

**RISK ASSESSMENT FOR:
School activities during COVID 19
outbreak.**

During this evolving situation please monitor and follow government guidance given in the web links provided

This risk assessment has been produced and has formed the COVID -19 school plan issued to all staff, parents and governors on May 22nd 2020.



Establishment: Cassiobury Junior	Assessment by: Jenny Sherry and Keith Armstrong	Date: May 2020 Review date July 1st or sooner if circumstances change.
Risk assessment number/ref: RA-001	Manager Approval: Jenny Sherry Steve Pease	Date: June 1st 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> All staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school. Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. Staff / children who live in a household with someone who is extremely clinically vulnerable should be supported to work / learn at home. Existing individual Health care plans in place for pupils/students and to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. <p>Staff</p> <ul style="list-style-type: none"> Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing. Consider if these staff are able to work from home (supporting remote 		Jenny Sherry to lead on these risk assessments. This has been communicated to parents and will be reinforced minimum once a week	To be completed by Monday June 1 st .	

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		<ul style="list-style-type: none"> education etc.) <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>		by email.		
Suspected case whilst working on site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>If a person displays symptoms of coronavirus: high temperature (37.8 or more) or a new continuous cough, they should: -</p> <p>Ensure SLT / Head are notified. Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. See 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#additional-questions</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. All staff aware of protocol for sick pupils.</p> <p>Symptomatic staff should be excluded for 7 days from when symptoms started</p> <p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	<p>A plan has been written and shared with all staff.</p> <p>Infection Precaution Guidance issued to all staff.</p> <p>Provide all staff with information to easily access testing.</p>	<p>By May 20th</p> <p>By June 1st</p>		

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		<p>Testing As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school.</p>				
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>All staff and students/pupils to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable.</p> <p>Phased return from June 1st Identify likely numbers of pupils returning and staff resource. Pupils/ students split into small, consistent groups and kept in that same group throughout the day with the same staff assigned to that group. (accepting subject specialisms will mean rotation at secondary level)</p> <p>Reduction in contact situations. No assemblies, events / school fairs, school trips etc. (consider potential for leavers assembly to be held externally with adequate spacing, virtual assembly etc.)</p> <ul style="list-style-type: none"> • Extra-curricular clubs determine if these are essential and ensure delivery in line with social distancing requirements. • Hiring and lettings suspended or risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained. • Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained. • Breaks to be staggered. • Welfare facilities are provided which contain suitable levels of soap and paper towels. • Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. • All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. • Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance. • Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels. • Tissues will be provided for classrooms. Staff to replenish as needed. • Staff / students to use tissues when coughing or sneezing and then place the used 				

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		<p>tissue in the bin before washing hands.</p> <ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. • All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. • All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance. 				
Access to & egress from site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents. • Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Discourage parents picking up their children from gathering at the school gates. • Introduce visual aids to help parents socially distance / supervise entry and collection. • Communicate expectations to parents (including only 1 parent to attend at drop off / collection) • Consider one-way traffic through external doors to avoid face to face passing. <p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p>Staff On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>Parents have been informed that an adult may collect.</p> <p>The adult collecting must be from the same bubble.</p> <p>This is in the plan.</p>	<p>Plan issued to parents on May 22nd 2020.</p>	<p>Plan issued to parents on May 22nd 2020.</p>	
Contact points Equipment use printers, workstation, apparatus,	<p>Staff, Students / pupils / wider contacts</p>	<p>Parents to ensure children have their own water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources</p>	<p>Water fountains to be covered and sealed until further notice.</p> <p>All staff have been provided with anti-bac wipes for their own</p>	<p>Peter Rutherford-site manager.</p>		

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machinery etc.	Spread of COVID 19	<p>Re-plan lessons / activities to avoid shared resources. Limit practical work in DT, science. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines. Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student too young then arrangements for IT support staff etc. to clean.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p>	<p>work areas and should follow this guidance.</p> <p>Cleaning staff to be directed to clean communal IT and telecomms equipment.</p>			
Proximity of students/ staff	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. Maximum of 15 pupils but this group size this would only be possible in larger rooms. (DfE advice states primary aged children cannot be expected to remain 2 m apart; for secondary schools rearranging classrooms with sitting positions 2m apart is recommended).</p> <p>Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <ul style="list-style-type: none"> • Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible. • Re-plan lessons / activities to avoid shared resources. • Consider opportunities for outdoor learning to assist in social distancing. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained. <ul style="list-style-type: none"> • Meetings / 1-2-1's / training • Limit face to face meetings to those which are essential. Ensure these are 	<p>Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust.</p> <p>Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.</p> <p>Plan issued to all staff, parents and governors.</p>	Jenny Sherry	May 22 nd 2020	

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		<ul style="list-style-type: none"> • conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.) <p>Offices / IT suites etc Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p>Stairs / corridors</p> <ul style="list-style-type: none"> • Minimise transitions as far as possible to ensure brief contact. • Implement one-way system (where possible e.g. multiple routes / stairs) • Stagger use and numbers using circulation spaces at the same time. • Avoiding multiple groups queuing in same shared areas/ narrow corridors etc. <p>Toilets</p> <ul style="list-style-type: none"> • Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. <p>Break / Playgrounds</p> <ul style="list-style-type: none"> • Avoid any group activities that require pupils to be in close physical contact with each other. • Limit numbers zone areas and stagger breaks. • Increased supervision to aid enforcement of social distancing as far as is reasonable. • Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously. 	One way systems not required internally as we have used external doors to avoid use of corridors.			
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> • Encourage parents to supply drinking bottles from home. • Staff are advised to stay on site once they have entered it and not use local shops etc, where possible. • Break times should be staggered to reduce congestion and contact at all times. • Reinforce handwashing prior to eating food. • Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area. • All persons should be kept as far apart as possible (2 metres) whilst eating <p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to enter canteens in their allocated groups.</p>	Staff have been advised to avoid bringing in food to share at work such cakes, biscuits etc. Only individually wrapped items to be left in communal areas. New meal provider briefed on systems and attended training. Meals to Y6 pupils delivered to their 'bubbles' – see plan			

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		<p>Introduce controlled queuing to aid social distancing (2m markers on the ground) Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.</p> <p>Discuss provision and delivery with Catering provider. Consider change to meal provision, delivery of lunches to groups in classes etc. This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff? An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.</p> <p>Payments should be taken by contactless methods.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	<p>Salad bar not available but individual salads provided. Children bring in own bottled water. Limited provision of water from the tap under supervision.</p> <p>Staff to be reminded of transmission risk at taps.</p> <p>Further guidance on refuse on the Infection Precautions Guidance provided to staff on June 1st</p>			
Travel off site	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Travel is only required for essential purposes. No offsite visits run.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Consideration to be given to situations such as minibus usage for students accessing curriculum across multiple sites. Ensure they are sitting 2m apart.</p>				
Cleaning	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p>	<p>Site Manager, Cleaning assurance and SBM to agree a cleaning schedule that must be reviewed weekly.</p> <p>Cleaning is detailed in the COVID – 19 plan</p>	Peter Rutherford		

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		<p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>				
Contractors	Contractors, Staff, Students / pupils / wider contacts,	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p>				

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	Spread of COVID 19	All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractor's method statement / risk assessment.				
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	Posters will be displayed in the reception, welfare areas and in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.				
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. If daily medication is administered from 1 st aid rooms then consider if this needs relocating to reduce demand on space.	Materials and guidance have been provided for all staff via a staff training session. Outside space to always be used where possible. Staff are not to use the first aid room other than extremely serious cases.			
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Wear a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	Materials have been provided for each room.			
Emergency	Staff,	Emergency evacuations are to take place following social distancing principles as far as is	The current fire			

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procedures (Fire alarm activations etc)	Students / pupils / wider contacts Spread of COVID 19	reasonably practicable (this will be impacted during evacuation, but will be for short period). Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants	procedures are still applicable and staff have been briefed on this. A fire drill will be conducted in the first 2 weeks of the summer term.			
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Waste collections are made in an area of the school that is not affected by close contact.			
Staffing levels	Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks	Decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local decisions on partial closure / closure to be made in event of insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.	As per the school plan. Staffing levels have been based on staff, 'self covering' the breaks and lunch within their 'bubble' as they are working through lunch they are finishing the day earlier.		
Premises safety	Staff, Students /	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.	Internal fire doors will not be propped open			

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	pupils Wider safeguarding / safety risks	Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	but external doors are being left open as staff are encouraged to utilize a 'freeflow' early years approach to the outdoor space. For this reason extra perimeter checks are in place with the site manager and a member of the SLT			

Relevant links

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

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

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>