



Windsor Park CE Middle School

Risk Assessment Record Form



1. **Section/Service/Team** whole school
2. **Assessor(s)** L Wilbraham-Jones
3. **Description of Task/Activity/Area/Premises etc.** COVID-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Useful links:

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

Coronavirus (COVID-19) (<https://www.gov.uk/coronavirus-taxon>)

Education and childcare during coronavirus (<https://www.gov.uk/coronavirus-taxon/education-and-childcare>)

Closures, exams and managing a school or early years setting during coronavirus (<https://www.gov.uk/coronavirus-taxon/closures-exams-managing-school>)

Actions for schools during the coronavirus outbreak (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>) Part of

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

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

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Spread of Covid-19 Coronavirus	Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions	<u>Robust Hand Hygiene</u> ✓ Everyone entering the premises must use anti-viral hand sanitiser (unless exempt) ✓ An essential measure includes sanitizing hands when entering the canteen. ✓ Hand washing facilities available and fully stocked with anti-viral soap and hand towels. ✓ Stringent hand washing taking place. ✓ See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ✓ Drying of hands with disposable paper towels and/or hand driers. ✓ Posters, leaflets and other materials are on display. ✓ https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	Medium	<u>Robust Hand Hygiene</u> ➤ Alcohol hand sanitizer available for all employees, students and visitors – HT/CM ➤ Confirm with suppliers that more stocks can be sourced if needed/low - JH ➤ Pupils, Employees and visitors 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. 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 – SLT ➤ Tissues will be made available throughout the workplace – CM ➤ Protection kits located in classrooms – SLT ➤ Site guidance on physical distancing and hygiene is explained on arrival to all to visitors who will have contact with children		Medium
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Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Hand Washing (cont)</u></p> <ul style="list-style-type: none"> ✓ Staff encouraged to protect the skin by applying emollient cream regularly ✓ https://www.nhs.uk/conditions/emollients/ 	Medium	<p><u>Hand Washing (cont)</u></p> <ul style="list-style-type: none"> ➤ To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice ➤ Encourage staff to carry out skin checks and report problems with their skin condition as part of a skin surveillance programme ➤ https://www.hse.gov.uk/skin/professional/health-surveillance.htm 		Medium
		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> ✓ 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. <p><u>Keeping internal spaces well ventilated</u></p> <ul style="list-style-type: none"> ✓ This will be achieved through natural methods, ie: opening windows and internal doors. Although a comfortable teaching environment must be maintained and heating will be used as necessary. ✓ Fire doors must remain closed. 	High	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> ➤ Anti-viral spray and cleaning equipment to be placed in each classroom. HT ➤ Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. HT ➤ Doors to pupil toilets to be wedged open to avoid excessive surface contact and facilitate ventilation. ALL STAFF <p><u>Keeping internal spaces well ventilated.</u></p> <ul style="list-style-type: none"> ➤ Children are passive when learning, and have been advised to dress accordingly and given flexibility to allow suitable indoor clothing. ➤ Duty staff will open and close doors as required. 		High

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What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
				<p>classes. Two-metre social distancing between staff to be observed wherever possible. HT/DHT</p> <ul style="list-style-type: none"> ➤ All staff have been issued with wireless keyboards for their personal teaching requirements, to avoid cross contamination. HT ➤ The curriculum offer remains broad with all subjects on offer. Additional measures have been put in place for Science, Art, DT, PE, Music and Computer Science. HT/DHT ➤ The library will be operational with restrictions in place on handling books and returns as per government guidelines. HT/CS ➤ Lunch service will resume as normal, with option of hot meals available. The dining room layout has been reconfigured as age appropriate, and additional staff will be directed to support the children. HT ➤ Pupils with packed lunches will dine in separate building (HALL) and cleaning schedules adjusted accordingly. ➤ Catering services have been adjusted in line with guidance for food businesses on Coronavirus (Covid19) https://www.gov.uk/coronavirus-taxon/businesses-and-self-employed-people HT/JS 		

<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> ➤ Pupils ➤ Staff ➤ Visitors to our premises ➤ Cleaners ➤ Contractors ➤ Vulnerable groups - Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Social Distancing (cont)</u></p> <ul style="list-style-type: none"> ✓ Ensuring sufficient rest breaks for staff. ✓ Social distancing also to be adhered to in dining area, staff rooms and other communal rooms i.e. PPA and Reprographics. ICT suite has temporarily been designated as a staff PPA and reprographics room. ✓ Unless absolutely necessary parents and visitors discouraged from entering school building. ✓ Maximum of 3 staff in reception office ✓ Dropping off / collection of pupils – 1 parent/carer to collect at any one time. ✓ Congregating outside school building and grounds is discouraged ✓ Whole school staff briefings are not permitted at present. They have been replaced with on-line notifications on Monday and Wednesday mornings. 		<ul style="list-style-type: none"> ➤ Reducing the number of people each person has contact with by delegating common areas by line manager (so each person works with only a few others). Pupils remain in their year zones throughout the day. HT/DHT ➤ To minimise the risk of transition teaching sessions have been reduced from 6 to 4, with no reduction in allocated teaching time. HT/DHT ➤ Assigning staggered sittings for dining and locations for break time. HT/DHT ➤ The PE offer has been revised, activities must not be contact sports and pupils come into school in PE kit for the day, to avoid the close proximity of the changing rooms HT/DHT ➤ System/measures communicated to staff on how to deal with unruly pupils whilst observing social distancing. HT/KB ➤ Pupils will bring their own personal stationery packs and will be provided with exercise books. Should any pupil be without, they will be provided for (items will not be returned to staff – unless properly sanitized). ➤ Room 12 (SEN hub) will be fully operational with additional measures in place for one to one and small group work. For pupils who have complex needs or who need close contact, care should be provided as normal. HT/CH ➤ Daily worship continues, but large gatherings are avoided through rotation of each year group attending worship at any one time. HT/CH 		
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		<p><u>Wearing of Gloves</u></p> <p>✓ Where Public Health guidance identifies wearing of gloves as a requirement of the job, an adequate supply of these have been sourced and are available for staff. Identified staff- named first aiders; Covid monitor; Sanitisation & Reprographics monitor; cleaning staff; canteen staff.</p>	<p>Medium</p> <p>Medium</p>	<p>➤ Pupils have staggered starts to the school day. Measures have been put in place to allow school transport pupils to safely remove, store and/or dispose of face coverings – KB</p> <p>➤ Before and After school club provision is operational, but restricted to designated, risk assessed zones. Drop-in breakfast provision run by the canteen has been temporarily suspended. HT</p> <p><u>Wearing of Gloves</u></p> <p>➤ Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Medium</p> <p>Medium</p>

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Exposure to Covid-19 Coronavirus The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).		<p><u>PUPILS ON DEDICATED SCHOOL TRANSPORT</u></p> <ul style="list-style-type: none"> ✓ Local Authority does not have the capacity to provide transport aligned with schools systems of controls/bubbles 	Medium	<p><u>PUPILS ON DEDICATED SCHOOL TRANSPORT</u></p> <p>Monitor LA school transport guidance and if applicable review/update RA's and OMP</p>	LA ongoing	Medium

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				<p>should use a separate bathroom if possible.</p> <ul style="list-style-type: none"> ➤ The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. ➤ 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). ➤ Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: ➤ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. ➤ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ➤ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 		
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				➤ Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.		

		<p><u>Confirmed cases of Covid amongst the school community</u></p> <p>Currently following latest government guidance on testing and self-isolation, and consultation with PHE.</p>	<p>High</p> <p>Medium</p>	<p><u>Confirmed cases of Covid amongst the school community</u></p> <ul style="list-style-type: none"> ➤ Schools should ask parents and staff to inform them immediately of the results of a test. ➤ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. ➤ if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 	<p>HT</p> <p>HT</p>	<p>High</p> <p>Medium</p>
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				➤ School to keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups – for this purpose staff to ensure that any changes and/or timetable deviation is communicated to SLT		

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			Medium			Medium

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		Equipment <ul style="list-style-type: none"> ➤ Sharing of classroom based resources is permitted if cleaned regularly, including PE equipment and computer equipment. ➤ Photocopiers can be used, but staff are directed to use the ICT suite machine. 		Equipment <ul style="list-style-type: none"> ➤ For personal use, all pupils will supply own stationery packs. They will be issued with a personal exercise book, which will remain in school on their identified desks. ➤ Resources shared between Bubbles such as science, art and PE equipment must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for 48 hrs (72 hrs for plastics) between use by different bubbles 		

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓						

If any are ticked a specific risk assessment form must be completed separately. For example: a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
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High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):

Print Name: Lisa Wilbraham-Jones

Position: Head Teacher

Date Assessed: 15.05.2020

Review Date: Continual – based on daily DfE/Government updates

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Version control			
Version Number	Date issued	Author	Update information
V1.0	15.05.2020	L Wilbraham-Jones	First published version
V1.2	18.05.2020	L Wilbraham-Jones	Terminology
V1.3	19.05.2020	L Wilbraham-Jones	Consultation with SCC and LGB
V1.4	13.07.2020	L Wilbraham-Jones	Updated in preparation for full opening in September
V1.5	16.07.2020	L Wilbraham-Jones	Consultation with LGB
V1.6	30.08.2020	L Wilbraham-Jones	Updated in preparation for full opening in September
V1.7	04.11.2020	L Wilbraham-Jones	Updated in response to updated government guidance
V1.8	03.11.2020	L Wilbraham-Jones	Updated in response to updated government guidance