COVID-19 Risk Assessment

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| **School name** | Huntingdon Primary School | | |
| **Assessment carried out by (name/role)** | Elaine Lynch and Jackie Edwards | | |
| **Date of assessment** | 21/5/2020 | **Date of next review** | June 2020 |

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| **Hazard identified** | **The spread of Covid-19 coronavirus** |

| **Who might be harmed and how?** | **Measures to control the risk** | **How are you already controlling this risk?** | **What further action (if any) do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
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| * Staff * Pupils * Parents * Volunteers / governors * Visitors * Contractors   Risk of contracting Covid-19 and risk of transmission to others  Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable) | Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does) | * Staff given instruction on what to do if they or someone in their household experiences symptoms; * Staff given instruction on what to do if a pupil show symptoms at school; * Any staff / pupils displaying symptoms of coronavirus in school to be sent home; * Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms; * Staff/pupils will be encouraged to get tested if they display symptoms of coronavirus; * If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 14 days. |  |  |  |  |
| Shielded children and adults:  Ensuring that shielded (i.e. extremely clinically vulnerable) children and adults are not expected to be in school. | * Staff and parents given advice on who is not expected to attend school. | Head Teacher to clarify return to work request with one member of staff.(BD) by 22/5/20 |  |  |  |
| Clinically vulnerable children and adults:  Parents are expected to follow medical advice if their child is in this category.  School will support clinically vulnerable staff to work from home where possible, otherwise the safest available on-site role will be offered following a discussion of risk. | * Staff and parents given advice on who is not expected to attend school; * Individual risk assessments conducted on an ‘as required’ basis; * Reasonable adjustments for disabled workers to be assessed on an ‘as required’ basis. | Parent Support Advisor to liaise with Mother of child on shielded list to recommend non return to school (by 22/5/20) |  |  |  |
| Children and adults living with a shielded person:  A child or adult who is living with someone who is shielding (i.e. extremely clinically vulnerable) will only attend school if stringent social distancing can be adhered to (in the case of children they must also be able to understand and follow these instructions). | * Staff and parents given advice on who is not expected to attend school; * Individual risk assessments conducted on an ‘as required’ basis. |  |  |  |  |
| Hygiene measures  Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)  Promoting good respiratory hygiene (‘catch it, bin it, kill it’ approach) | * Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing; * Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; * Regular reminders about hand washing and social distancing (e.g. posters in prominent positions); * Hand sanitiser and tissues available in classrooms and other key locations; * Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily. | Already completed to be re-emphasised before return to work by whole school briefing.  Staff to reply to briefing by email to state they understand and will comply. |  |  |  |
| Enhanced cleaning | * Enhanced cleaning protocols are in place. These include:   + Thorough cleaning of classrooms and communal areas at the end of the day;   + Cleaning of frequently touched surfaces often;   + Bins for tissues emptied regularly during the day;   + Cleaning of play / outdoor equipment between groups;   + Cleaning of other equipment for practical lessons between groups;   + Lunch tables cleaned between groups;   + Removal of unnecessary items from learning environments;   + Removal of soft furnishings, soft toys and toys that are hard to clean. * Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time; * Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day. | Site officer to produce sign off grid. |  |  |  |
| Maximising ventilation | * Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). |  |  |  |  |
| Minimising contact and mixing between groups of staff and pupils | The following practices have been put in place:   * One-way circulation (or dividers) in corridors; * Accessing rooms directly from outside where possible; * Staggered/break/lunch times; * Staggered use of staff rooms / office space; * Limited numbers using toilet facilities at one time; * Children to be supervised at toilet areas. * Introduction of drop-off / pick-up protocols that minimise contact; * Rearrangement of classrooms with sitting positions 2 metres apart (with pupils occupying the same desk where possible); * Limited use of shared resources and prevention of sharing stationery and other equipment where possible; * Consistent groupings of staff/pupils wherever possible with minimal mixing; * Conducting regular classroom activities outdoors; * Reduction of unnecessary travel where possible; * Provision of additional support to children as necessary to follow these measures; * Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules. | Office rota to be drawn up (EL by June 1st)  JE to share plan with all teams. (by June 1st) |  |  |  |
| PPE  Normal supply of (non-coronavirus related) PPE will be maintained.  In line with government guidance, face coverings are not required at school. | * A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; * Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to] take place. | Medical Team finalising directions and advice (22/5/20) |  |  |  |
| Reducing face-to-face contact between staff and between staff and visitors | * Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing; * Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; * Only essential visitors are allowed on site with the prior permission of [the headteacher]; * Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. * Contractor visits are scheduled outside school hours where possible. |  |  |  |  |
| Social distancing in school office and communal spaces | * Reduced occupancy of office space by rotation of staff and home working; * IT workstations in use simultaneously are distanced at least 2 metres apart; * Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed; * Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; * Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed; * Reception staff instructed on how to deal with deliveries safely. | El to confirm office rota by June 1st. |  |  |  |
| Reduction in use of public transport to get to and from school | * Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; * [*If transport providers are used:]* Transport providers working for the school are expected to follow government guidance on transport, including adherence to hygiene and social distancing rules; * Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival. * Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. |  |  |  |  |
| Monitoring | * Management checks to be undertaken each day on the control measures in place and reported back to [the headteacher]; * Staff encouraged to report any breaches of health and safety protocol they have witnessed. |  |  |  |  |

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| **Hazard identified** | **Stress and anxiety relating to coronavirus workload** |

| **Who might be harmed and how?** | **Measures to control the risk** | **How are you already controlling this risk?** | **What further action (if any) do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |
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| * Staff * Volunteers / governors * Homeworking staff   Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety | Ensure sufficient rest breaks | * Revised timetabling to build in identified breaks during the day for those staff working on site; * Those working remotely encouraged to ensure that they take breaks from work during the day; * Staff encouraged to take breaks outdoors where practical, maintaining social distancing. | Timetables in place for break, Lunch etc. |  |  |  |
| Regular contact with all staff by line managers | * Team Leaders contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check; * Team Leaders speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have. |  |  |  |  |
| Weekly communication with all staff | * Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. |  |  |  |  |
| Provision of Employee Assistance Programme / Signposting support | * School has signposted suggested sources of support to all staff; * Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. |  |  |  |  |
| Rotation of staff required on site where possible | * Staff to work from home remotely when not required to be on site. * Staff required to work on site will, where practical, be rotated with homeworkers periodically, within agreed cohorts. |  |  |  |  |