



Covid-19 Risk Assessment
Yeading Infants & Nursery School: Week Beginning
4th January 2021

Date written:	03/07/2020
Date updated:	08/01/21
Date to be reviewed:	Ongoing

As a school we worked through the DFE system of controls to adopt measures that address risk, work for our school and allow us to deliver a broad and balanced curriculum for all pupils. These systems of control underpin our school risk assessment.

Systems of Control:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in school at all times.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Risk Area	Groups / individuals at risk	Current controls/situation	Category of risk: high, medium, low	Actions / measures required	Category of risk: high, medium, low
Wider school opening	Staff, children	School is open to: <ul style="list-style-type: none"> • key workers • Vulnerable pupils • Nursery, Reception, Year 1, Year 2 	Med	<ul style="list-style-type: none"> • Week beginning 4th January staff will be given time to re-familiarise themselves with key procedures and the information contained in this document • Time given to the preparation of each class group • Resources shared with staff and pupils to assist them in re-entry to school • Communication to parents to ensure maximum efficiency of new systems 	Med
Fire Drill and Emergency Procedures	Staff, children	Currently completed each term as a minimum	Med	<ul style="list-style-type: none"> • SLT review of emergency procedures, including evacuation site • Staff to review emergency procedures and familiarise exit routes • Fire drills to be completed within first two weeks back • Socially distanced lining up where possible but emergency may override need for social distancing 	Low
Site Management	Staff, children	Regular checks in place e.g. fire management, water management and all compliance and certification is up to date.	Med	<ul style="list-style-type: none"> • All school systems maintained and prepared for school re-opening in line with government guidance • No access to lifts due to close proximity of users 	Low
Visitors	Staff, children, visitors	Non-essential visitors are not permitted access to the school site	Med	<ul style="list-style-type: none"> • No non-essential visitors will be permitted access to the school site. • Parents will be encouraged to phone or email the office with any concerns. • The school will decide who is considered an 'essential' visitor • This list may include social workers, therapists and essential maintenance workers • Visitors will be expected to follow strict hygiene measures and maintain social distancing where possible • A record of all visitors' names and contact details will be kept 	Med

Cleaning Equipment	Staff, children	Regular supply of cleaning equipment and forward planning for ordering	Med	<ul style="list-style-type: none"> Daily checks of essential cleaning supplies/hygiene supplies Weekly stock checks of essential cleaning supplies/hygiene supplies (reserves) Weekly orders made as necessary (From three trusted suppliers) Stock adheres to requirements 	Low
Cleaning (Prior to opening)	Staff, children	Enhanced cleaning schedule in place	Med	<ul style="list-style-type: none"> A thorough deep clean of whole school to take place before the 1st September Cleaning staff to be provided with PPE (gloves, apron, mask and/or visor) as required 	Low
Cleaning (During re-opening)	Staff, children	Enhanced cleaning schedule in place	High	<ul style="list-style-type: none"> Once children/staff are back in school, all frequently touched surfaces for example; door handles and bannisters to be cleaned regularly Toilets to be cleaned <u>at least</u> four times a day SMSA's to clean tables after children have eaten in hall or classroom Cleaning chart will be signed by person responsible (allocated cleaner) and spot checks carried out Capacity of cleaning staff maximised to enable enhanced cleaning schedule Disposal of rubbish in line with requirements Allocated bin for potential case of COVID-19 Cleaners to wear: gloves, aprons and mask and/or visors when cleaning 	Low
Daily hygiene and handwashing	Staff, children	<p>Handwashing:</p> <ul style="list-style-type: none"> on arrival to school re- entry to classroom (any room) before and after eating Sanitize hands before going to the toilet Wash hands after using toilets (or providing support for a child) after blowing your nose/coughing into hands or sneezing when hands are visibly dirty before going home 	Med	<ul style="list-style-type: none"> Hand sanitiser/soap and water (warm where possible) available at key entry points and in all classroom and offices All essential visitors to wash hands on arrival in line with rest of school Children to be reminded of handwashing (visuals) Adult prompting for younger pupils All tissues/personal rubbish items to be put in a lidded bin 	Med
Daily hygiene and toilets	Staff, children	<p>Toilets allocated per bubble as much as possible</p> <p>Toilets cleaned and checked regularly</p> <p>Toilets accessible to staff on a 2 in 2 out basis</p>	Med	<ul style="list-style-type: none"> Nursery toilets to be used explicitly by year group as pre-lockdown Reception to use reception toilets as pre-lockdown Staff toilet usage to return to normal arrangements (queue outside in corridor) 	Med

				<ul style="list-style-type: none"> Hygiene standards must be strictly adhered to for both pupils and staff; e.g. washing hands before and after using the toilet The use of hand dryers is permitted (new hand dryers to be fitted during August 2020) 	
Getting or spreading coronavirus in common areas such as canteens, corridors, rest rooms, toilets, entry and exit points, facilities, lifts, changing rooms and other communal areas	Staff Visitors Contractors Children	<p>Limited number of staff to be in the staff room at any time.</p> <p>SMT rearranged break times and allocated different rest areas for the individual teams</p> <p>Staff are advised to wipe eg kettles, shared condiments and anything they use before and after use</p> <p>Cleaners are issued with their own cleaning equipment no sharing of mops/buckets and hoovers</p> <p>Limiting the number of staff in rooms/offices</p> <p>Non fire doors to remain open</p> <p>Staff -kitchen/cleaners that have uniforms need to have a locker to store their personal belonging in so that they are not left out in the open</p>	Med	<ul style="list-style-type: none"> Site Manager/Caretaker monitors areas as part of their daily checks 	Med
COVID-19 or PIMS – symptoms during the school day	Staff, children and families	Current Government Guidance	High	See Flow Chart	Med
COVID-19 or PIMS – symptoms outside of school hours	Staff, children and families	Current Government Guidance	High	See Flow chart (any absence followed up promptly by the office)	Med / High
COVID-19 or PIMS – family member has symptoms	Staff, children and families	Current Government Guidance	Med	See Flow chart	Low
A positive test result is returned	Staff, children and families	Current Government Guidance	Med	See Flow Chart	Med
Close Contact with someone who has returned a positive test	Staff, children and families	Current Government Guidance	Med	See Flow Chart	Low
Two or more confirmed cases within a 14-day period	Staff, children and families	Current Government Guidance	Med	See Flow Chart	Low

Delivery of First Aid	Staff, children	First Aid room Covid isolation room (Old parent room)	High	<ul style="list-style-type: none"> Separation of general first aid and covid first aid locations All first aid staff to wear full and appropriate PPE when administering first aid 	Med
Use of PPE	Staff	PPE available to staff	Med	<ul style="list-style-type: none"> PPE stock ordered and made available for all staff Optional PPE available for all staff (Visors and gloves) Masks provided for all staff Full PPE available for any staff administering First Aid or intimate care PPE supply monitored (weekly stock take) PPE to be removed before entering school Children who arrive at school wearing PPE will be asked to sanitise hands, remove PPE and place either in own plastic bag or covered bin and then re- sanitise hands. With younger children parents may be asked to do this for them. Regularly review and update policy with latest Government Guidance on childrens use of PPE 	Low
Clothing/Equipment Expectations	Staff, children and families	Currently flexible-uniform expectations for pupils but clothes must be clean each day	Med	<ul style="list-style-type: none"> Uniform is expected to be worn and does not need to be washed daily. On P.E. days pupils will need to wear P.E. kit. P.E. bags will remain in school each half term. School to provide stationery in individual stationary packs (no pencil cases to be brought to school) Children can bring a bag, coat, water bottle, lunch box, planner and reading books. All children's personal belongings will be kept in their /trays (including lunch boxes – stored as a class). Book bags as pre lockdown Standard procedures in place for use of reading books that travel from school to home and vice versa including quarantine period All unit materials (foundation subjects) are in class boxes and should be cleaned regularly and left for a minimum of 72 hours at the end of each unit. P.E equipment to be cleaned in between groups/classes/year groups where possible Playground resources-stored in year group boxes and large games to be rotated and cleaned accordingly by playground leaders. Maths / Science Equipment – any equipment used across year groups to be cleaned after usage by each group 	Low

				<ul style="list-style-type: none"> English/Maths textbooks/dictionaries to be used but sharing kept to a minimum – mainly across year group 	
Early Years Classroom Arrangements (N and R)	Staff, children	Currently maximum of 15 children to a bubble, full class size from 1 st September.	Med	<ul style="list-style-type: none"> Children in Nursery and Reception will not be required to sit facing the front in rows as this is not considered conducive to the delivery of the EYFS curriculum There will be regular handwashing and enhanced cleaning schedules in place to ensure risk of transmission is limited 	Med
Classroom Arrangements (Reception, Year 1)	Staff, children	Currently maximum of 15 children to a bubble full class size arrangements to resume 1st September	High	<ul style="list-style-type: none"> Normal class size arrangements resume Classes within year groups permitted to mix From Year 2 upwards class is arranged with all pupils in pairs facing forward Children to sit at their allocated desk or seating position Children to have individual resources allocated Shared resources can be used between groups but must be cleaned if being used by more than one group Movement around classroom to be kept to a minimum as much as possible and carefully monitored Teachers to have a 1 to 2m teaching area at front of class Teachers/TA to maintain a 2m distance from pupils where possible for year 2 and 1m for year 1 as much as possible Children to be actively taught and reminded of social distancing, not touching of others and resources etc (visuals) although it is not required Promote catch it, bin it, kill it approach Regular cleaning of any shared resources e.g. iPads Adult prompting for younger pupils Windows to be open where possible (weather permitting) All non-fire doors to be open where possible (weather permitting) – including internal classroom doors Usual procedures for marking and feedback can continue and PPE is available. Staff may take books home. 	Med

Office Arrangements	Staff	Limited office staff in school	Med	<ul style="list-style-type: none"> Office spaces to be organised to allow for social distancing including; desk positions, and relocation of some adults if necessary Where possible adults to avoid 'close contact' with one another 	Low
Arrival and departure from school	Staff, children and families	One way drop off and collection in all playgrounds for all pupils	High	<ul style="list-style-type: none"> Staggered entry and exit times for pupils (see timetable) Controlled system for entry and exits minimising parents accessing the site Timings and procedures for entry and exit to be strictly followed 	Low
Travelling to and from school	Staff, children and families	Currently children walk, come by car and a small number use public transport or local authority transport	High (if using public transport)	<ul style="list-style-type: none"> School to encourage children and parents and staff to avoid public transport where possible Discuss risks with staff who use public transport and the need for face coverings and stringent hygiene measure on arrival to school School to encourage families to avoid congregating and breaching social distancing rules both while travelling to and from school and while waiting at the school gates (social distancing prompts in place) Social distancing markers to assist with entry and exit procedures 	Med
Social Distancing (General)	Staff, children and families	Social distancing is advised for all staff and pupils where possible	Med	<ul style="list-style-type: none"> Social distancing markers in and around school the school to assist pupils, parents and staff Limited sharing of equipment to avoid close proximity Maximum of year group groups with staff allocated to a specific year group with the exception of PPA teachers Office space and staff rest rooms to be redesigned, with additional locations, to allow staff to socially distance, including Quad. Staggered break times and designated play areas so that no more than one-year group is at play at any time Socially distanced play/activities modelled and encouraged Any necessary staff meetings to be carried out in socially distanced groupings or via Zoom Staff to maintain social distancing from one another and avoid close contact (see description above) Staff rest areas to be used in limited numbers with the identified rooms available as alternative staff rooms Specific risk assessments in place for children who might struggle to follow social distancing 	Med

Attendance	Staff, children and families	School is not compulsory for pupils until after Feb half term 2021	Med	<ul style="list-style-type: none"> Attendance for pupils will be compulsory from September 2020 with very few exceptions, these will be discussed with the school nurse and parents It will be parents' duty to ensure that their child attends regularly It will be the school's responsibilities to record attendance and follow up absence in line with local authority procedures 	Med
Staffing	Staff, children and families	Most staff working in school Small number working from home for logistical or medical reasons	Med	<ul style="list-style-type: none"> Guidance states that the expectation is that all staff will attend school from September Follow guidance for staff who are Clinically Vulnerable and Clinically Extremely Vulnerable Discussion of individual cases and consultation with schools HR for guidance (Risk assessments if required) Prior to the pupils' return – provide staff with training and information on new procedures <p>In the event of sickness:</p> <ul style="list-style-type: none"> Minimum of 2 members of SLT required A DSL or Deputy DSL required Site manager role or an assistant SLT/Alarm company to cover key holder responsibility in site manager absence 	Med
Staff Well Being	Staff	Anxiety regarding school Closure January 2021 and subsequent lockdown	Med	<ul style="list-style-type: none"> Access to SLT, who will take a flexible individual approach Nominated COVID-19 liaison staff member as a conduit for any concerns Explore the possibility of using councillors to support staff Occupational health service Employee Assistance Mental Health Support from the government: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers <p>Free staff helpline from the Education Support 08000 562 561</p> <ul style="list-style-type: none"> Partnership to support mental health and well-being https://www.educationsupport.org.uk/ 	Low
Getting or spreading coronavirus through staff/workers living together and/or travelling to work together	Staff	HT has identified staff that live together As in line with government guidelines no staff are permitted to travel to work together that do not share the same household	Med	<ul style="list-style-type: none"> Discuss with staff through Toolbox Talk and daily briefings 	Med

Pupil Wellbeing	Children and families	High Levels of Anxiety re changes to school provision	Med	<ul style="list-style-type: none"> Use of Recovery Curriculum Focus on past learning PSHE/Wellbeing Incorporate new procedures and risk assessment into class/year group charter Mental Health Support from the government: https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 	Low
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<ul style="list-style-type: none"> Follow guidelines/RA on display screens (LBH) There is no increased risk for staff working at home temporarily but if the arrangements become long term the risks should be assessed 	Med	<ul style="list-style-type: none"> Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's website. Protecthomeworkerspage 	Med
Poor workplace ventilation leading to Risk of Coronavirus spreading	Staff/Pupils/contractors/visitors	<ul style="list-style-type: none"> Follow HSE guidance on heating ventilation and air conditioning (HVAC) School to identify areas that require additional airflow in work place areas Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) will help 	Med	<ul style="list-style-type: none"> Maintain air circulation systems in line with manufacturers recommendations 	Med
Increased risk of infection and complications for vulnerable workers	All Staff	<ul style="list-style-type: none"> Clinically extremely vulnerable People self-isolating People with symptoms of coronavirus Discuss with employees what their personal risks are and identify what you need to do in each case. Identify wheresomeone in the 	Low	<ul style="list-style-type: none"> Systems and procedures are in place, staff contact H/SLT Staff that are pregnant or are having chemotherapy notify HT/SLT/BM to carry out a personal risk assessment If they are coming to work identify how they will be protected through socially distancing and hygiene procedures Follow current government guidelines for employers on the NHS Test and Trace service. 	Low
Exposure to workplace hazards because it is not possible to get normal Personal Protective Equipment (PPE)	All Staff	<ul style="list-style-type: none"> Follow government guidance on PPE during the outbreak All staff to wear a protective mask while travelling in communal areas Visors to only be issued as part of PPE to cleaners when cleaning a room that has been used for a suspected Coronavirus case. The visor is to be worn with a face mask and a disposable apron. Medical Staff when treating a suspected Caronavirus case must wear full PPE 	Med	<ul style="list-style-type: none"> BM review PPE supplies weekly and order supplies when needed 	Med

		<ul style="list-style-type: none">• All PPE is to be disposed of in bins provided and to be double bagged before putting in the bin• Please note- face coverings are not PPE. There are some circumstances when wearing a face covering is required as a precautionary measure. Where people choose to wear them they should be supported. There is more advise on face coverings on gov.uk			
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Headteacher Signature: _____

Date: _____

Governor Signature: _____

Date: _____

Facilities Health and Safety Manager Signature: _____

Date: _____

For Staff:

I have read and understood the risk assessment

I have understood the highlighted items

I understand my responsibility in following the key points in the risk assessment in order to keep myself and others safe