

THE WINTERTON FEDERATION RISK ASSESSMENT – COVID-19

Section 1: Assessment Details							
Assessment No:	2	Directorate/Service:	Education	Location:	Winterton Junior School Winterton Infants' School		
Assessment Date:	01/09/2020	Review Date:	01/09/2021	Assessor/s Name:	Cheryl Baxter		
Activity to be Assessed:	INFECTION CONTROL						
Persons at Risk: (Delete as appropriate)	Employees	Pupils	Public	Contactors	Visitors	Other Users (Detail)	

Section 2: Notes on Risk Rates			
Severity:	1 - Minor - causing minor injuries. No lost time likely other than first aid treatment. Superficial damage to assets. 2 - Low - causing significant injuries. Minor damage to assets, fixtures or fittings. 3 - Medium - causing temporary disability. Some loss or damage to assets causing minimal disruption. 4 - High - causing permanent disability. Loss or damage could cause some business disruption. 5 - Major - causing death to one or more people. Loss or damage is such that it could cause serious business disruption.		
Likelihood:	1 - Extremely likely to occur 2 - Very likely to occur 3 - Likely to occur 4 - Unlikely to occur		Risk Level: 1 - High 2 - Medium 3 - Low

Identified Hazard	Precautions and Controls	Likelihood	Risk Level	Severity
Lack of Hygiene Information to Children	Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets, classrooms and outdoor sinks to provide guidance on the exact method. Hygiene posters such as 'Catch it, bin it, kill it' displayed in all areas of both schools. Children are to be provided with specific information on hygiene during normal lessons.	3	1	5

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Lack of other Information	<p>The school has access to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> • The UK Government (UK Gov) https://www.gov.uk/coronavirus • Public Health England (PHE) https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 • Department for Education (DfE) https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • National Health Service (NHS) https://www.nhs.uk/conditions/coronavirus-covid-19/ • Health and Safety Executive (HSE) https://www.hse.gov.uk/news/coronavirus.htm • The UK Government https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings <p>Updates are passed to relevant staff members to ensure that they are kept informed. There are daily news updates on television and so it is likely that all employees are keeping up to date with updates on the virus.</p>	2	1	5
Use of Personal Protective Equipment	<p>Whilst it is not recommended for young children or those with special educational needs to wear face masks, the Federation is offering a flexible approach and pupils are at liberty to wear face coverings in communal areas (apart from classrooms) should their parents/carers wish them to do so. Pupils will be responsible for the safe keeping of their own mask and the Federation accepts no responsibility for this.</p> <p>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way.</p> <p>Staff will be supplied with a clear visor, which must be worn during contact time with children, with the exception of outdoor P.E lessons. It is the responsibility of staff members to keep their visors sanitized. Adults may wear any form of PPE in communal areas. Staff must be aware that there are some adults/children who are more at risk due to medical reasons and procedures must be strictly adhered to.</p> <p>In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained and pupil placed in the specified quarantine area. The supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection/face shield should be worn. Quarantine areas are to be kept supplied with PPE equipment at all times.</p>	3	1	1

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Housekeeping	<p>Adequate supplies of cleaning materials are kept on site. Cleaning materials to be at all photocopiers and staff are to clean after each use. Cleaning products are available in all classrooms for use throughout the day. Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly. Cleaning staff have been instructed to increase the frequency of cleaning wherever possible and are trained in the correct use of cleaning equipment and chemicals.</p> <p>If required a 'deep clean' is able to be requested. Guidance on cleaning of non-healthcare premises in the event of suspected/confirmed cases has been shared with both caretakers.</p>	3	1	2
Pupil Groups	<p>It is recommended that EYFS children are grouped according to the staffing ratios as defined in the EYFS framework.</p> <p>Pupils will be kept together, in their phase bubbles, wherever possible to ensure that there is no mixing of pupils. Current phase bubbles are to be Nursery and Reception phase bubble; Year 1 and Year 2 phase bubble; Year 3 and Year 4 phase bubble, Year 5 and Year 6 phase bubble. Adults, teachers, TAs, Midday Supervisors etc. across the Federation, will be assigned to phase bubbles and work exclusively within that bubble wherever practicable.</p> <p>Desks should be spaced as far apart as possible, all facing the front of the classroom and in rows.</p> <p>Unnecessary items will be temporarily removed from classrooms to provide additional space wherever possible.</p>	3	1	5
Pupils Becoming Unwell	<p>If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents/carers are called to collect the individual.</p> <p>Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive.</p> <p>If children waiting to be collected require the toilet then they should use a separate toilet to other pupils, if possible and this will be disinfected using normal cleaning products before being used by anyone else.</p> <p>If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection (goggles or face shield) will be worn.</p> <p>The supervising person should wash their hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left.</p> <p>There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p>	2	1	5

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Contact with Others	<p>Contact between other persons must be limited and social distancing (keeping 1m+ apart) should be followed where possible.</p> <p>Timetables will be modified to ensure that breaks, assemblies and drop-off/collection times are staggered to reduce the number of parents/carers on both school sites at any one time. Allotted time slots must be adhered to at all times. The one-way system remains in place at the Infant school site.</p> <p>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally. Outside areas will be accessed, wherever possible, directly from classrooms using external doors to minimise use of corridors. If safe to do so, internal fire doors may be propped open to limit the number of door handles being touched. Fire doors will be secured at the end of each day.</p> <p>Only one pupil at a time to leave the classroom to use the toilet. Toilets will be monitored.</p> <p>The use of shared resources will be reduced, especially those that are normally taken home.</p> <p>Pencil cases have been purchased for each child containing stationery and other equipment, which should not be shared with other pupils.</p> <p>If equipment is shared, then this will be cleaned thoroughly and regularly.</p> <p>Both school offices will remain closed until it is considered safe to re-open them. Instructions are displayed on external doors instructing visitors how to contact each school.</p> <p>There will be no parental contact with staff at the start and end of the school day. Parents/carers have been informed of the ways to contact each school, either by email or telephoning the school office.</p> <p>Only essential meetings will be carried out with parents/carers or any external services within the premises. Where possible, meetings will be conducted by video call or via telephone conversations.</p>	3	1	5
Employees Becoming Unwell	<p>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms.</p> <p>Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from school.</p> <p>If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</p> <p>If staffing levels become an issue advice should be sought from the Local Authority on how to proceed.</p>	2	1	5

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Visitors	<p>Only essential visitors should be permitted to attend school.</p> <p>Any visitors entering school premises and use the Invenry electronic visitor management system will be notified that their data may be shared with PHE in the event of a Covid outbreak at our setting. Cleaning materials to be at Invenry systems and staff are to clean after each use.</p> <p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Visitors are instructed to wash hands/use hand sanitiser on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the Federation’s policies in any way, then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>	1	1	5
Emergency Procedures	<p>The Federation has formulated an emergency plan to follow should closure be required.</p> <p>Employees have been made aware of the emergency plan.</p> <p>In the event of fire evacuation all staff and pupils exit the building, remaining in their bubbles, and gather at their designated muster points, following social distancing rules at all times.</p>	3	3	1
Transmission of Virus/Hygiene	<p>All persons on school premises are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> • washing hands with soap and water often – do this for at least 20 seconds; • washing hands when you get home or into work; • using hand sanitiser gel if soap and water are not available; • covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing; • put used tissues in the bin straight away and wash hands afterwards; • do not touch your eyes, nose or mouth if your hands are not clean. <p>All persons are instructed to obey ‘social distancing’ wherever possible. This means maintaining a 1m+ separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use. Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Soft furnishing, or difficult to clean objects, are to be removed from classrooms temporarily.</p> <p>Bins will be emptied regularly and double bagged, especially those used for disposing of tissues.</p>	2	1	5

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Confirmed Case of COVID-19	<p>If any pupil or employee tests positive for COVID-19, the rest of their 'bubble' will be sent home and advised to self-isolate for 14 days. The relevant COVID-19 self-isolating forms will be completed on TOPdesk and Health and Safety will be notified.</p> <p>If there are multiple instances, then the assistance of Public Health England will be sought.</p> <p>Any person who is tested and the result is negative then they can return to school as soon as required.</p>	3	1	5

