



Covid-19 Risk Assessment

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Version 6: 28th May 2020

This risk assessment needs to be read alongside COVID 19 Policy, EYFS COVID 19 Risk assessment and the COVID-19 Whole School Risk assessment

Shared with staff via email 17/5/20. Staff to sign to say read and agree

Shared with Governors 17/5/20 via email and parents via website 26/5/20

| COVID-19 RISK ASSESSMENT FOR EMERGENCY PROVISION | | | | | | |
|--|--|--|-----------------------------|---|----------------------------|-------------------------------|
| | Hazard Observed | Who may be harmed? | Risk rating before controls | Control measures/notes | Risk rating after controls | Control measures by (Initial) |
| 1. | Children and/or staff will transmit or become infected with COVID-19 | Children Staff Anyone in contact with the above | 6 | <p>School is closed to all pupils with the exception of the children of key workers, EHCP children and those deemed vulnerable through having support through Children's Services as outlined in the government guidance on the 21st March 2020 https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p> <p>Staff and children who are in school should stay at home if they are experiencing signs of illness outlined on the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Children in school must be isolated and sent home through usual school procedures if they are in experiencing the signs and symptoms of Covid 19 as given in NHS website_ https://www.nhs.uk/conditions/coronavirus-covid-19/ or staff have noticed these signs and symptoms.</p> | 4 | All staff Children |

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| | | | | <p>Staff in school must follow the government guidelines given on the NHS site https://www.nhs.uk/conditions/coronavirus-covid-19/ if they are experiencing the signs and symptoms on this site. Inform Mrs H Ward immediately and follow the school procedures for sickness absence. Staff will then be sent to get tested at the closest testing station. If the test shows positive all staff, children and family members from the households who have been in contact will also be sent to be tested. Only people who have tested negative will be allowed back into school. If any person tested positive Mrs H Ward would then obtain advice from Bedford Borough, Public Health England and relevant authorities and inform staff and families of any changes or possible school closure.</p> <p>Staff must check the NHS website daily to look for updates and apply this to their practice.</p> <p>Reminders on the signs and symptoms and links to the government and NHS websites will be sent out regularly and when changes have occurred in their guidance.</p> <p>Letters/DOJOs sent to parents weekly to remind them of the latest information from the above-mentioned two websites regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms.</p> <p>When staff and children come into school they will be required to wash their hands. They will be asked to do this once an hour, before and after break and lunchtime and when they change activities. Children will be taught how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand washing.</p> <p>Used tissues to be placed by the child in a double bagged and</p> | | |

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| | | | | <p>covered bin. These will be emptied daily, cleaned in line with the Government guidelines and rubbish will be labelled and dated and then and placed in the holding compound for 72 hours before putting in the main bin.</p> <p>During lunchtime tissues will be located in the outside classroom along with a lidded bin and emptied as above.</p> <p>During break time members of SLT will have tissues and they need to be put in the lidded bin and emptied as above.</p> <p>Children taught to cough and sneeze into their elbow and away from the direction of other children and adults.</p> <p>Visitors to the school will be asked to wash their hands and the poster giving guidelines on safe ways to do this will be pointed out to them by office staff.</p> <p>If an adult had been in contact with any other adults or children and is now displaying symptoms others must follow the guidelines on the NHS website.</p> | | |
| 2. | Children will transmit infection to the home environment from school | Family members including those who are vulnerable | 6 | <p>Children and adults will be asked to wash hands as they arrive and as they leave, then once an hour, before and after break and lunchtime. After touching their face, blowing your nose, sneezing or coughing, and before eating or handling food.</p> <p>To clean hands you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.</p> <p>Parents will be asked to check their child's temperature before they</p> | 4 | All staff Parents children |

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| | | | | <p>come into school and ask parents how the child has been. If concerned staff will check their temperature.</p> <p>Children should bring their own pencil case into school and keep it on their table. Children MUST NOT share equipment</p> <p>Children should not bring in their own water bottle, they will be given cups which they should fill themselves. Help will be given to SEND children and children that can't use a cup will need to bring in their own named water bottles. SLT will inform staff as required as to who these children are.</p> <p>Used tissues to be placed by the child in a double lined and covered bin. These will be emptied daily, cleaned in line with the Government guidelines and rubbish will be labelled and dated and then placed in the holding compound for 72 hours before putting in the main bin.</p> | | |
| 3. | Infection may be transmitted via the physical school environment | Children Staff Family members others | 6 | <p>The maximum number of children in a room including 1:1 pupils is 15. If numbers exceed this inform member of SLT and another room will be found and extra members of staff will be brought in to work in these areas.</p> <p>Avoid bringing in any additional items from home and from other areas of the school into the school environment unless these are absolutely necessary and are appropriately treated before being distributed</p> <p>Children to have their own equipment provided and remain with this equipment, for instance, ipads, pens, books, glue. These need to be wiped frequently. No reading books or equipment that cannot be safely wiped down.</p> | 4 | All staff Parents children |

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| | | | | <p>There will be adequate supplies of tissues to be kept in cleaning cupboard, staff to replenish as necessary</p> <p>Children should work on individual desks 2m apart wherever possible. Classroom doors and windows open wherever possible</p> <p>Children should work/play outside as often as this is possible</p> <p>Children should know to use only the designated toilets.</p> <p>Children should be encouraged to observe social distancing as much as possible. Adults working with SEND children in the provision will be provided with a risk assessment from the SENCo.</p> <p>Staff will ensure they social distance as much as possible with the children and each other. In the staffroom and other areas of the school they will strictly adhere to social distancing, ie 2m apart.</p> <p>Adults should wear latex gloves, masks and disposable masks when performing any medical or care routines with children. (Due to shortages masks are on back order), small amount will be sourced</p> <p>Staff will remind parents via Dojo to ensure they are socially distancing when dropping off and picking up children on a regular basis. Staff will issue verbal reminders to parents when concerns are noted.</p> | | |
| 4. | Infection may be spread by insufficient cleaning | Children, Staff Anyone in contact with the above | 6 | <p>The school to be kept sterile by the cleaners, and objects and surfaces to be frequently wiped using the wipes provided by the school.</p> <p>All tables, chairs to be cleaned at the end of each lunchtime by MDSA's.</p> | 4 | All cleaners, site agent and SLT |

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| | | | | <p>All areas and surfaces to be cleaned in accordance to the cleaners checklist, which is updated regularly and supervised by the site agent and SLT as necessary.</p> <p>Regular spot checks will be undertaken by the site agent and SLT to ensure cleaning is of a highest standard.</p> <p>All cleaners to wear appropriate PPE in accordance with the government guidelines which are set out on their checklist.</p> <p>All lidded bins to be double bagged and cleaned at the end of the day.</p> <p>Rubbish that is removed to be placed in a holding compound for 72hours before putting in the bins.</p> <p>If there is a suspected or actual case of COVID-19 the area will be deeply cleaned in accordance with the government guidelines and any remaining staff and children will not be able to access that area.</p> | | |
| 5. | Adult dealing with First Aid unable to assist due to working in a separate bubble | Children/ staff | 6 | <p>First Aiders are distributed into the following bubbles:</p> <p>Nursery - Miss Marlton & Mrs Thorman RS Group 1 – Mrs White / Mrs Carpenter & Miss Kaur RKL group 2 - Miss Mayles RKL Group 3 – Mrs Donaldson Year 1 Group 1 – Mrs Magre Year 1 Group 2 – Mr Redford & Mrs Taylor Year 1 Group 3 – Mrs Magre Year 6 Group 1 – Mrs Magre Year 6 Group 2 – Mrs Magre Year 6 Group 3 – Mrs Magre Emergency Provision Group 1 – Mrs Pocock, Mrs Eagles & Miss Bryan Emergency Provision Group 2 – Mrs Riley & Mrs Skeel</p> | 4 | First Aiders / all staff |

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| | | | | <p>Emergency Provision Group 3 – Mrs Magre</p> <p>In every bubble with a first aider there will be a First Aid bum bag/basket with the following:</p> <ul style="list-style-type: none"> • PPE for the first aider • Yellow bin bag • Bottle of alcohol gel • Appropriate first aid items and equipment ie plasters, wipes <p>Where there is no first aider for the bubble, Mrs Magre will be responsible for the first aid of these children and in her classroom base there will be a First Aid basket with the following:</p> <ul style="list-style-type: none"> • PPE for the first aider • Yellow bin bag • Bottle of alcohol gel • Appropriate first aid items and equipment ie plasters, wipes <p>There will also be a phone in the classroom to be used as required.</p> <p>The First Aid procedure in own classroom bubbles are:</p> <ul style="list-style-type: none"> • First Aider to wash hands • First Aider to put on appropriate PPE • Request injured child washes hands/uses alcohol gel • Administers required first aid • Put all waste in the yellow bin bag, which will be collected at the end of the day and put into the refuge area for 72 hours before disposing. • If a yellow bag has been used the First Aider to collect new one from the cleaning cupboard at the end of the day. <p>The First Aid procedure for Mrs Magre covering the bubbles without a first aider is :</p> | | |

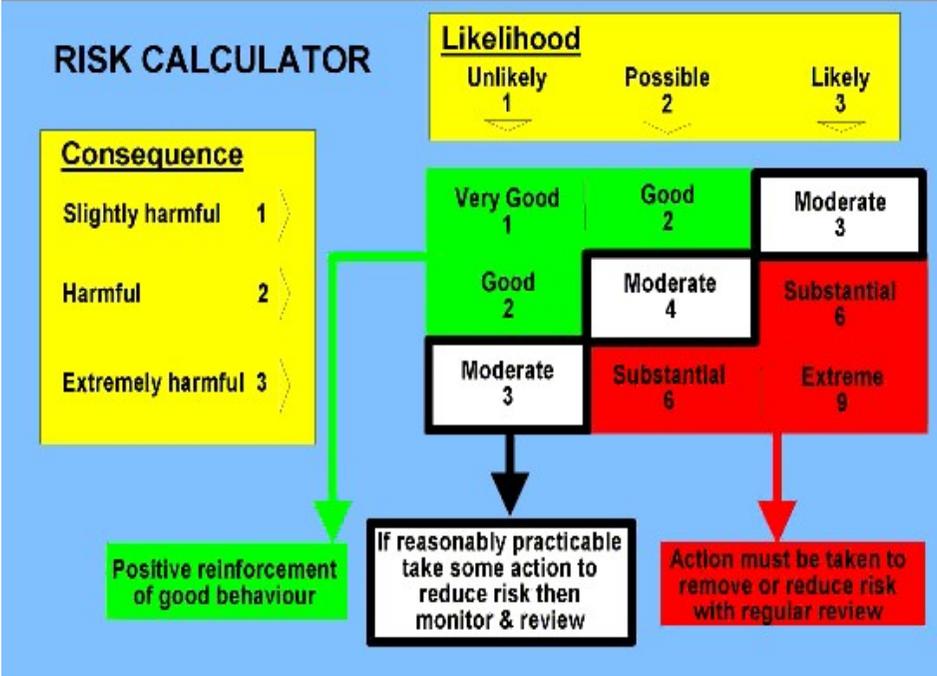
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| | | | | <ul style="list-style-type: none"> • Yr 1 children to go to classroom 2C, knock on the door and ask for Mrs Magre, if unable to go alone an adult will take them. • Yr 6 and Emergency Provision children need to go to the school office, where Mrs Magre will be contacted and they will be sent to 2C to knock on the door and ask for Mrs Magre. • First Aider to wash hands • First Aider to put on appropriate PPE • Request injured child washes hands/uses alcohol gel • Administers required first aid • Put all waste in the yellow bin bag, which will be collected at the end of the day and put into the refuge area for 72 hours before disposing. <p>All First Aid will be dealt with in the Alcove beside the PPA room following the steps above.</p> <p>First Aid during playtime and lunchtime Mrs Bedwell, first aider, will be based in the outside classroom with Mrs Peters and will have the following in a bum bag:</p> <ul style="list-style-type: none"> • PPE for the first aider • Yellow bin bag • Bottle of alcohol gel • Appropriate first aid items and equipment ie plasters, wipes <p>The First Aid procedure in the outside classroom is:</p> <ul style="list-style-type: none"> • First Aider to use alcohol gel to clean hands • First Aider to put on appropriate PPE • Request injured child cleans hands using alcohol gel or an antiseptic wipes depending on the injury • Administers required first aid. If a ice pack is required or actual washing of hands, Mrs Peters will assist. | | |

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| | | | | <ul style="list-style-type: none"> Put all waste in the yellow bin bag, which will be collected at the end of the day and put into the refuge area for 72 hours before disposing. If a yellow bag has been used the First Aider to collect new one from the cleaning cupboard at the end of the day. <p>Mrs Magre has collected all the inhalers from the classrooms, checked they are all in date, rung any parents without of date inhalers to request new ones. Inhalers have then been re-distributed to put in the classroom bubbles. Emergency inhaler with Mrs Magre if required.</p> <p>Mrs Norman will administer children's medicines as required in line with the school policy and procedures and will ensure appropriate PPE is worn. Parents must still complete the form if medicine is required.</p> <p>Non-contact Thermometers are available as required from Mrs Magre and in Mrs Bedwell's First Aid box and from the school office.</p> | | |

Average risk rating

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|---|---|--------------------|-----------|-----------------------------|-----------|
| Risks identified | 5 | Total Hazard score | 30 | Hazard score after controls | 20 |
| | | Average score | 6 | Average score | 4 |
| The management of these risks involves all involved parties being committed to observing the controls. Appropriate cleaning and hygiene procedures and products must be available. All stakeholders to adhere to the guidance. This risk assessment is shared with staff, governors and place on the website for parents. | | | | | |





Information for staff, visitors and building users

We are currently increased precautions put in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell



Don't

- touch your eyes, nose, or mouth if your hands are not clean
- enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

If you think you might have coronavirus, have been to area within the UK with a high risk of coronavirus in the last 14 days or you have been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.