

# Coronavirus risk assessment

## The Dove Federation

Assessment conducted by: Sarah Disney	Job title: Executive Headteacher	Covered by this assessment: <u>staff</u> , <u>governors</u> , <u>parents</u> , <u>volunteers</u> and <u>visitors</u> .
Date of assessment: 11th May2020	Review interval: <u>termly</u>	Date of next review: 1 <sup>st</sup> June 2020

### Related documents

[Updated] Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should not close unless advised to do so.**

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<u>H</u>	<ul style="list-style-type: none"> <li>• All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <a href="#">Health and Safety Policy</a></li> <li>- <a href="#">Infection Control Policy</a></li> <li>- <a href="#">First Aid Policy</a></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via <a href="#">email</a> and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> </ul>	<u>Y</u>	<a href="#">Headteacher</a>	<a href="#">Parents, staff and pupils to reminded of these controls by the 3<sup>rd</sup> June and thereafter as required and as new guidance is released.</a>	<u>M</u>

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		<ul style="list-style-type: none"> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via <b>letter</b> and <b>social media</b> – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a class <b>assembly</b> and are informed that they must tell a member of staff if they feel unwell.</li> <li>The <b>Staff and Volunteer Confidentiality Policy</b> and <b>Pupil Confidentiality Policy</b> are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.</li> <li>If a wash basin is not available in the classroom then hand sanitiser will be provided.</li> <li>Tissues are provided in each classroom so that good respiratory hygiene can be encouraged - promote the 'catch it, bin it, kill it' approach</li> <li>Bins are emptied in all classrooms throughout the day- at break time, lunch time and the end of the day.</li> <li>Different toilets are set aside for different year groups as far is possible with the number of facilities available so that there is limited sharing of the same bathroom facilities</li> </ul>	N	Headteacher	Some of the bullet points are not yet in place/available these will be in place and all staff aware of the procedure by the 3 <sup>rd</sup> June 2020.	M

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		<ul style="list-style-type: none"> <li>Pupils, staff and visitors are asked to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>Bar soap is not used, in line with the <a href="#">Infection Control Policy</a> – liquid soap dispensers are installed and used instead.</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>Pupils are discouraged from sharing cutlery, cups or food.</li> <li>All cutlery and cups are thoroughly cleaned before and after use.</li> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the <a href="#">COSHH Policy, specific COVID-19 guidance</a> and the <a href="#">Health and Safety Policy</a>.</li> <li>The <a href="#">SBM</a> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.</li> </ul>				
Ill health	<b>H</b>	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately sent home, parents/carers will be asked to collect their child immediately.</li> </ul>	<b>N</b>	<b>Headteacher</b>	<b>All points are in place apart from the point about all class self-isolating including</b>	<b>M</b>

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		<ul style="list-style-type: none"> <li>• Whilst we are waiting for a parent to collect a child, staff will act in line with the <a href="#">Infection Control Policy</a> and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times. PPE will be provided for staff if the pupil is not able to be alone whilst they await to be collected.</li> <li>• children, young people, parents, carers or any visitors, such as suppliers, must not enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <a href="#">Infection Control Policy</a>.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</li> <li>• If unwell pupils and staff are waiting to go home, then the toilet they use will be cleaned before anybody else uses it.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> </ul>			<p><b>class teacher if one member tests positive. This is new guidance (released 11<sup>th</sup> May 2020). Staff and parents will be notified of these changes.</b></p>	

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		<ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <a href="#">Administering Medications Policy</a>.</li> <li>When a child, young person or staff member develops symptoms compatible with coronavirus, they will 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 be advised that if required they can access a test if they display symptoms of coronavirus.</li> <li>Where a child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/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>				
Spread of infection	H	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <a href="#">Infection Control Policy</a>, using PPE at all times.</li> <li>Parents are informed via <a href="#">letter</a> not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the <a href="#">Infection Control Policy</a> and local and national guidance.</li> <li>Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> </ul>	N	Headteacher		M

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		<ul style="list-style-type: none"> <li>Parents notify the <a href="#">school office</a> if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>The <a href="#">school office</a>, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>Any additional provisions for pupils who are vulnerable to infections are put in place by the <a href="#">headteacher</a>, in liaison with the pupil's parents where necessary.</li> <li>If a child, young person or other learner becomes unwell with symptoms of coronavirus while school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. 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>If a child whose care routinely already involves the use of PPE due to their intimate care needs this will continue to be used in the same way.</li> </ul>				
Poor management of infectious diseases	<b>H</b>	<ul style="list-style-type: none"> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the <a href="#">head of school or head teacher</a>.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul>	<b>Y</b>	<b>Headteacher</b>		<b>M</b>

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		<ul style="list-style-type: none"> <li>The <b>school office</b> is informed by pupils' parents when pupils return to school after having coronavirus – the <b>school office</b> informs the relevant staff.</li> <li>Staff inform the <b>headteacher</b> when they plan to return to work after having coronavirus.</li> <li>The <b>SBM</b> monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>				
Lack of communication	<b>H</b>	<ul style="list-style-type: none"> <li>The <b>school office</b> reports immediately to the <b>headteacher</b> about any cases of suspected coronavirus, even if they are unsure.</li> <li>The <b>headteacher</b> contacts the DfE helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>Schools put into place any actions or precautions advised by their local education authority and the DfE helpline.</li> <li>Schools contact their local education authority and the DfE helpline for specific recommendations for their school, e.g. boarding schools.</li> <li>Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	<b>Y</b>	<b>Headteacher</b>		<b>M</b>
Disruption to the running of the school and exams	<b>M</b>	<ul style="list-style-type: none"> <li>The school has an up-to-date <b>Business Continuity Plan</b> in place – the plan is reviewed as necessary.</li> <li>The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local education authority and the DfE helpline where required.</li> </ul>	<b>Y</b>	<b>Headteacher</b>		<b>M</b>
Preparing for a school closure	<b>M</b>	<ul style="list-style-type: none"> <li>The school communicates with parents via <b>letter</b> as soon as possible about a school closure or partial school closure if there is a confirmed case within a classroom (either pupils or member of staff).</li> </ul>	<b>Y</b>	<b>Headteacher</b>		<b>M</b>



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		<ul style="list-style-type: none"> <li>• The <b>headteacher</b> puts a plan in place to manage staff workload in preparation for a school closure.</li> <li>• The <b>headteacher</b> puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school.</li> <li>• The amended <b>Behavioural Policy</b> and <b>Staff Code of Conduct</b> are adhered to at all times, even while working remotely.</li> <li>• Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue.</li> <li>• The <b>headteacher</b> ensures all pupils have access to school work should there be a full or partial school closure.</li> <li>• The <b>headteacher</b> liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support.</li> <li>• The <b>SBM</b> arranges for the school to be deep cleaned in the event there is a school closure or partial school closure.</li> <li>• The school manages the use of parents' and pupils' contact details in line with the <b>Data Protection Policy</b> and <b>Records Management Policy</b>, e.g. collecting emails to send school work to the pupil.</li> </ul>				
Vacant premises	<b>M</b>	<ul style="list-style-type: none"> <li>• Access to the school is restricted</li> <li>• The <b>headteacher</b> and <b>site manager</b> remain on-call in case of an emergency or if access to the school is required.</li> <li>• External signage is visible to show that the school is closed and that access is restricted.</li> <li>• Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>• The <b>site manager</b> ensures the school premises is safe to return to before school activity resumes.</li> </ul>	<b>Y</b>	<b>Headteacher</b>		<b>M</b>

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		<ul style="list-style-type: none"> <li>Any hazards are reported to the <b>headteacher</b> as soon as possible and issues are resolved prior to staff and pupils returning to school.</li> <li>The <b>headteacher</b> ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>				
Emergencies	<b>M</b>	<ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date <b>First Aid Policy</b> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	<b>Y</b>	<b>Headteacher</b>		<b>M</b>
Preventing cross infection from surfaces and resources	<b>H</b>	<ul style="list-style-type: none"> <li>All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.</li> <li>The outside play equipment e.g. trim trail will not be used during this time so as to minimise the risk of spreading infection.</li> <li>Class groups will have a class set of equipment to use at break time which will be sanitized after use.</li> <li>If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE lessons will not use any equipment e.g. athletics, dance, yoga.</li> <li>unnecessary items will be removed from classrooms and other learning environments</li> <li>soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed.</li> </ul>	<b>N</b>	<b>Headteacher</b>	<b>Classroom and rooms being used to educate pupils will need to be emptied bar the essential equipment needed for teaching. Extra tables and chairs need to be removed</b>	

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		<ul style="list-style-type: none"> <li>• When a child has finished with a toy it will be put in a box to be cleaned before it is put back into the classroom for the children to enjoy.</li> <li>• When a child has finished working with a laptop or I-Pad these will be cleaned down afterwards by a member of staff</li> <li>• All practical equipment that needs to be used will be cleaned after each time it is used.</li> <li>• Children will use the same desk every day and will have their own named pencil case and equipment that is only used by themselves. Equipment from home will not be brought in to school.</li> <li>• We encourage all parents/carers of pupils and staff who attend to wash the clothes that have been worn to school on a daily basis and wear clean clothes to school each day.</li> <li>• During this time we will not be sending home any reading books, home school books or home work so as to prevent cross infection. We will continue to post online learning and homework on the apps we have been using and will signpost children to online reading books.</li> <li>• Children will be asked to bring their own water bottles to school which will need to be taken home each evening to be cleaned.</li> </ul>			<p style="text-align: center;"><b>and separated to allow for social distancing as much as possible. Toys and books which are difficult to clean will also be removed. Staff and parents will need to be informed of the points raised in this section of the risk assessment. This will take place by 3<sup>rd</sup> June 2020 when we re-open.</b></p>	

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Who should attend	H	<ul style="list-style-type: none"> <li>Children/adults who are classified as clinically extremely vulnerable and have a shielding letter or have been advised not to attend will not attend the school setting.</li> <li>We recommend that parents of children who are clinically vulnerable seek medical advice before sending their child to school.</li> <li>Children/adults who live with someone who is classified as clinically extremely vulnerable should not attend school,</li> <li>If a child/adult lives with someone who is clinically vulnerable then they can attend school.</li> <li>No visitors or volunteers will be permitted into the school building unless pre-arranged and only in cases where it is deemed necessary e.g. safeguarding, health and safety and necessary maintenance that must be carried out.</li> </ul>	Y	Headteacher		
Movement around school, layout of school and classrooms and children and adults socially distancing	H	<ul style="list-style-type: none"> <li>Whilst the Government acknowledges that primary aged children find it difficult to and cannot be expected to remain 2 meters apart from other children and adults we will actively try and encourage children to do this where possible by teaching children about personal space and how to maintain 2 meters apart. Where possible markings will be made on the floor to keep children apart.</li> <li>Classroom desks will be spread apart with 2 metres between each desk where possible and with only 1 child per desk.</li> <li>Only 15 children will be in each classroom and 2 members of staff. If a teacher is not available then a TA will lead the class under the instruction of the class teacher.</li> <li>Key worker children and vulnerable children (not in Years R, 1 and 6) will be taught in groups of no more than 15. If there is space in an appropriate year group then they will be taught with these pupils. Classes will use the same space each day where possible and will not use communal areas within the school e.g. library unless this is the space that has been purposed for their class.</li> </ul>	N	Headteacher	Parents, pupils and staff will need to be informed of the changes. Classroom layout and where the children use the toilet and when they have breaks will need to be organised and communicate	

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		<ul style="list-style-type: none"> <li>• Where possible pupils will be taught outside where it is considered safest.</li> <li>• During this period no whole school collective worships will take place. These will instead be in the classroom.</li> <li>• Pupils in different classes will have staggered break times and lunch times.</li> <li>• Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.</li> <li>• Only one parent should attend when dropping their child off at school and collecting at the end of the day.</li> <li>• If parents wish to speak to a member of staff this should be arranged via email or telephone and not at drop off or pick up times.</li> <li>• Parents and visitors should not enter the school premises without prior arrangement and only if there is a significant reason e.g. safeguarding meeting, vital health and safety works.</li> <li>• Pupils will not change their shoes to their trainers or wellies at break times or lunch times so as to prevent pupils needing to spend time in the corridors.</li> <li>• We will ensure that windows are open in all classrooms and if warm enough outside doors so as to allow for good ventilation.</li> <li>• Where possible all internal doors will be left open or propped open so that there is limited need to touch door handles.</li> <li>• There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted.</li> <li>• Staff breaks will be staggered so as to limit the number of staff who are having a break at the same time and allowing for social distancing measures.</li> </ul>			<p>ated to all staff. All the points raised in this section will need to be shared with all staff, parents and pupils by the 3<sup>rd</sup> June 2020 at the latest.</p>	

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		<ul style="list-style-type: none"> <li>No face to face staff meetings will take place during this time- virtual meetings will continue to take place.</li> </ul>				