

## COVID-19 Risk Assessment

School name	Merebrook Infant School		
Assessment carried out by (name/role)	Tracy Hurwood, Head of School		
Date of assessment	03/07/2020 11/09/2020 05/11/2020 02/01/2021 05/01/2021	Date of next review	Ongoing

Hazard identified	The risk of transmission of Covid-19
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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
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> </ul> Risk of contracting Covid-19 and risk of transmission to others  Heightened risk for those in vulnerable	Minimising contact with other people and maintaining social distance where possible.	<ul style="list-style-type: none"> <li>From January 2021 school only open for vulnerable pupils and pupils of parents that are critical workers, reduction in numbers of pupils on site.</li> <li>Creating bubbles as follows: Early Years bubble comprising of Cygnet Class and Duckling Class pupils and allocated staff. Keystage 1 classes will work as a bubble with keystage 1 pupils and allocated staff.</li> <li>Staffing of bubbles will be considered to ensure that there are sufficient staff members to supervise the eligible pupils on site. Some days some staff members may work from home depending on the demand for school places meaning minimal staff on site.</li> </ul>				

<p>groups (clinically vulnerable)</p>		<ul style="list-style-type: none"> <li>● There will be a staggered start and finish to the school day. Each bubble will use their designated cloak room.</li> <li>● There will be a one-way system in operation for pick up and drop of times for parents.</li> <li>● Parents advised to wear face covering whilst on the school site unless exempt. Staff may wear a face covering at pick up and drop off times also.</li> <li>● The children will only be using their allocated classrooms and cloak room. Any intervention work with children that occurs in a separate room or shared area, the room/area will be cleaned after use.</li> <li>● The hall will not be used for lessons, assemblies or lunches. The children will eat lunch in their classrooms for packed lunch, there will be no hot meals.</li> <li>● Wraparound care is provided by Treetops Childcare only for pupils that are on site and eligible for the in –school provision. Treetops will keep to the same bubbles created in school. Staff will remain consistent. Treetops will have the use of the hall and the kitchen area. This will be cleaned after used if used during the school day. Treetops have a risk assessment for cleaning and routines and set up in line with Government guidelines</li> <li>● .After school clubs will not operate due to the increase in the number of contacts and mixing across bubbles. This will be reviewed.</li> <li>● Assemblies will be delivered remotely or recorded in advance. There will be no singing assembly.</li> <li>● Unnecessary furniture will be removed from classrooms and the staff room.</li> <li>● In Keystage 1 the tables will be set out to ensure all children are facing the front at all times and children are sat side by side and not face to face.</li> <li>● In EYFS a continuous provision will be on offer to all children in the bubble. Children will use hand gel when moving between resources/activities and the use of hand gel will be modelled by adults.</li> </ul>				
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	<p>People displaying symptoms of Covid 19</p>	<ul style="list-style-type: none"> <li>● Children that display symptoms of Covid 19 will be sent to the medical room and their parents/carers contacted to collect them. They will then be advised to book a Covid-19 test and then contact the school as soon as the results are in. The staff member will where possible, stay 2m away from the child. If 2 m cannot be maintained the staff member must use the correct PPE equipment.</li> </ul>				

		<ul style="list-style-type: none"> <li>• Adults displaying symptoms will be asked to leave the school and self-isolate until they have booked and received the results of a Covid-19 test. They must then contact the school to advise them of the results.</li> <li>• If anyone displays symptoms before coming into school, they should not come in as per the guidance that will be sent to staff and parents/carers.</li> <li>• If a child requires medical attention whilst displaying symptoms of Covid-19, the first aider must wear the correct personal protective equipment (PPE). These people will be trained on how to put the PPE equipment on safely.</li> <li>• The area that the child was sat in whilst waiting will require cleaning before anyone else is in the area. The table that they were at will also require cleaning.</li> <li>• Once the adult/child has left the setting, the onsite cleaner to disinfect areas the person has been in, including their table/workstations. The cleaner must dispose of PPE equipment by double bagging and placing in the outdoor bins (located in the car park).</li> <li>• In the event of a positive test for an adult or child, we will contact the local authority and Public Health England who will do a rapid response assessment and inform us as to whether we continue with the provision, send a bubble home or if there are 2 or more cases, potentially close more year groups/the school.</li> <li>• If Public Health England, the NHS test and trace programme or the local authority deem it necessary, groups may be sent home to self-isolate.</li> <li>• In the case of self-isolation, the school website and Purple Mash will be used to ensure that children can still access their education.</li> </ul>				
	<p><u>Clinically vulnerable, extremely clinically vulnerable (shielding)</u></p>	<ul style="list-style-type: none"> <li>• Any children, or staff who are in the extremely critically vulnerable group will not be expected to be in school and advised not to attend school.</li> </ul>				

	<p><u>Hygiene measures</u></p> <p>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)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> <li>● Cleaner onsite each day 10.30 – 13.30 to frequently clean throughout the school.</li> <li>● 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.</li> <li>● Provision of hand soap in toilets and regular checking of supply.</li> <li>● Regular reminders about hand washing and social distancing (e.g. posters in prominent positions).</li> <li>● Hand sanitiser and tissues available in classrooms and other key locations.</li> <li>● There will be lidded bins in each classroom for tissues. When a child sneezes or coughs into a tissue, they will put this in the bin before using the hand sanitiser.</li> <li>● Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.</li> <li>● The children are expected to wear their school PE outdoor tracksuit. This does not need to be cleaned following any other processes than they would normally be.</li> </ul>				
	<p>Enhanced cleaning</p>	<ul style="list-style-type: none"> <li>● Enhanced cleaning protocols are in place. Employment of cleaning staff to ensure frequent cleaning throughout the day. These areas include: <ul style="list-style-type: none"> <li>○ Thorough cleaning of classroom tables and communal areas</li> <li>○ Cleaning of frequently touched surfaces often.</li> <li>○ Cleaning the children's tables as normal at the end of the day and after they have eaten their lunch.</li> <li>○ Bins for tissues emptied at the end of the day.</li> <li>○ Cleaning of P.E. equipment between groups.</li> <li>○ Cleaning of play equipment each day</li> <li>○ Removal of unnecessary items from learning environments.</li> </ul> </li> </ul>				

		<ul style="list-style-type: none"> <li>○ Removal of soft furnishings, soft toys and toys that are hard to clean.</li> <li>● Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time.</li> <li>● Cleaning materials will be left in the photocopy room for the member of staff to use before and after each use.</li> <li>● Pupil laptops will be cleaned after each use. Children will be able to use and borrow library books. They will choose these from a class stock of books that have been selected by the teacher. At the end of the week, these books will be put into a box and left for 72 hours before returning to the library.</li> </ul>				
	Maximising ventilation	<ul style="list-style-type: none"> <li>● Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). Preference of high level windows to reduce draughts. Increase in ventilation whilst spaces are unoccupied (break times, when a room is unused).</li> <li>● The children's toilet doors will be propped open and the children will be explicitly told that they are only to use the cubicles and not the urinals.</li> <li>● Any windows that are opened will need to be closed by the same person to eliminate cross contamination.</li> </ul>				
	Minimising contact and mixing between groups of staff and pupils	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> <li>● Staggered start/finish for: break times, lunchtimes, start and the end of the day.</li> <li>● Limited numbers using toilet facilities, this will be managed by the staff. Children will use their allocated toilet throughout the day</li> <li>● Drop-off / pick-up protocols that minimise contact.</li> <li>● Consistent groupings of staff/pupils wherever possible.</li> <li>● Conducting regular classroom activities outdoors.</li> </ul>				

		<ul style="list-style-type: none"> <li>• Reduction of unnecessary travel where possible.</li> <li>• Provision of additional support to children as necessary to follow these measures.</li> <li>• Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules.</li> </ul>				
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Additional training needs on the use of PPE have been identified with individual staff and training is scheduled to take place.</li> <li>• If children or staff wear face coverings to school, they will be expected to remove these as they come onto the school site. The children will be taught how to take these off safely. They will need to be put into the child's bag.</li> </ul>				
	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical.</li> <li>• Only essential visitors are allowed on site with the prior permission of SLT.</li> <li>• Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li>• Contractor visits are scheduled outside school hours where possible.</li> </ul>				
	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> <li>• All office spaces to only be occupied by the people who are working in these offices e.g. main office and Head of School's office. These people can be contacted by the phone system.</li> </ul>				

		<ul style="list-style-type: none"> <li>• Staff not to share workstations, telephones, radios or other equipment unless properly sanitised between users.</li> <li>• Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed, and signage installed.</li> <li>• Reception staff instructed on how to deal with deliveries safely.</li> </ul>				
	Monitoring	<ul style="list-style-type: none"> <li>• Management checks to be undertaken each day on the control measures in place and reported back to SLT.</li> <li>• Staff encouraged to report any breaches of health and safety protocol they have witnessed.</li> </ul>				

Hazard identified	Stress and anxiety relating to coronavirus workload
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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
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Homeworking staff</li> </ul>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> <li>• Those working remotely encouraged to ensure that they take breaks from work during the day;</li> <li>• Staff encouraged to take breaks outdoors where practical, maintaining social distancing.</li> </ul>				
Additional work pressures relating to operating under coronavirus restrictions resulting in stress	Regular contact with all staff by line managers	<ul style="list-style-type: none"> <li>• If there is a local lockdown/self-isolation for a bubble, the line managers will speak at least weekly (by phone or other medium) to the staff working on their team to check on wellbeing.</li> </ul>				

reaction or anxiety	Daily briefing communication	<ul style="list-style-type: none"> <li>Daily briefing communication will be sent to all school staff ensuring that all staff are well informed of key messages and reminded about wellbeing issues.</li> </ul>				
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> <li>School has signposted suggested sources of support to all staff;</li> <li>Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing.</li> </ul>				