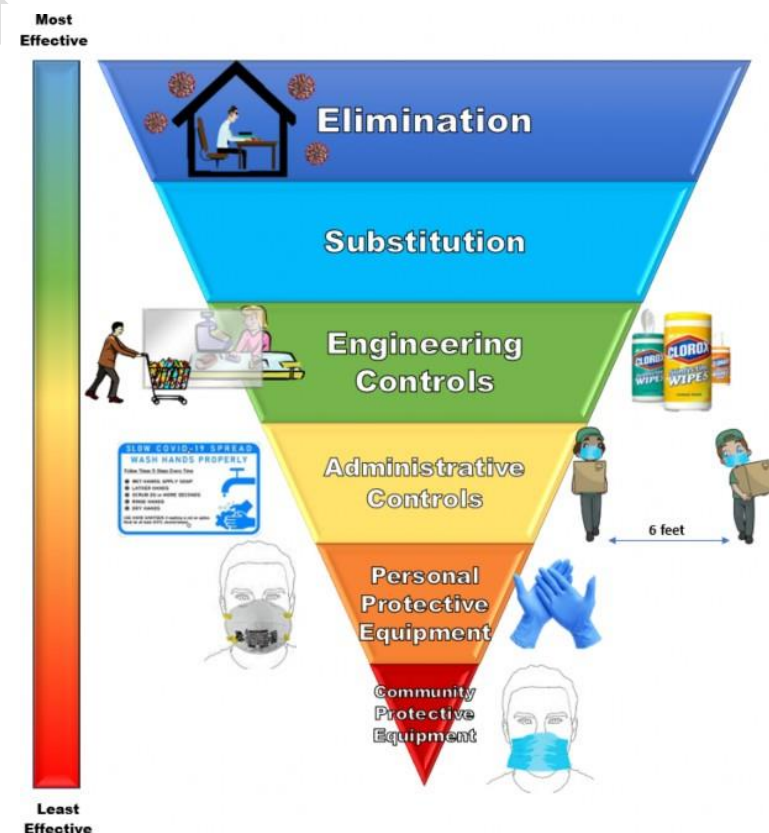


Covid-19 Risk Assessment – Westacre Infant School – 1st June 2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from the 1st June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
[Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:
- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Title: Covid-19 Risk Assessment



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
		Screens Office staff will keep the glass screen closed when not dealing with visitors. Visitors will have to stand on the floor signage in the main entrance to communicate with member of staff.	M	Place a marker on carpet for visitors to stand on adhering to 2M social distancing guidelines Signage displayed to ensure only 1 person at a time enters the main Reception Office area	Site Manager Headteacher	1.6.20 1.6.20	
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors	<ul style="list-style-type: none"> Promotion of good personal hygiene Hand washing facilities with soap and water (ideally warm water) in place. 	M	All teaching spaces in use have handwashing facilities within the room	Headteacher/Business Manager/Site Supervisor to check stocks of appropriate cleaning resource and place order	Hand wash and cleaning resources purchased and available to use by 1 st June	
	Visitors to your premises Vulnerable groups – Elderly, Pregnant workers,	<ul style="list-style-type: none"> Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). 	L	Age appropriate posters and resources to be shared with pupils in N, R and Y1 NHS posters to be displayed in adult areas to ensure that all adults have a clear understanding of expectations.	Headteacher and Business Manager to print and display posters that will be regularly checked and updated when necessary	All posters displayed in key areas by 1 st June	

	those with existing underlying health conditions	<ul style="list-style-type: none"> Stringent hand washing taking place. (in accordance with this guidance). 	M	A member of staff will supervise children with the use of purchased soap dispenser to ensure children use appropriate amounts	Staff will be provided with Annex B from National Guidelines and Guidance that has been personalised for our setting	1.6.20	
	Anyone else who physically comes in contact with you in relation to your operations	<ul style="list-style-type: none"> Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. 	M	All 'bubbles' will have at least two members of staff and all staff to be briefed on expectations	All staff and headteacher	1.6.20	
		<ul style="list-style-type: none"> Classes to teach children hand washing techniques. 	M	The first 10 minutes of each morning and afternoon session will start with an age appropriate lesson on handwashing and social distancing. This might be through video, games, formal lessons, etc	Year groups will meet and the save the resources on shared area for colleagues	1.6.20	
		<ul style="list-style-type: none"> Drying of hands with disposable paper towels. 	L	<p>School will ensure all hand washing areas will have paper towels</p> <p>Site manager will ensure that all paper towels are disposed of appropriately at the end of the working day</p>	<p>Business Manager and site Manger will place order to ensure that sufficient resources are available</p> <p>Site Manager will ensure paper towels are restocked every night ready for the next working day</p>	Appropriate stock levels of paper towels will be monitored by Site manager before 1 st June and daily thereafter	
		<ul style="list-style-type: none"> Children to wash hands before and after eating a snack and before and after eating dinner. 	L	Bubbles of children will be supervised by allocated adults washing their hands before and after eating slots and playtimes	Adults that have been allocated to bubbles	To be in place by 1 st June	

		<ul style="list-style-type: none"> Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing) 	M	<p>Hand sanitiser will be placed in entrance and exit areas for staff and visitors to use</p> <p>Hand sanitiser will be placed near all photocopiers and in Main Office and Reception Office</p>	Headteacher and site manager will place gel around the school and ensure that the expectation of use is clearly displayed	To be in place by 1 st June	
		<ul style="list-style-type: none"> Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. 	M – H	<p>“catch it, bin it, kill it” posters will be supplied to teachers that can be shared with pupils every day</p> <p>Pupils will be individually risk assed if this cannot be adhered to by any pupils</p>	Headteacher and Business Manager	Posters to be supplied and displayed by 1 st June	
		<ul style="list-style-type: none"> Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. 	L	<p>Check stock levels of tissues and ensure they are placed in correct positions around the school</p> <p>All rooms to be used by bubbles allocated additional boxes of tissues</p>	Business Manager and Site Manager to ensure they are placed in correct positions around the school and there is an adequate stock	1.6.20	
		<ul style="list-style-type: none"> Appropriate receptacles for disposal of tissues which are emptied throughout the day. 	L	Every room in school will have a pedal bin that ensures uses tissues are placed into an enclosed bin	Site Manager will empty pedal bins on arrival at 2:30 pm. and at the end of the working day if necessary	By 1 st June Ongoing	

		<ul style="list-style-type: none"> Pupils discouraged from sharing cutlery, cups or food. 	L	<p>Children will use disposable cups for water and milk at snack time</p> <p>Lunchtime cups will only be used once a day and cleaned before next working day</p>	Headteacher to ensure all staff and catering staff are aware of the use and disposing of cups	By 1 st June	
		<ul style="list-style-type: none"> Parents informed of hygiene expectations and to advise it is discussed with their children. 	L	Headteacher to send home a poster of expectations regarding this	Headteacher	By 1 st June	
		<ul style="list-style-type: none"> Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. 	L	Headteacher to send home a poster of expectations regarding this	Headteacher	By 1 st June	
		<ul style="list-style-type: none"> Areas are kept well ventilated using natural ventilation where possible. 	L	Classroom doors will be propped open and external windows/doors open where appropriate	<p>Headteacher to ensure this follows safeguarding and health and safety procedures</p> <p>Site Manager will ensure that all fire doors are closed at the end of the working day</p>	By 1 st June	
		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. 	L	All children will have their own seat at an allocated desk and the chairs will be thoroughly cleaned by cleaners at the end of each working day	Class teachers throughout the day and cleaners at end of day	By 1 st June	

				Cleaning resources will be available for staff to clean used areas throughout the day			
		<ul style="list-style-type: none"> Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. 	L	<p>Cleaning rota has been established and follows more robust procedures since before school closures</p> <p>A deep clean will take place in the school hall, the dining room and the corridors every Wednesday</p> <p>Cleaners will be allocated additional cleaning areas on Wednesdays</p>	<p>Headteacher</p> <p>Cleaners</p> <p>Headteacher and Site Manager</p>	<p>Monday 1st June</p> <p>Every Wednesday</p> <p>Every Wednesday</p>	
		<ul style="list-style-type: none"> Meet with cleaning staff to review cleaning arrangement and make any necessary changes. 	L	Headteacher to meet with cleaning staff and brief them of expectations	Headteacher/Cleaners/Site Manager	1.6.20	
		<ul style="list-style-type: none"> Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods. 	M	<p>High touch areas will be a priority for the cleaning team</p> <p>The site manager will clean down all hand rails at 9:30 and 3:30 once all pupils have arrived and departed</p> <p>All classroom doors will be cleaned at the end of the working day</p>	<p>Cleaners and site manager</p> <p>Site Manager</p> <p>Cleaners</p>	Everyday from 1 st June	

		<ul style="list-style-type: none"> Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. 	L	Site Manager and Headteacher will complete weekly, recorded checks on all areas	Headteacher and Site Manager	Every Wednesday From 1 st June	
		<ul style="list-style-type: none"> All cutlery and cups are thoroughly cleaned before and after use. 	L	Headteacher to with catering team and establish systems for cleaning of cutlery and cups at lunchtime	Headteacher and Catering staff	From 1 st June	
		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). 	L	<p>A letter to be sent to all parents explaining the new system and expectations</p> <p>An Education Guidance Government Poster to be communicated with parents</p> <p>Signage has been purchased by the school and will be placed in the areas that parents will use</p> <p>School to implement a one-way system for entry and departure of parents and pupils. Headteacher and Site Manger will man gates and ensure that the expectations are adhered to</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Business Manager and Site Manager</p> <p>Headteacher and Site Manger</p>	<p>25.5.20</p> <p>1.6.20</p> <p>1.6.20</p> <p>Ongoing</p>	
		<ul style="list-style-type: none"> Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2- 	H (in areas such as toilets and our narrow	Guidance to be produced regarding social distancing in the work place and given to all staff	Headteacher and Business Manager	1.6.20	

		metre (6.5 foot) gap by recommended Government.	older corridors) M (for all other areas of the school)	Posters are made to identify the maximum capacity of all rooms being used	Headteacher and Office Staff	8.6.20	
		<ul style="list-style-type: none"> Class sizes are based around groups of no more than 15 pupils and 1 teacher (and 1 TA if needed). 	M	<p>Headteacher will analyse the toolkit provided and identify the capacity of each classroom</p> <p>Each class of 30 has been divided into 4 groups meaning that no bubble of pupils is more than 8</p> <p>The school hall will be used for the key worker children. The capacity tool identifies that this is 31</p>	<p>Headteacher</p> <p>Teachers</p> <p>Headteachers and teachers</p>	By 22 nd May	
		<ul style="list-style-type: none"> Cohorts are kept together and where ever possible different groups are not mixed. 	M	<p>Bubbles have been allocated days to attend school and they will remain in the bubble until guidance changes</p> <p>Nursery a.m. will arrive at 8:45 a.m. and depart at 11:15 a.m. Nursery p.m. will arrive at 12:30 p.m. and depart at 3:00 p.m. Reception will arrive at 9:00 a.m. and depart at 3:15 p.m.</p>	<p>Headteacher</p> <p>Headteacher</p>	<p>By 22nd May</p> <p>1.6.20</p>	

				<p>Year 1 will arrive at 9:20 a.m. and depart at 3:30 p.m.</p> <p>A lunch rota has been implemented to ensure that bubbles do not mix at social times</p> <p>4 play zone bubbles have been created for outdoor social times. Dinner ladies will be allocated to supervise a bubble each day.</p>	<p>Deputy Headteacher</p> <p>Headteacher and Deputy Headteacher</p>	1.6.20	
		<ul style="list-style-type: none"> The same teacher / staff members are assigned to each group and stay the same during the day (<i>note; for secondary schools there will be some subject specialist rotation of staff and additional controls may need to be considered</i>). 	L	<p>Each bubble will be assigned one teacher and one teaching assistant for the duration of the week. These members of staff will socially distance at all times from other members of staff</p>	Deputy Head	29 th May	
		<ul style="list-style-type: none"> Desks should be spaced as far apart as possible. 	<p>M (Y1)</p> <p>H (Rec and N)</p>	<p>All chairs and tables in school will be arranged to comply with social distancing guidelines.</p> <p>All classrooms will have allocated carpet spots to ensure that social distancing is maximised</p>	<p>Teachers</p> <p>Teachers</p>	1.6.20	

		<ul style="list-style-type: none"> Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day. 	M	All learning will take place within the same classroom. Outdoor space has been split so only one bubble will use this at one time. Bubbles will also have their own area within the dining room.	Headteacher	1.6.20	
		<ul style="list-style-type: none"> Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering 	M	Deputy Head has timetabled staggered lunch and breaks that include the movement of bubbles of pupils around the school	Deputy Headteacher	1.6.20	
		<ul style="list-style-type: none"> Staff reminded daily of the importance of social distancing both in the workplace and outside of it. 	L	School have purchased professional signage that will be displayed at relevant points around the school. Headteacher will also undertake regular training sessions with all staff.	Headteacher and Business Manager	1.6.20	
		<ul style="list-style-type: none"> Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. 	L	Starts and ends of the days will be staggered for children and staff. Staff are asked to leave the site as soon as possible after the children have been dismissed to limit adult interaction and allow cleaners to clean an empty school. Any days school is closed, staff are expected to work from home wherever possible.	Headteacher to review starts and finish time for pupils and members of staff	29 th May	

		<ul style="list-style-type: none"> Redesigning processes / rooms to ensure social distancing in place. 	L	Communal rooms around the building have restrictions on them regarding capacity of adults.	Headteacher/Site Supervisor to ensure that common spaces, staffrooms, staff entrances have social distancing displays	1.6.20	
		<ul style="list-style-type: none"> Conference calls to be used instead of face to face meetings. 	L	Microsoft Teams to be used for meetings. Teaching and office staff are currently using Teams as is Chair of Governors	E Services to provide further CPD if necessary	Ongoing	
		<ul style="list-style-type: none"> Social distancing also to be adhered to in staff rest areas, canteen and smoking area. 	L	Social distancing reminders will be placed at pinch points such as sinks and fridges.	Headteacher/Site Supervisor to ensure that common spaces, staffrooms, staff entrances have social distancing displays	1.6.20	
		<ul style="list-style-type: none"> Management checks to ensure this is adhered to. 	L	Weekly spot checks will take place	Headteacher to complete regular and unannounced checks	Ongoing	
		<ul style="list-style-type: none"> Parents discouraged from gathering at school gates. 	M	Head will text to parents reminding them to disperse from the site and from the gates daily	Head and Office staff to be an outside presence during the initial phases of children returning to school	1 st June	
		<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. 	L	Curriculum for all children will be rewritten. All activities and lessons that require the passing of items around the class will be removed.	Teachers	By 1st June	
		<ul style="list-style-type: none"> School will cease hand shaking of children and visitors. 	L	Hand shaking will stop	All staff	1.6.20	
		<ul style="list-style-type: none"> Any display boards which promote or encourage touching due to a sensory 	L	All sensory and interactive displays to be removed from school.	Teachers to remove these displays.	1.6.20	

		element should be temporarily taken down.					
		<ul style="list-style-type: none"> Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. 	M	Any doors where it is safe to do so will be propped open to minimise contact with door handles and to allow an airflow through all rooms	Headteacher/Site Supervisor will ensure we have enough equipment to prop doors open where it is safe	1 st June	
		<u>Dealing with a suspected case (staff and / or pupil)</u> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 	L	<p>Staff are informed of the symptoms and follow same absence procedures as outlined in our staff handbook.</p> <p>Posters are displayed to remind staff of new and changing guidance</p>	Headteacher	Ongoing	
		<ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. 	M	<p>The library will be used if anyone becomes unwell with the symptoms whilst at school. A member of staff (Headteacher or Deputy Head) will supervise the children until they can be collected by an appropriate adult</p> <p>Received PPE box is ready for use in the library area</p>	Headteacher	1.6.20	

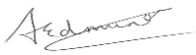
		<ul style="list-style-type: none"> If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. 	M	If a child or member of staff is unwell and are waiting to go home, they will use the disabled toilet and this will become out of bounds for everyone else. This is the toilet closest to the collection point and the area that the child or member of staff would need to wait in.	Headteacher/Deputy Head will monitor the staff/child. Office staff will place signage on the door.	After 1 st June	
		<ul style="list-style-type: none"> Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. 	M/H	If these areas cannot be cleaned immediately by members of the cleaning staff, a member of the senior leadership team will clean these facilities using pre-prepared equipment	Headteacher or other members of senior leadership team and cleaning team if possible	After 1 st June	
		<ul style="list-style-type: none"> If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. 	L	School would follow current robust absence management procedures	Headteacher or Deputy Headteacher	After 1 st June	
		<ul style="list-style-type: none"> If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. 	H	School will follow public health and Local Authority guidance at all times.	Headteacher/Deputy Head will contact relevant agencies immediately	After 1 st June	

		<u>Controlling other users of building (visitors / contractors)</u> <ul style="list-style-type: none"> The school will contact every user and inform them of usage expectations: 	L	Any visitors/contractors into school will follow strict guidelines from when they enter the building	Headteacher/Business Manager will speak to all visitors and contractors if it is a necessity they attend site	20 th May	
		<ul style="list-style-type: none"> Compulsory handwashing / use of gel before entering school. 	L	Office staff will ensure visitors have access to hand gel and that there are sufficient stocks each morning	Business Manager	20 th May	
		<ul style="list-style-type: none"> Restrictions or suspensions of building usage 	L	All after school clubs have been postponed	Headteacher to review clubs as and when guidance changes	20 th March	
		<u>Emergency procedures</u> <ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. 	M	This is in line with our usual practice	Office staff to ask parents and staff for any updated contact details, if necessary	20 th May	
		<ul style="list-style-type: none"> Pupils' parents are contacted as soon as practicable in the event of an emergency. 	L	This is in line with our usual practice	Office staff to continue to contact parents if necessary	Ongoing	
		<ul style="list-style-type: none"> Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	This is in line with our usual practice	Office Staff will continue to do this if parents cannot be contacted	Ongoing	

		<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	L	Up to date first aid policy is in place	Member of the Senior Leadership Team	Ongoing	
		<p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p>	M	<p>PPE required if;</p> <ul style="list-style-type: none"> a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in 	Business Manager will ensure that stocks of PPE are sufficient	20 th May	

				education and childcare settings). <ul style="list-style-type: none"> Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. 			
Teacher / staff shortage		<ul style="list-style-type: none"> School monitors daily any staff absence. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	H	If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.	Headteacher and Business Manager will monitor staff absence levels and keep Local Authority and Governors informed	23 rd March	
Impact on physical and mental health		<ul style="list-style-type: none"> Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak 	M	Senior Leaders will continue to promote staff wellbeing with an open door policy (face to face/phone calls/Microsoft Teams) for staff to communicate any concerns prior to a return or	Headteacher will meet regularly with staff to check on well-being of all staff	Ongoing	

		<p>and will offer whatever support they can to help.</p> <ul style="list-style-type: none"> Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. 		<p>once they have returned to work.</p> <p>Individual Risk Assessments for all staff will be completed</p>	<p>Staff and Headteacher</p>		
		<ul style="list-style-type: none"> Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 		<p>Business Manager to arrange DSE updates for identified staff</p>	<p>Headteacher</p>	<p>Ongoing</p>	

	Name	Position	Signature	Date	Review Date
Risk Assessor	Aidan Edmunds	Head teacher		22.5.20	5.6.20
Line Manager					