

# Coronavirus (COVID-19): risk assessment for pupils

## St Charles RC Primary School

Assessment conducted by:	Job title: Clare Campbell	Covered by this assessment: <u>pupils</u> , <u>staff</u> and <u>other relevant individuals</u> .
Date of assessment: 15/07/2020	Review interval: <u>in line with government updates</u> .	Date of next review: 4 <sup>th</sup> September 2020

### Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, Social Distancing Policy Statement, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Online Safety Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term “parents” refers to any parents whose children are attending school. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<u>H</u>	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <a href="#">Social Distancing Policy Statement</a></li> <li>- <a href="#">Health and Safety Policy</a></li> <li>- <a href="#">Infection Control Policy</a></li> <li>- <a href="#">First Aid Policy</a></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE (2020) ‘Guidance for teachers, school leaders, carers, parents and students’</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school’s local health protection team (HPT)</li> </ul> </li> </ul>	<u>Y</u>	<a href="#">Headteacher</a>	<a href="#">04/09/20</a>	<u>M</u>

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		<ul style="list-style-type: none"> <li>Staff are made aware of the school's coronavirus infection control procedures via <a href="#">email</a>.</li> <li>Parents are made aware of the school's coronavirus infection control procedures via <a href="#">letter</a> and <a href="#">social media</a>, and informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>Pupils are made aware of the school's coronavirus infection control procedures via <a href="#">their class teacher</a> and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>The <a href="#">Staff and Volunteer Confidentiality Policy</a> and <a href="#">Pupil Confidentiality Policy</a> are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>				
Poor hygiene practice	M	<ul style="list-style-type: none"> <li>Infection control procedures are adhered to as much as possible in accordance with the <a href="#">Infection Control Policy</a> and relevant guidance from the DfE and PHE.</li> <li>Posters are displayed throughout the school reminding pupils to wash their hands regularly, e.g. before entering and leaving the school.</li> <li>Pupils wash their hands with soap and hot water <a href="#">before and after breaktimes and lunchtimes</a> for no less than 20 seconds.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), hot water, paper towels and lidded bins are supplied in all toilets and kitchen areas.</li> <li>Bar soap is not used, in line with the <a href="#">Infection Control Policy</a> – liquid soap dispensers are installed and used instead.</li> </ul>	Y	Headteacher	04/09/20	L

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		<ul style="list-style-type: none"> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Pupils do not share cutlery, cups, drinks or food.</li> <li>• <b>[EYFS]</b> The school assesses the ability of EYFS pupils to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules.</li> <li>• <b>[Pupils with SEND]</b> The school assesses the ability of pupils with SEND to follow infection control procedures, and additional measures are put in place if they require extra support to follow these measures.</li> <li>• Pupils whose behaviour is purposefully contrary to the infection control measures in place will be disciplined in line with the <b><u>Behavioural Policy</u></b>.</li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the <b><u>school nurse</u></b>.</li> <li>• Where the school nurse is unavailable, staff act in line with the <b><u>Infection Control Policy</u></b> and ensure that any unwell pupils are</li> </ul>	y	headteacher	04/09/20	M

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		<p>moved to an empty room whilst they wait for their parent to collect them.</p> <ul style="list-style-type: none"> <li>• Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed of the situation as soon as possible by a member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the <a href="#">Infection Control Policy</a>.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the <a href="#">Administering Medications Policy</a>.</li> <li>• PPE is worn where required.</li> <li>• Parents are informed via <a href="#">letter</a> not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Pupils who have displayed symptoms of coronavirus self-isolate for 14 days before returning to school.</li> <li>Unwell pupils, staff, and those that have been in contact with them have access to testing.</li> <li>If a test comes back positive, the close contacts of the person with coronavirus are required to self-isolate for 14 days before returning to school.</li> </ul>				
Insufficient cleaning	H	<ul style="list-style-type: none"> <li>The <a href="#">SBM</a> monitors the cleaning standards of school cleaning contractors and discusses any additional measures required to prevent the spread of coronavirus.</li> <li>The <a href="#">SBM</a> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.</li> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <a href="#">Infection Control Policy</a>, using PPE at all times.</li> <li>All shared school equipment, such as cups, plates, and utensils, is thoroughly cleaned before and after use.</li> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the <a href="#">COSHH Policy</a> and the <a href="#">Health and Safety Policy</a>.</li> </ul>	Y	Headteacher	04/09/20	M
Lack of social distancing	H	<ul style="list-style-type: none"> <li>Social distancing measures are implemented in line with the <a href="#">Social Distancing Policy Statement</a>.</li> <li>Pupils are kept in small groups, or 'bubbles', of <b>15</b> or less, with the same teacher each day, and are not permitted to mix with other groups.</li> <li>Pupils queue two metres apart at entrances and exits.</li> <li>Pupils sit at least two chairs away from their peers in classrooms and at lunchtime where possible.</li> </ul>	Y	Headteacher	04/09/20	M

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		<ul style="list-style-type: none"> <li>Lesson start and end times are staggered to reduce the number of pupils in the corridors at once.</li> <li>Breaktimes and lunchtimes are staggered to reduce the number of pupils congregating in break and lunch areas at once.</li> <li>Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once.</li> <li>The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases.</li> <li><b>[EYFS]</b> The school assesses the ability of EYFS pupils to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures, e.g. telling stories to support them in understanding how to follow rules.</li> <li><b>[Pupils with SEND]</b> The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures.</li> <li>Pupils whose behaviour is purposefully contrary to the social distancing measures in place will be disciplined in line with the <a href="#">Behavioural Policy</a>.</li> <li>Parents are informed of the social distancing rules they must follow on or near the school premises, e.g. not congregating outside the school when waiting to pick up their children.</li> </ul>				
Lack of communication	<b>M</b>	<ul style="list-style-type: none"> <li>The <a href="#">school nurse</a> reports immediately to the <a href="#">headteacher</a> about any cases of suspected coronavirus, even if they are unsure.</li> <li>The <a href="#">headteacher</a> contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>Schools put into place any actions or precautions advised by their local HPT.</li> </ul>	<b>Y</b>	<b>Headteacher</b>	<b>04/09/20</b>	<b>M</b>

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		<ul style="list-style-type: none"> <li>Schools contact their local HPT for specific recommendations for their school, e.g. boarding schools.</li> <li>Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>The school communicates with parents via <b>letter</b> regarding any changes to school procedures which are affected by the coronavirus pandemic, whether their child will be able to attend school, and what protective measures the school is implementing to keep their child safe.</li> <li>Pupils attending school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>Staff are kept informed of infection control arrangements and changes to procedures, including any decisions to reopen the school to more pupils.</li> <li>The <b>SLT</b> is actively present around school to provide additional support, advice and reassurance.</li> </ul>				
Poor mental health and safeguarding	<b>H</b>	<ul style="list-style-type: none"> <li>The school provides opportunities for pupils and staff to talk about their mental health and experiences during the pandemic.</li> <li>Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>Staff are vigilant in discerning pupil mental health and report any concerns to the <b>pastoral care leader</b>.</li> <li>Staff are sensitive to pupils' needs and worries.</li> <li>Safeguarding issues are managed in line with the <b>Child Protection and Safeguarding Policy</b>.</li> <li>Bereavement is managed in line with the <b>Bereavement Policy</b>.</li> <li>The <b>SLT</b> considers the mental health needs of staff and implements flexible working practices where needed.</li> </ul>	<b>Y</b>	<b>Headteacher</b>	<b>04/09/20</b>	<b>L</b>

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		<ul style="list-style-type: none"> <li>The school has a trained DSL on site – where this is not possible, a trained DSL working from home is able to be contacted remotely, or the school shares a DSL with another school.</li> <li>Vulnerable pupils attend school, unless this is deemed unsafe and/or it is decided by the <a href="#">DSL</a> and their parents that this goes against the pupil's best interests.</li> <li>Where needed, the school carries out a <a href="#">Coronavirus (COVID-19): Return to School Risk Assessment for Individual Pupils</a>.</li> <li>The children of critical workers attend school.</li> <li>The school takes an attendance register and completes the DfE's online Educational Setting Status form.</li> </ul>				
Access to education, work, and wrap-around care	H	<ul style="list-style-type: none"> <li>Pupils working from home are assigned work to complete in a timeframe set by their teacher.</li> <li>The <a href="#">headteacher</a> maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.</li> <li>The <a href="#">Behavioural Policy</a> and <a href="#">Staff Code of Conduct</a> are adhered to at all times, even while working remotely.</li> <li>The <a href="#">headteacher</a> ensures all pupils have access to schoolwork and the necessary reading materials at home, prior to school closure.</li> <li>Pupils receive, complete and submit schoolwork online in line with the <a href="#">Online Safety Policy</a>.</li> <li>The <a href="#">headteacher</a> works with the <a href="#">ICT technicians</a> to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>The <a href="#">headteacher</a> liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> </ul>	Y	Headteacher	04/09/20	M

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		<ul style="list-style-type: none"> <li>• Pupils who are learning remotely off-site are expected to adhere to the <a href="#">Behavioural Policy</a> and the <a href="#">Pupil Remote Learning Policy</a>, where applicable.</li> <li>• The school manages the use of parents' and pupils' contact details in line with the <a href="#">Data Protection Policy</a> and <a href="#">Records Management Policy</a>, e.g. collecting emails to send schoolwork to pupils.</li> <li>• The <a href="#">headteacher</a> liaises with other schools to find pupils temporary places at a different school if their usual school has to close.</li> <li>• The <a href="#">headteacher</a> accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.</li> <li>• The <a href="#">headteacher</a> ensures there are enough staff in school to cover the number of pupils in attendance, as well as additional staff to cover staff who may become absent due to illness.</li> <li>• Clinically vulnerable staff, and staff who live with someone extremely clinically vulnerable, are supported to work from home where possible, or given the safest possible on-site role that allows for strict social distancing.</li> <li>• Where needed, the school carries out a <a href="#">Coronavirus (COVID-19): Working on the School Site Risk Assessment for Individual Staff</a>.</li> <li>• Extremely clinically vulnerable staff must not attend work and are supported to work from home where possible.</li> <li>• The <a href="#">headteacher</a> decides whether wrap-around care, e.g. breakfast club, will be provided at this time.</li> <li>• A separate risk assessment is carried out for each form of wrap-around care provision before it resumes.</li> <li>• Following the risk assessment, the <a href="#">headteacher</a> decides whether the wrap-around care will resume and, if so, on what terms it will operate, such as:</li> </ul>				

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		<ul style="list-style-type: none"> <li>- Pupils stay in the same groups that they are in during lessons.</li> <li>- Pupils follow social distancing strictly.</li> <li>- Only vulnerable and/or disadvantaged pupils have access to wrap-around care, e.g. a breakfast club for pupils receiving FSM.</li> <li>- The children of critical workers have access to wrap-around care if they cannot be looked after safely at home, e.g. if their parent is still at work when the regular school day finishes.</li> </ul>				
Vacant premises	H	<ul style="list-style-type: none"> <li>• Access to the school is restricted – additional security is arranged and put in place in line with the <a href="#">Security Policy</a>.</li> <li>• The <a href="#">headteacher</a> and <a href="#">site manager</a> remain on call in case of an emergency or if access to the school is required.</li> <li>• External signage is visible to show that the school is closed and that access is restricted.</li> <li>• Valuable school property and equipment is identified and reasonable measures are put in place to ensure security.</li> <li>• The <a href="#">site manager</a> ensures the school premises is safe to return to before school activity resumes.</li> <li>• Any hazards are reported to the <a href="#">headteacher</a> as soon as possible and issues are resolved prior to school returning to usual business.</li> <li>• The <a href="#">headteacher</a> ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	Y	Headteacher	04/09/20	L

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Emergencies	H	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as possible in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date <a href="#">First Aid Policy</a> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>The <a href="#">headteacher</a> reviews whether adjustments need to be made to the fire drill – this is practised each time the number of pupils attending school changes significantly.</li> </ul>	Y	Headteacher	04/09/20	L