

August 2020



**SCHOOL:** Lent Rise School

**NAME OF ASSESSOR:** Jill Watson

**DATE OF ASSESSMENT:** 20/8/2020

**TYPE:** School Assessment COVID 19

What are the Hazards?	Who might be harmed and how? Special risk – Pregnant , immunocompromised, young people, Limited mobility etc.	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further Control Measures)	Action by whom	Action by when	Done	Risk Factor taking all controls into consideration		
							L	C	Risk
Exposure to COVID-19 in School and to wider School Community	School Staff/Teachers/Parents/ Visitors to School	Senior Leadership Team to check the latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>  Signage in toilets for good handwashing <a href="https://www.teachingpacks.co.uk/free-hand-washing-posters-for-schools/">https://www.teachingpacks.co.uk/free-hand-washing-posters-for-schools/</a> Good handwashing technique taught to pupils and staff.	Deep clean each half term and if any cases  Daily use of enhanced cleaning materials  Mid day toilet cleaning  Daily audit of materials  Daily mid day key surface wiping  Hand washing and hygiene stations put in	DH  Dinner supervisors  DH/ LC	End Aug  End Aug	Ongoing	1	3	M
						Ongoing			

		<p>Staff and pupils to wash hands more frequently including:-</p> <ul style="list-style-type: none"> <li>• before leaving home</li> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and activities</li> <li>• before food preparation</li> <li>• before eating, including snacks</li> <li>• before leaving school</li> <li>• After coughing or sneezing</li> <li>• Hand Sanitiser can be used but should not be a replacement for good hand washing.</li> </ul> <p>Regular checks made to ensure a good supply of soap and disposable handtowels are available at hand washing areas and toilets.</p> <p>All to be informed that Coughs or sneezes are be caught in a tissue and disposed of immediately. Bins emptied on a regular basis.</p> <p>Students dropped off and collected from round about system on playground. Parent/carer to be reminded not to enter further.</p>	<p>each classroom. Daily audit and refilling systems in place</p> <p>Reminders to parents re social distancing and requirements on playground</p> <p>Sept – new collection routines</p> <p>Consider- staff to wear face shields whilst on gate</p>							
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		<p>Pupils to be dropped off in the playground or other outside area to as receptions can be quite small</p> <p>Parents/carers reminded to observe social distancing of 2 metres when collecting and dropping pupils to and from School.</p> <p>Signage at school entrance, reception and other areas in school on keeping 2m apart</p> <p>Regular cleaning schedule in place.</p> <p>Social distancing of at least 2 Metres is taken into consideration when planning the day's activities and supervision of pupils.</p>							
As above	Pupils	All above plus home school agreement					<b>1</b>	<b>1</b>	<b>L</b>
Schools with children with SEND or behaviour issues or violence and aggression.	School Staff/Teachers/Parents/Visitors to School	<p>Additional controls are in place for pupils with behavioural issues.</p> <p>Staff are encouraged to wear long sleeves and robust clothing.</p>	<p>Home school agreement to include that</p> <p>parents will be asked to remove children from school if behaviour puts</p>	SENDCO	1 <sup>st</sup> Sept	Ongoing	<b>2</b>	<b>3</b>	<b>H</b>

		<p>Appropriate PPE will be available if biting is likely and if spitting is also an issue face/eye/mouth protection would also be required.</p> <p>Staff are trained in the use of relevant PPE. Manufacturers' instructions to be referred too.</p> <p>A First Aid box accessible and with relevant equipment and supplies.</p>	<p>others at unacceptable risk</p> <p>Meetings and planning sessions implemented to enable review and enhanced plans to support individual pupils</p> <p>Day schedules and times to meet needs of SEND risk assessments</p> <p>SLT on call at all times to support with outside 'time out'</p> <p>July- individual plans created for September to be agreed with parents before end of term</p> <p>Individual zones and time out areas created for individual pupils linked to send RA</p>						
Infection may be transmitted via the physical	School Staff/Teachers/Parents/Visitors to School	The school is kept sterile by the cleaners, and objects and surfaces frequently touched are cleaned on a regular basis.	<p>Enhanced weekly clean</p> <p>Daily and weekly 'to do' lists for TA, admin and caretaker teams to support</p>	booked	Ongoing	Ongoing	1	3	M

school environment		<p>Staff, pupils, parents are instructed not to bring any items from home into the school environment.</p> <p>Children have their own equipment provided and remain with this equipment, e.g. laptops, pens, books, glue. These will be wiped frequently.</p> <p>Classes separate during lessons</p> <p>Classes / year groups separate at lunch and breaks</p> <p>When inside the children will be in class groups in well ventilated areas seated in spaces with at least one seated space in between them.</p> <p>Children are told to wash hands after using toilets</p> <p>Mid day toilet cleaning</p> <p>Teacher to ensure 2m distancing kept</p>	<p>environments safety and tasks to support environment</p> <p>Use of outdoor 'class/ year group assemblies</p>							
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		Grab and go system in staff rooms / coffee in server area							
		Chairs at 2m in staff room							
Suspected case of COVID-19 in School	School Staff/Teachers/Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature, then they will go home and follow the Government guidance on staying at home  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>PPE will 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).</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible.</p>	<p>Separate Covid room near outside exit door.</p> <p>Use girls changing room toilet if needed and this then deep cleaners before used again. Or outside toilets which can be easily closed before cleaning.</p> <p>all staff receive regular updated guidance training</p> <p>Staff to confirm read and understood guidance and procedures on INSET</p> <p>Infra red thermometers in Rainbow room and admin room</p> <p>Staff reminded about use of radios</p> <p>Rainbow room check list to record time and all info-</p>		Daily	Ongoing	2	3	H

		<p>The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else see <a href="#">COVID-19: cleaning of non-healthcare settings</a></p> <p>If a confirmed case of COVID-19 is declared to the School then the School will seek further advice from Public Health England. <a href="#">Public Health England Regions Local centers and Emergency Contacts</a></p>	these to be kept with first aid records						
Class or group sizes	School Staff/Teachers/Parents/Visitors to School	<p>For primary schools, classes should be at 30</p> <p>Wherever possible children and young people use the same classroom or area of a setting throughout the day. A thorough cleaning of the rooms at the end of the day.</p> <p>Students are encouraged to sit at the same desk each day and not share equipment.</p>	Packs of resources provided by teachers in own pencil case			Ongoing	<b>1</b>	<b>3</b>	<b>M</b>
Shared rooms:	School Staff/Teachers/Parents/Visitors to School	Halls, dining areas and internal and external sports facilities for lunch are used at half capacity.	<p>One adult use screen to click name re ordering/ at screen</p> <p>Additional staff room set up</p>	Dinner supervisors		Ongoing	<b>1</b>	<b>3</b>	<b>M</b>

		<p>Children/ adults to assemble in an orderly manner keeping a safe distance.</p> <p>Use of class entry / exit doors to support not crossing flow</p> <p>Class groups will take staggered fit in 5 breaks between lessons, these shared areas can be used as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> appropriate cleaning will be carried between sessions.</p> <p>The use of staff rooms and offices will set up to provide grab and go system. Staff can have breaks in library or other nominated rooms</p>	<p>Hall split in two.</p> <p>All staff receive regular updated guidance training</p>						
Parents	School Staff/Teachers/Parents/Visitors to School	Parents have been informed that they must not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be	Roundabout system to be used so only small amount of playground used - this is to prevent crowds and bottle next by car park entrance / pedestrian gate.	Trailed-tbc	From 1 <sup>st</sup> Sept	Ongoing	<b>1</b>	<b>3</b>	<b>M</b>



		<p>conducted safely) signage is displayed.</p> <p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to 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>)</p> <p>Parents and young people are informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>Hand sanitiser must be used before entering the school premises. The school should provide an appropriate supply of hand sanitiser for this purpose.</p>	<p>Sibling collection zone</p> <p>Reminders provided.</p> <p>Individual meetings held outdoors where possible - use of outdoor benching ( if not in pairs / view of others then where camera positioned )</p> <p>Individual meetings by appointed and suitable office space designated</p>						
Refresh the timetable	School Staff/Teachers/Parents/Visitors to School	The temporary timetable in place does include considerations such as staggering break times, classrooms used, assembly times, drop off and collection times.	<p>SLT on playground rota as required</p> <p>Updates either by email or on shared teams area</p>	DH	From 1 <sup>st</sup> Sept	Ongoing	<b>1</b>	<b>3</b>	<b>M</b>

		Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus <a href="#">COVID 19 Safer Travel Guidance for Passengers</a>	INSET time dedicated to this						
Those with specified health conditions	School Staff/Teachers/Parents/Visitors to School	Those with specified medical conditions which make them more vulnerable to COVID-19 will follow Government advice and not come into school. Children in this category will also not use the setting.	Adjusting working from home tasks to support.  Use of MSteams / online	Office lead	Ongoing/ from 1 <sup>st</sup> June	Ongoing	<b>1</b>	<b>1</b>	<b>1</b>
First Aid provision	School Staff/Teachers/Parents/Visitors to School	The Staff on site are aware of who the first aider is and how to contact them.  Staff are made aware of the location of first aid boxes.  When a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask <b>MUST</b> be worn by the supervising adult if a distance of 2 metres cannot be	Audit PPE packs in each room	<i>appropriate 1st aider</i>		As required	<b>2</b>	<b>3</b>	<b>H</b>

		<p>maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult.</p> <p>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 will also be worn.</p>							
Cleaning	School Staff/Teachers/Parents/Visitors to School	<p>The school follows <a href="#">COVID 19 : Cleaning of Non-Healthcare Settings Guidance</a></p> <p>Sufficient handwashing facilities are available. Where a sink is not nearby hand sanitizer will be provided.</p> <p>Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned regularly.</p> <p>Standard products, such as detergents and bleach used for cleaning purposes.</p>	Enhanced cleaning plus mid day toilet cleaning by Dinner supervisors staff and Caretaking team		ongoing	Ongoing	1	3	M

		<p>All adults and children will be encouraged too:</p> <ul style="list-style-type: none"> <li>- Encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. <a href="#">guidance on hand cleaning</a></li> <li>- Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>- not to touch their mouth, eyes and nose.</li> <li>- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to</p>							
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		<p>clean (such as those with intricate parts)</p> <p>-Ensure that bins for tissues are emptied throughout the day</p> <p>-Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Adequate supplies of soap, anti-bacterial gel and cleaning product will be purchased.</p>							
Separation	School Staff/Teachers	<p>Rooms will be accessed from outside wherever possible.</p> <p>One-way circulation is in place and where appropriate tape will be placed down the middle of the corridor to keep groups apart.</p> <p>Numbers will be limited in toilets and pupils encourage</p>	TAs to support movement and supervision outside toilet areas.		ongoing	Ongoing	1	3	M

		not to use the facilities at the same time.							
Outdoor play equipment	School Staff/Teachers	Outdoor equipment will not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID 19 : Cleaning of Non-Healthcare Settings Guidance</a>	EYFS outdoor area may be used only by EYFS pupils with cleaning.		ongoing	Ongoing	1	3	M
Mental health	School Staff/Teachers/Parents/	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="https://www.hse.gov.uk/stress/mental-health.htm">https://www.hse.gov.uk/stress/mental-health.htm</a> Regular communication of mental health information and open door policy is in place for those who need additional support.  A pack of information is available about local and/or national support groups,	Shared area  OH referrals to support		ongoing	Ongoing	1	3	M

		<p>include <a href="#">PAM Assist website</a>,  <a href="#">Education Support charity</a> ,  <a href="#">Healthy Mind Bucks</a></p> <p><a href="https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/">https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/</a></p> <p>Systems are in place so staff can talk to key members if they need to.</p>								
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**Further controls need to be in place and monitored as satisfactory before finally signing off this assessment:**

**Control Measures Acceptable Yes / No**

**Signed off by Headteacher:** ..... **Date:**.....

**Signed off by Employees:** ..... **Date:** .....

**Revision date:** - .....

#### LIKELIHOOD

- 1- Highly unlikely **LOW**  
Unlikely to happen or very infrequently
- 2- Unlikely **MEDIUM**  
Could happen on a less regular basis
- 3-Likely **HIGH**  
Will almost certainly  
Happen on a regular basis

#### CONSEQUENCE

- 1- Minor **LOW**  
Cuts, bruises, requires first aid treatment
- 2- Major **MEDIUM**  
Broken bone, hospitalisation,&/or up to 3 days absence
- 3- Serious **HIGH**  
Death, major injury, results in over 3 days absence

#### Risk = Likelihood x Consequences

Overall Risk

Score: 6 & 9 = **High**, urgent action required

Score: 3 & 4 = **Medium**, action to an agreed timetable

Score: 1 & 2 = **Low**, or tolerable risk no action may