



Risk assessment for: Working safely during Coronavirus (staying COVID-19 secure) Partial Closure

Assessment date: 06.01.21

Name of assessor: KV

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Staff, children, families. Infected by Covid-19. Could result in serious illness or death.	<ul style="list-style-type: none"> • Classrooms measured to identify social distancing of at least 1m between children and 2m between children and adults – classrooms do not allow for more than 10 in largest classroom • Specific locations for each group to work in identified. If groups move between locations suitable cleaning and sanitising should be undertaken of each location after each use. This will need to include all equipment within the areas used • Staff informed to keep 2m apart from other staff members who are not part of their cohort group • Work areas have been assessed to ensure staff are at least 2m apart • The occupancy has been reduced within the building. Staff who can work from home or other locations should do so • Notices and marker tape are present in circulation areas to encourage the 2m rule • Dedicated work stations identified for each admin staff member. • Bubbles are EYFS, Y1/Y2, Y3/Y4 and Y5/Y6. Year group bubbles are encouraged to remain as separate as is practicable to minimise crossover and contact. • Staff are linked to a bubble and there is minimal crossover. • Staff time onsite is minimised to between 8 am and 4pm. 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.



		<ul style="list-style-type: none"> Staff room reorganised to fit 7 staff members 2m apart. Hall is repurposed for staff use during lunchtimes. 			
Segregation of pupils	<p>Staff, children, families – Covid 19</p> <p>Accidental crossover of people from groups</p> <p>Infected by Covid-19. Could result in serious illness or death.</p>	<ul style="list-style-type: none"> Pupils organised into groups as advised by the government and DfE Staff not to mark work of children. New books for children’s work to placed in a separate box until the next day if used again Staggering arrival and departure times for each group to ensure that there is social distancing between groups Each group having a dedicated work space and remain within this work space for the majority of lessons. Other lessons held outside as appropriate. Tables and work stations as far apart as possible One-way systems identified around the school to support social distancing. Marked on the floor using tape and signage. Attachment and pupil wellbeing concerns – addressed using PSHE sessions, games and songs Pupils play no contact games on playground and play within allocated group space Staggered play times Pupils will not bring PE kit to school (or anything from home) and to wear trainers for activities. Organise and stagger group arrivals and departures Workspaces within all classrooms measured and marked Staff given resources for non-contact games 	•		<ol style="list-style-type: none"> 1. 2. 3.

Commented [SP1]: If these controls are now in place they should be moved into the existing control column.



		<p>outside in allocated spaces</p> <ul style="list-style-type: none"> Families to be informed that children are not to bring belongings to school other than a packed lunch 			
Staff and parent interaction (including meetings)	<p>Staff, families Covid 19</p> <p>Infected by Covid-19. Could result in serious illness or death.</p>	<ul style="list-style-type: none"> Families advised that access to the school is limited and that only one parent per family should escort a child to school or collect a child from school Allocated collection points for families Specific guidelines for parents to contact the school and specific teachers: telephone and Class Dojo Parents informed that they are only allowed onto the school grounds at specified times for drop off and collection and otherwise are to wait in cars or outside premises If meetings are required with parents, they are done using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed Using remote working tools to avoid in-person meetings Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout Avoid any sharing of work equipment including pens/paper etc. Hold meetings outdoors or in a well ventilated room if they are essential meetings Using floor signage to ensure that social distancing is enforced 	•		



		<ul style="list-style-type: none"> • Handwashing facilities for families to use before entering the school building • Families informed they can access school through demarcated one-way system through YN gate and around to KS2 gate. Gates are staffed at beginning and end of each day • Signs indicate where families stand to collect pupils • One adult per family onsite to collect/drop off pupil unless an additional need prevents this • Family members to wear face coverings unless they are exempt and social distance onsite 			
Staff and Staff interaction	Staff and children Infected by Covid-19. Could result in serious illness or death.	<ul style="list-style-type: none"> • Instructing staff members to adhere to social distancing at all times • Reminders and notices clearly displayed a critical points around the building including staff only areas • Staggering break times for all staff to make social distancing easier • Staff meetings to take place virtually if essential, other information to be sent via email if not • Staff to wear face coverings in school if they are able • Staff to practise good hand and respiratory hygiene 	•		1. 2. 3.
Statutory and best practice inspections	Staff, children, families	<ul style="list-style-type: none"> • A check of all statutory compliance using Walsall Council's statutory and best practice check available on 'Walsall Link' • Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors own risk assessment 	•		1. 2. 3.
Contamination on surfaces including toys and equipment	Staff, children, families Infected by Covid-19. Could result in serious illness or death.	<ul style="list-style-type: none"> • All soft furnishings which may be difficult to clean from each class are removed • Remove and isolate all soft toys or toys which may have parts which are difficult to clean • Ensure that all surfaces and equipment are suitably sanitised between each group use. This 	•		1. 2. 3.

Commented [SP2]: Is this handwashing or sanitation



		<p>should include all outside play equipment and toys</p> <ul style="list-style-type: none"> • Ensure that all surfaces are sanitised at the end of each day • Pupils play no contact games on the playground 			
Lack of effective cleaning	<p>Staff, children, families</p> <p>Infected by Covid-19. Could result in serious illness or death.</p>	<ul style="list-style-type: none"> • Cleaning programmes have been reviewed and enhanced to ensure that all areas, including high contact points, are sanitised at least daily • Additional cleaning of toilets throughout the day • Introduction of enhanced cleaning of all facilities throughout the day and at the end of each day • Frequent cleaning of work areas, classrooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day. • Staff to clean own desk spaces and computer equipment • Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health 	•		<ol style="list-style-type: none"> 1. 2. 3.
Lack of effective ventilation (Y4 Air Conditioning)	<p>Staff, children</p> <p>Infected by Covid-19. Could result in serious illness or death.</p>	<ul style="list-style-type: none"> • Doors and windows open frequently to increase ventilation where possible • Most air conditioning systems do not need adjustment – Y4 air conditioning system was regassed in Autumn 2019 • Ventilation guidance from DfE followed: in cooler weather, windows should be open just 	•		<ol style="list-style-type: none"> 1. 2. 3.



		enough to provide constant background ventilation; increase background ventilation when rooms are unoccupied (breaktimes); rearrange furniture where possible to avoid drafts			
Personal Hygiene, toilet facilities	All staff, children, families Infected by Covid-19. Could result in serious illness or death.	<ul style="list-style-type: none"> • Handwashing facilities are available to all staff. These include those in the following locations Staffroom, toilets, handwashing stations outside each entrance to the building • Hand sanitisers have been made available at the following locations: Main office, outside main office, outside KS1 classrooms, outside KS2 cloakroom, staffroom, wet and practical areas, meeting room, all offices and every classroom • Signs and posters used to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm • Signage pupil friendly and ensure that the signage is suitable for anyone with a disability within the school, pictorial • Regular reminders and signage provided to maintain hygiene standards • Hand sanitiser in multiple locations in addition to washrooms • Tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it' • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible • Enhanced cleaning for busy areas • More waste facilities and more frequent rubbish collection. Bins are lidded. • Paper towels are provided for drying hands 	•		<ol style="list-style-type: none"> 1. 2. 3.



		<p>throughout school. Hand dryers are switched off</p> <ul style="list-style-type: none"> All learning areas are provided with lidded bins, additional tissues and sanitiser 			
Staff at increased risk from the virus	<p>Staff, their families</p> <p>Infected by Covid-19. Could result in serious illness or death.</p>	<ul style="list-style-type: none"> Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed Staff who have been advised to shield are advised to work from home Staff have been given details of Walsall EAP and SAS Wellbeing Service Whenever possible, vulnerable workers are considered for roles where they can work from home. Clinically vulnerable workers should work from home if possible if not then consider moving clinically vulnerable workers into lower risk activities where they have the highest chance of remaining 2m away from others Support for workers around mental health and wellbeing. This includes advice or telephone support – EAP, SAS Wellbeing Service 	<ul style="list-style-type: none"> Individual risk assessment reviewed for each vulnerable staff member 		<ol style="list-style-type: none"> KV/AC 11.01.21
Staff health and emotional wellbeing	Staff, their families	<ul style="list-style-type: none"> Option to wear face coverings Able to request contact with Occupational Health Conversations with HT/DHT around any concerns relating to returning to work and while at work Support for workers around mental health and wellbeing. This includes advice or telephone support – EAP, SAS Wellbeing Service and staff mental health first aider 	<ul style="list-style-type: none"> 		<ol style="list-style-type: none">



Pupils at an increased risk from the virus	Vulnerable pupils Infected by Covid-19. Could result in serious illness or death.	<ul style="list-style-type: none"> • Pupils identified as needing to shield do not attend school, additional arrangements are made for their education – remote learning • Pupils who are clinically vulnerable – medical advice is followed to identify if they should attend school and what controls needs to be implemented • Pupils living with someone who is shielding – can attend school 	•		1. 2. 3.
Visitors and contractors	Staff, pupils, visitors	<ul style="list-style-type: none"> • Visitors advised not to come to the school location if they have any symptoms as identified by the NHS • Visitors are limited where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect the 2m distance at all times • At interaction locations a physical barrier is in place where possible • Sanitation and hand washing is available for visitors • Remote connection encouraged where possible • Number of necessary visitors at any one time limited • Schedules for essential services and contractor visits revised to reduce interaction and overlap between people • Maintain a record of all visitors and request details for test and trace purposes • Revised visitor arrangements to ensure social distancing and hygiene. For example where someone physically signs in with the same pen in reception 	•		1. 2. 3.



Staff with symptoms of the virus	Staff, pupils	<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice • Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services 			<ol style="list-style-type: none"> 1. 2. 3.
Pupils with Symptoms of the virus	Staff, pupils	<ul style="list-style-type: none"> • If a student starts to show symptoms of COVID 19, they should be sent home immediately • Whilst waiting collection by a parent/guardian the pupil should be moved to the table opposite main office for supervision purposes and near the disabled toilet. • Toilet to be cleaned after use if pupil uses it. • If they need to use a bathroom they must use one dedicated bathroom (disabled toilet) and this must be thoroughly sanitised following the use • Suitable PPE including Apron, Goggles, moisture resistant face mask and gloves • Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique 	•		<ol style="list-style-type: none"> 1. 2. 3.
Deliveries and collections	Staff	<ul style="list-style-type: none"> • Deliveries to main office • Unnecessary contact with staff and delivery staff is minimised as far as practical • Ordering larger quantities of inbound materials less often to reduce deliveries, when practical due to lack of storage • Where possible and safe, single employees load or unload vehicles • Where possible, using the same pairs of people 	•		<ol style="list-style-type: none"> 1. 2. 3.



		<ul style="list-style-type: none"> for loads where more than one is needed • Enabling drivers to access welfare facilities when required, consistent with other guidance – staff toilet • Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways • Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys • Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical – handwashing station 			
Access and Egress	Staff, children, wider community if Covid 19 present in asymptomatic people	<ul style="list-style-type: none"> • Staggered arrival and departure times at work/ school to reduce crowding into and out of the workplace • Bike shed available for storing bicycles • One parent per family allowed on site • Minimum number of entry points • Providing handwashing (or hand sanitation where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building 	•		<ol style="list-style-type: none"> 1. 2. 3.
Common areas	Staff, children, families if Covid 19 present in asymptomatic people	<ul style="list-style-type: none"> • Arranged packed lunch orders with Shire to be delivered to classrooms. • Children collected from classrooms by LTS daily. • Outdoor handwashing facility available for children to prevent queues inside • No contact games played outside • Forward facing desks with one child per table where possible in classrooms 	•		<ol style="list-style-type: none"> 1. 2. 3.



		<ul style="list-style-type: none"> Staggered break times for classes where possible and allocated areas of the playground for lunch Signage to indicate pupils to social distance Identify specific toilet areas for specific groups – KS1 toilets for KS1 children, KS2 toilets for KS2 children and key worker children Staggered break times to reduce pressure on break rooms. Packed lunches delivered to classrooms Using safe outside areas for breaks Workers to bring their own food Children told not to bring personal items to school other than packed lunch 			
Moving around the building	Staff, children, Covid 19 transmission	<ul style="list-style-type: none"> Individual stationery packs for children Corridors divided into two to separate flow Markers on the floor Reduction of equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member Continuation of one-way flow through buildings where possible Children arrive and leave through external classroom doors to minimise contact with others 	•		1. 2. 3.
Work places and work stations	Staff, children and wider community	<ul style="list-style-type: none"> Workstations allow staff to maintain social distancing wherever possible Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people Layouts reviewed to let employees work further apart from each other Use floor tape marks areas to help employees keep to a 2m distance Screens used to create a physical barrier 	•		1. 2. 3.



		<p>between people</p> <ul style="list-style-type: none"> • Workstations not shared. When not possible additional cleaning is in place between each user 			
Meetings	<p>Staff, staff's families, children</p> <p>Infected by Covid-19. Could result in serious illness or death.</p>	<ul style="list-style-type: none"> • Use remote working tools to avoid in-person meetings – staff meetings held via Teams, briefings sent out via email (acknowledgment sent to AC with any changes) • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Avoid any sharing of work equipment including pens/paper etc. • Meetings held virtually when they are essential meetings • Floor signage used to ensure that social distancing is enforced 	•		<ol style="list-style-type: none"> 1. 2. 3.
Accidents, incidents and emergencies	Any member of the school community	<p><i>(In emergencies social distancing should be observed if possible, but this may not always be possible)</i></p> <ul style="list-style-type: none"> • Fire risk assessment completed Spring 2020 (Walsall Council) • First aid qualified staff identified, fire marshals to ensure that they are available during the operating hours and accessible to all areas of the building or work area • Adequate PPE provided for use of staff in all emergencies including first aid • All fire safety systems have been tested including emergency lighting, green boxes, fire alarm system, electro-magnetic self-locking doors • Fire exits present in every classroom • One way systems that have been put in place may have to be abandoned in the event of fire 	•		<ol style="list-style-type: none"> 1. 2. 3.



		<ul style="list-style-type: none"> • Keys to external gates must be available to occupiers – KV, AC, SP, SWw, OG, CG/LS, JB, WB • Fire exits all open correctly • Fire drill planned within first 3 weeks of school being open • Laptop trolleys are on timers • Fire safety equipment was tested Easter 2020 • If skips are to be used to dispose of unwanted items, sited at least 6 metres from the building • In the event of CPR needing to be performed, the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival 			
Parent queuing outside school	Families, pupils, staff Covid 19	<ul style="list-style-type: none"> • Allocated areas for waiting to drop off and collect children • Parents may have other children with them and it is not be suitable to queue alongside a road • Markers to identify the 2m spacing in waiting areas within the school grounds • When staff open and close gates they either 	•		<ol style="list-style-type: none"> 1. 2. 3.



		wear gloves or sanitise and wash hands before and after touching the gates			
Transport to and from school	Pupils, wider community	<ul style="list-style-type: none"> • Encourage pupils to travel to school via walking, cycling or private vehicles • In line with government guidance discourage the use of public transport • Stagger arrival and leaving times to allow for an increase in private cars, walkers and cyclists • Pupils walking or cycling to school should be advised to socially distance at all times • Cycle parking facilities allow for some social distancing when being used • On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method 	•		<ol style="list-style-type: none"> 1. 2. 3.
Communication of control measures to staff, pupils and parents	Staff, pupil, families	<ul style="list-style-type: none"> • Engage with staff during the development of the risk assessments and identification of suitable control measures • All staff given risk assessments relevant to their role if in a vulnerable category • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by Class Dojo • Clear, consistent and regular communication to improve understanding and consistency of ways of working. • Use games, songs and stories to help explain any new rules to pupils and increase pupil understanding • Workers and worker representatives engaged through existing communication routes to explain and agree any changes in working 	•		<ol style="list-style-type: none"> 1. 2. 3.



		arrangements.			
PPE provision	Staff, pupils	<ul style="list-style-type: none"> • PPE is provided as identified within the risk assessment • Face coverings available to staff should they wish to wear one – guidance on how to wear a face covering from gov.uk provided to all staff • Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council • If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken • Assess of the tasks staff undertake and assess if there is a need for PPE to safely perform the task • Emergency PPE kit and spare stock to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school 	•		<ol style="list-style-type: none"> 1. 2. 3.
Teaching pupils with SEN	Staff, pupils, families	<ul style="list-style-type: none"> • Review each individual's risk assessment to ensure that suitable controls are in place • Providing additional PPE for personal care (goggles, mask, apron) • Ensuring that personal care environment and equipment is thoroughly sanitised following each use • Using SEN tools to help communicate the 	•		<ol style="list-style-type: none"> 1. 2. 3.



		control measure and new rules to the pupils <ul style="list-style-type: none"> • Individual workstations placed 2m away from others with individualised signage • Two staff members allocated to children with significant Speech Communication and Language difficulties 			
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This risk assessment has been completed based on the national and local guidance at the time of completion having taken account of the additional risks/hazards/controls specific to this school.

Signature:

Date:

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review