


Sale and Davys School

| | | | | |
|----------------------------------|-------------------------------------|-------------------------------------|----------------------|---|
| Activity being assessed: | Covid 19 Risk Assessment | Location(s) affected: | Whole school |  |
| Person(s) completing assessment: | Sarah Briggs and all teaching staff | Date original assessment completed: | 18 th May | |
| Date of review: | 3 rd March 2021 | Review completed by: | SB, CH, HF, VL | |

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|---|--|--|---|--|-----------|
| <i>Contracting COVID-19 from being in the school environment by contact with an infected person</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i> | <i>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</i> | <i>Re-send clear guidance to all staff and parents/carers of pupils Children to be isolated in the green room. Windows to be opened. Adults to leave the site immediately.</i> | <i>All staff aware. SB to supervise</i> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|---|---|--|---|-----------|
| | | <p><i>Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days.</i></p> <p><i>Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature, loss of taste or smell and a new continuous cough) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to return home.</i></p> <p><i>If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</i></p> <p><u>Government self-isolation guidance</u></p> | | | |
| <p><i>Congestion or inability to adequately socially distance when accessing or leaving school grounds</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Start and finish times staggered to reduce congestion.</i></p> <p><i>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to</i></p> | <p><i>*This may have to be adjusted if heavy rain on arrival</i></p> | <p><i>All staff aware, pupils and parents</i></p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|---|---|---|--|-----------|
| | | <p><i>accompany adult if it is not possible for them to be at home with another responsible person.</i></p> <p><i>All children given clear information about gates/times for drop off and collection.</i></p> <p><i>*Pupils to enter through designated gates at the start and end of the day.</i></p> <p><i>All staff to enter and exit by the main school entrance. Staff to wash hands upon entering and leaving the building.</i></p> | <p><i>Parents to be asked to wear a mask at pick up and drop off. All school staff to wear masks if they are out on the gate at the start and end of the day.</i></p> <p><i>Parents to be reminded to pick up their children and leave promptly</i></p> | <p><i>All staff aware</i></p> | |
| <p><i>Congestion or inability to adequately socially distance when pupils accessing or leaving school building</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Children enter and leave through designated door at appointed times . wherever possible maintaining social distancing.</i></p> | <p><i>Letter to parents to inform procedures.</i></p> | <p><i>Parents and staff aware. Letter to parents</i></p> | |
| <p><i>Ineffective personal hygiene measures</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning.</i></p> <p><i>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on</i></p> | <p><i>Separate handwashing and toilet facilities will be used by each bubble.</i></p> | <p><i>All staff and pupils aware</i></p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|-----------------------|------------------------------|--|---|--------------------------|-----------|
| | | <p><i>arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play.</i></p> <p><i>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</i></p> <p><i>Posters are displayed by sinks to show how to effectively wash hands. Catch it, Kill it, Bin it posters displayed around the school.</i></p> <p><i>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</i></p> <p><i>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</i></p> | <p><i>Toilet to be unisex where required.</i></p> <p><i>Educate the children.</i></p> <p><i>Lidded bins to be used.</i></p> <p><i>Staff and pupils to wash hands after touching bin lid.</i></p> <p><i>Ensure sufficient disposable tissues are available in school.</i></p> <p><i>Display handwashing posters by all sinks</i></p> <p><i>Display Catch it Kill it Bin it Posters around school</i></p> | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|---|--|---|--------------------------------------|-----------|
| | | <p><i>Staff to only use the designated staff toilet near the Headteacher's office.</i></p> <p><i>All staff to clean the toilet after use.</i></p> | <p><i>Sanitiser available in staff toilet for cleaning after individual use.</i></p> <p><i>Ensure sufficient hand sanitiser is available.</i></p> | | |
| <p><i>Possible contamination in atrium, reception areas and office</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Parents are not currently allowed to enter the school building unless invited.</i></p> <p><i>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</i></p> <p><i>Staff to pass through reception one at a time.</i></p> <p><i>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</i></p> <p><i>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</i></p> | <p><i>Deliveries to be left under the canopy or in porch</i></p> <p><i>All office staff must wear a mask when dealing with delivery drivers and parents who need to communicate using the hatch.</i></p> <p><i>All lunchtime staff to wear a mask when working in close proximity distributing lunches.</i></p> <p><i>All staff to wear face masks in communal areas.</i></p> | <p><i>All office staff aware</i></p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|---|--|---|---|-----------|
| | | | <p><i>If staff currently share desks, a cleaning regime must be introduced to disinfect desks and telephone between "shifts"</i></p> <p><i>Children not to go to the office at any time. Office door to be kept closed. Doors between offices to be closed.</i></p> | <p><i>Telephone sanitiser provided in office, apply on cloth not directly to equipment.</i></p> | |
| <p><i>Possible contamination within classroom/teaching and learning spaces</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p> | <p><i>Classrooms with external door direct to the outside to be used where ever possible.</i></p> <p><i>All classrooms and learning spaces to be utilised to enable adequate social distancing. Outdoor learning to be undertaken wherever possible.</i></p> <p><i>Desks and chairs positioned as socially distanced as possible.</i></p> <p><i>Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning.</i></p> <p><i>Use of communal equipment will be avoided where possible, any shared</i></p> | <p><i>Children allocated to rooms</i></p> <p><i>No equipment to be brought in from home.</i></p> <p><i>Face shields to be worn by staff in the classroom</i></p> | <p><i>All staff and pupils to be made aware.</i></p> <p><i>All staff and cleaners</i></p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|------------------------------------|---|---|--|------------------------------|-----------|
| | | <p><i>equipment and toys being used will be cleanable and disinfected prior and after use.</i></p> <p><i>Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</i></p> <p><i>Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</i></p> <p><i>Interventions in the library area should only take place with small groups of children who are in the same bubble. Intervention sessions should be kept to a maximum of 15 minutes</i></p> | <p><i>Teachers and TAs will be responsible for the cleaning of equipment and resources used.</i></p> <p><i>Cleaning products provided by cleaning company. Products kept in cupboard in classroom.</i></p> <p><i>Office door to be kept closed. Cleaning of tables and chairs after each session</i></p> <p><i>Doors in corridors to be left open. Toilet doors to be propped open for younger children.</i></p> | | |
| <i>Possible contamination from</i> | <i>Pupils, staff, visitors, and the</i> | <i>Pupil classes will have set toilets designated for their use.</i> | | <i>All staff, pupils and</i> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|---|--|---|--|-----------|
| <i>use of toilet/welfare facilities</i> | general public becoming infected with COVID-19: | <p><i>Staff and pupils must wash hands thoroughly after using toilet facilities</i></p> <p><i>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.</i></p> <p><i>Only liquid soap is permitted in school.</i></p> <p><i>Hand drying will be disposable towels only.</i></p> <p><i>Bins in toilets will be emptied daily.</i></p> | <p><i>Ensure that there are sufficient stocks of soap available</i></p> | <p><i>parents aware.</i></p> | |
| <i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during outdoor learning activities</i> | Pupils, staff, visitors, and the general public becoming infected with COVID-19: | <p><i>Break times staggered with staff and pupils allocated specific break times and areas to be accessed.</i></p> <p><i>Fixed external play equipment to be allocated to specific year groups, Only hard equipment that can be sanitised prior and after use to be available to pupils.</i></p> <p><i>If pupils are eating, hands to be washed .</i></p> <p><i>After outdoor activities – staff and pupils to wash hands.</i></p> | <p><i>playgrounds, fields etc. designate/zones/times and supervision ratios in place.</i></p> <p><i>Trim trail to be used on a weekly rota basis for Junior classes classes.</i></p> <p><i>Dart and Merlin to act as one bubble and to have the same break time and lunch time. These children can all access the trim trail and playground toys.</i></p> | <p><i>All staff, pupils aware.</i></p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|---|--|---|---|------------------------------------|-----------|
| <p>Possible contamination from inadequate social distancing or cross contamination of equipment</p> | <p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p> | <p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed. Areas used for eating to be set up to maintain social distancing eating Pupils eat in own space. If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable cloths and anti-bacterial hard surface cleaner in between sittings. Pupils to wait in lunch areas until all of "class group" finished before going either out to their designated play areas or back to classroom. Only hard equipment that can be sanitised prior and after use to be available to pupils Supervised hand washing of pupils prior to lunch.</p> | <p><i>Staff to have a time slot for lunch in order to use staffroom facilities. Staff to only use in their allotted time.</i></p> <p><i>No more than 3 people sitting down in the staffroom and one person preparing at the work surface.</i></p> <p><i>Merlin Class to use Trent classroom for eating their lunch.</i></p> | <p>All staff and pupils aware.</p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|---|---|--|---|------------------------------------|------------------|
| <i>Possible contamination from inadequate social distancing in other communal gatherings - assembly</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i> | <i>No communal gatherings. Collective worship to take place in the individual class spaces.</i> | | <i>All staff and pupils aware.</i> | |
| <i>Insufficient access to first aid</i> | <i>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</i> | <i>Sufficient first aid provisions are in every teaching space.</i> | <i>Paediatric first aiders always on site. Paediatric first aider in reception bubble. 6 paediatric first aiders on site.</i> | <i>Staff aware</i> | |
| <i>Possible contamination by close contact when providing first aid or care to pupils</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i> | <i>Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.</i> | <i>All equipment available to staff. PPE equipment given to staff. Following Government guidelines children will not wear masks.</i> | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|---|--|--|-------------------------------------|-----------|
| Possible contamination from a symptomatic person on site | Pupils, staff, visitors, and the general public becoming infected with COVID-19: | Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap. Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes. Government guidance will then be followed | | All staff, parents and pupils aware | |
| Insufficient or inappropriate PPE | Pupils, staff, visitors, and the general public | Disposable gloves and aprons and masks, and aprons available for use as identified required. | Ensure that the school continues to be fully equipped with PPE | All staff aware. | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|---|---|--|---|---------------------------------|------------------|
| <i>available or misuse of PPE</i> | <i>becoming infected with COVID-19:</i> | <i>Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended. Staff will be shown how to put on a face mask. Staff will be shown how to safely remove apron and gloves.</i> | | | |
| <i>Inadequate management of circulation areas</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i> | <i>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.</i> | | <i>All pupils, staff aware.</i> | |
| <i>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e.</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i> | <i>Social distancing measures of 2 metres should be observed wherever possible by adults. Staff wherever possible to limit movement around the school. Only 4 people in the staffroom at a time.</i> | <i>Additional eating area to be provided for staff at</i> | <i>All staff aware</i> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|------------------------------|--|---|--------------------------|-----------|
| <p><i>staffroom, staff offices, PPA rooms etc.</i></p> | | <p><i>Staff to wash hands prior to entering staff room before preparing food or making drinks.</i></p> <p><i>Hand soap to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</i></p> <p><i>Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use.</i></p> <p><i>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</i></p> <p><i>Hands to be washed before using the photocopier.</i></p> | <p><i>lunchtime(area outside staffroom in atrium)</i></p> <p><i>Staff to have a time slot for lunch in order to use staffroom facilities. Staff to only use in their allotted time.</i></p> <p><i>No more than 3 people sitting down in the staffroom and one person preparing at the work surface.</i></p> <p><i>Staff to avoid spending 15 minutes or more in less than 2 metres distance away from each other.</i></p> <p><i>Staff to consider using their classroom for lunch and to try to mix with only staff in their class bubble</i></p> <p><i>Office staff to clean photocopier at</i></p> | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|---|---|---|--|--------------------------|-----------|
| | | | <i>lunchtime and after school.</i> | | |
| <i>Insufficient or ineffective cleaning</i> | <i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i> | <p><i>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</i></p> <p><i>Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.</i></p> <p><i>Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</i></p> <p><i>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</i></p> | <i>Communication with cleaners.</i> | <i>All staff aware</i> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|---|---|--|---|-----------|
| | | <p><i>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails). All internal bins will be emptied daily to external bins.</i></p> <p><i>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</i></p> | | | |
| <p><i>Ineffective management of potentially contaminated waste</i></p> | <p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p> | <p><i>Standard waste will continue to be managed in line with existing arrangements.</i></p> <p><i>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i></p> | <p><i>2 bags in every learning space.</i></p> | <p><i>All staff and cleaners aware.</i></p> | |
| <p><i>Ineffective safeguarding measures</i></p> | <p><i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i></p> | <p><i>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.</i></p> <p><i>All staff have had safeguarding training.</i></p> <p><i>Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately</i></p> | <p><i>DSL in school at all times</i></p> | <p><i>All staff aware</i></p> | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|--|---|--|---|---|-----------|
| <p><i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i></p> | <p><i>Staff may experience higher levels of stress and anxiety</i> <i>Potential increase in incidents of Domestic violence</i></p> | <p><i>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff.</i> <i>SLT regularly checking on staff and have an open door to discuss concerns.</i> <i>SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety .</i></p> | <p><i>Lunch times given to all staff. Walk at lunchtime. Headteacher available at any time for staff.</i></p> | <p><i>All staff aware</i></p> <p><i>Allstaff aware.</i></p> | |
| Signature of Senior Leadership Team: | | | Date: | | |
| Date review required: | Date review required: | Date review required: | Date review required: | | |