hand washing (see above) to reduce contamination between hard surfaces.</li> </ul>
<b>School equipment in use</b>	Children and adults	<ul style="list-style-type: none"> <li>• Children to have their equipment, provided by school, which will be kept in a tray/basket at their workstation.</li> <li>• Children will be limited in the brought in from home – lunch/water bottle/coat/etc.</li> <li>• Any laptops/devices will be cleaned*</li> <li>• Desks/back of chairs cleaned at the end of each day</li> </ul>
<b>Communal school equipment (e.g. toys/PE equipment)</b>	Children and adults	<ul style="list-style-type: none"> <li>• Cleaning* of equipment will happen regularly through the school day. The regularity of the cleaning will be determined by the number of children/adults using the facilities. As a guide, this would be occurring about every hour with a deeper clean** at the end of each day.</li> </ul>
<b>Administering first aid</b>	Children and adults,	<ul style="list-style-type: none"> <li>• Children and adults requiring first aid should receive this from a trained member of staff.</li> </ul>

	including the member of staff who is administering first aid.	<ul style="list-style-type: none"> <li>When administering first aid, distancing should be maintained, but it is recognised that this is more difficult. Where close working is required for first aid additional PPE should be used. Disposable gloves and apron should be used, additionally a face mask, eye protection (where the patient is being sick/coughing/etc) may be required.</li> </ul>
<b>Propping open of internal fire doors</b>	Children and adults	<ul style="list-style-type: none"> <li>Fire doors are designed to slow the spread of a fire. Where fire doors have been propped open to minimise contact with push plates/pull handles, members of staff should be aware that this has been done.</li> </ul>
<b>Trapping of air that may have COVID-19</b>	Children and adults	<ul style="list-style-type: none"> <li>All areas of the school to be well vented – doors and windows opened/partially opened to allow a free flow of air. Regular ‘air changes’ happening throughout the day.</li> <li>Staff to experiment with the balance of maintaining a comfortable temperature in classrooms (school heating in operation), but also ensuring air flow and regular change of air in classrooms.</li> <li>External doors opened, but should be shut when there is no adult supervision to safeguard the building.</li> <li>Y5 fire door closed if the Millennium Gate is opened to ensure school security/safety of children.</li> </ul>
<b>Cleaning toilet areas (basins, taps, toilets, floors)</b>		<ul style="list-style-type: none"> <li>Cleaning* of toilet areas occurs regularly through the school day. The regularity of the cleaning will be determined by the number of children/adults using the facilities. When cleaning toilet areas: disposable gloves, disposable apron, face shield, eye shield, face mask with waterproof properties.</li> </ul>
<b>Containing a person (adult or child) where there are suspected COVID-19 symptoms</b>	Children and adults	<ul style="list-style-type: none"> <li>A quarantine area (sick bay) is provided. The area will be equipped with PPE (disposable gloves, disposable aprons, face shield, face mask), sick bucket, forehead thermometer, seats that can be wiped down, disinfectant spray bottle, disposable cloths, bin with bin liners, first aid kit.</li> <li>The room well-vented.</li> <li>The adult (if applicable) supervising will wear PPE.</li> <li>When the child has been collected, the room requires a deep** clean, the adult will be allowed to go home to change and shower. Both the person with suspected COVID-19 and any children/adults who have had contact with them (in their bubble/looking after them) would undertake a COVID-19 test. Self-isolation would be required for positive cases. Advice would be taken from Public Health. Additional guidance will also be sought in the event of a bubble closing and the impact to the wider family in terms of testing and/or self-isolation. When supervising a suspected COVID-19 case: disposable gloves, disposable apron, face shield, eye shield, face mask with waterproof properties.</li> </ul>
<b>Clothing being contaminated with COVID-19</b>	Children and adults	<ul style="list-style-type: none"> <li>Children and adults should wash their clothes regularly. It is advisable for members of staff to have an additional set of clothes in school (or in their car) in case they are contaminated during the school day (due to, for example, looking after a suspected COVID-19 case, a child being sick on them, dealing with a nose bleed, etc).</li> </ul>

<b>Cleaning an area in which there is a known or suspected case of COVID-19 with a child or adult</b>	Children and adults	<ul style="list-style-type: none"> <li>The area requires a deep** clean. When cleaning known contaminated areas: disposable gloves, disposable apron, face shield, eye shield, face mask with waterproof properties.</li> </ul>
<b>A person deliberately spitted, urinating, licking, biting, scratching, defecating, coughing, etc</b>	Children and adults	<ul style="list-style-type: none"> <li>The person should be isolated as quickly as possible, containing them in a space on their own. If they cannot be moved, any children/adults around them should be evacuated to a different location.</li> <li>If there is a risk that the person is to contaminate other areas of the school, the whole school will be evacuated outside.</li> <li>The contaminated area cleaned as above, suspecting that the area is contaminated with COVID-19.</li> <li>If the person was an adult, the police would be contacted and their advice sought. If the person was a child, their parents would be contacted and the matter would be dealt with in line with the school's behaviour policy.</li> <li>If the adult was an employee, the matter would be dealt with using HR procedures and working with the police. Any adults/children affected would be allowed home to change clothes and shower. They would also be advised to undertake a COVID-19 test.</li> </ul>
<b>Disposal of tissues/hand towels</b>	Children and adults	<ul style="list-style-type: none"> <li>Used tissues/hand towels disposed on into bins (lined with bin bags), dropped well into the bin.</li> <li>Bin liners replaced regularly. Lidded bins used. When changing bin liners: disposable gloves</li> </ul>
<b>Building evacuation (eg. if the fire alarm was activated)</b>	Children and adults	<ul style="list-style-type: none"> <li>Children and adults prepared in advance (with a practise run through) of any potential fire alarm/building evacuation. Social distancing apply where possible in evacuation.</li> <li>Children will line up in their usual muster point, distanced from each other.</li> </ul>
<b>Suspected cases of COVID-19</b>	Children and adults	<ul style="list-style-type: none"> <li>See above for procedures.</li> </ul>
<b>Preparation of food</b>	Children and adults (kitchen staff)	<ul style="list-style-type: none"> <li>Normal food handling guidelines maintained.</li> <li>Hand sanitiser is not a suitable substitute for hand washing if handling food.</li> <li>Kitchen staff ensure social distancing</li> <li>Kitchen staff wear face coverings whilst working in kitchen/serving food in line with Government/local guidance</li> <li>Wearing of gloves is not considered to be good practice when handling food – regular hand washing is more desirable.</li> <li>Access to the kitchen is for suitably trained staff only</li> </ul>
<b>Distribution of school lunches in hall</b>	Children and adults (kitchen)	<ul style="list-style-type: none"> <li>Three areas of the hall set up, with screens to divide the sections – one class per section.</li> <li>Tables in each section are cleaned before/after each class.</li> <li>Children sit in consistent seats, following the seating arrangement that is set up in classrooms.</li> <li>Hand hygiene and food handling measures apply.</li> </ul>

	staff/midday assistants)	<ul style="list-style-type: none"> <li>• Staff use gloves to handle dirty cutlery/plates and/or use enhanced hygiene (more frequent hand washing).</li> </ul>
<b>School security</b>	Children and adults	<ul style="list-style-type: none"> <li>• All external school doors closed when the room is unsupervised. All classrooms should be supervised when doors are opened. In the event of any child posing a risk of running out of school, this will be indicated in an individual risk assessment with measures in place for that child (increased supervision, positioning away from doors, Millennium Gate closed at the same time as Y5 fire door open)</li> <li>• All windows secured by the last member of staff at the end of each day and checked as part of the locking up procedure.</li> <li>• School gates locked/unlocked in the morning/afterschool (handwashing after touching these contact points)</li> </ul>
<b>Segregation of pedestrians/cars/deliveries</b>	Children and adults	<ul style="list-style-type: none"> <li>• Members of staff on duty at the staggered start/end of the school day.</li> <li>• All adults wear face coverings at start/end of the school day for children handover</li> <li>• School gate controlled to limit any vehicular movement in/out of staff car park while pedestrian one-way system is in place.</li> <li>• Members of staff and deliveries asked to wait until pedestrian traffic has finished.</li> </ul>
<b>Provision for SEND children meets their specific and individual needs</b>	SEND children and staff	<ul style="list-style-type: none"> <li>• Individual risk assessments to be written, shared and followed for vulnerable children those with SEND and deemed to have additional risks associated with them and for children with emotional needs.</li> </ul>
<b>Children returning to school with additional mental health and well-being requirements</b>	Children, parents and staff	<ul style="list-style-type: none"> <li>• Member of the Senior Leadership Team undertaken training and has a pack of resources that will be shared with staff. There will be ongoing training as the children return and there is a greater understanding of individual needs.</li> <li>• Time given each day/week to share how children are feeling about their work, school, friends, current issues in the country, etc.</li> <li>• Timetables to reflect additional time for children to spend with their teachers with a focus of mental well-being.</li> <li>• Surveys for staff and children to determine any matters that need general or individual support.</li> </ul>
<b>Staff well-being and workload</b>	Staff	<ul style="list-style-type: none"> <li>• Staff have been in contact with each other and leaders throughout the time that school has been closed, as the school has opened and during the year.</li> <li>• Individual cases continue to be supported by Headteacher/SLT.</li> <li>• Staff to have support in returning the school through leaders, each other NHS materials, training undertaken by members of staff and through the school's insurance policy.</li> <li>• Staff are reminded to take care of themselves in terms of the COVID-19 response, their own mental/emotional health, their physical health and workload.</li> </ul>

		<ul style="list-style-type: none"> <li>• Headteacher to ensure that workload does not reach a point where well-being suffers – balancing the school's needs to be effective for children and taking care of school staff as a means to ensure the school stays open.</li> </ul>
<b>Staff absence due to family self-isolation or illness resulting in staffing levels falling to levels that mean safety in school cannot be assured.</b>	Children and adults	<ul style="list-style-type: none"> <li>• Dynamic risk assessments to be undertaken each day to ensure that there are sufficient staff to operate the school.</li> <li>• Decisions to be made by Headteacher in the event of partially or fully closing the school due to insufficient staff.</li> <li>• Equally decision are related to lack of leadership team, lack of cleaning capacity, lack of first aid provision, lack of Safeguarding Leads, lack of welfare support and lack of SEND provision.</li> </ul>

\* cleaning throughout the day requires a soap solution in warm water and cloths. Cloths should be cleaned out regularly and regularly changed. Care should be taken with electrical hard contact points not to use excessive amounts of water. A disinfectant spray/cloth may also be used. Disposable gloves and disposable apron should be worn for general cleaning.

\*\* deep cleaning requires the use of a disinfectant in warm water that is able to break down the virus. This should be mixed at the concentration according to manufactures. Cleaning should be only undertaken wet (ie. no dry dusting/cleaning) Cloths should rinsed out in clean water. All water should be disposed down the drain and buckets cleaned. Cloths should be regularly changed. Bleach should be used where there is a greater chance of bodily fluids, i.e. around toilets.