

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: CORONAVIRUS (COVID-19)
Used with Existing Risk Assessments & Government Guidance

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Pottery Primary School			
Date of Assessment	14.5.20	Date of Issue	21.5.20
Assessment carried out by	G Hutton	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons:	Young People/Clients <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Others (specify) Parents/Carers
Name of Manager confirming and agreeing Assessment:	Gill Hutton				
Signature:					

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE

ST = relevant staff HT = headteacher SLT= senior leader MK = Special educational needs coordinator P = parent/carer OS = office staff CS = Cleanslate cleaning company CT = caretaker

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p>Lack of current and relevant information / guidance</p> <p>Spread of Covid-19 through school and wider school community</p>	The school/setting has the most recent information from the Government, and this is distributed throughout the school community	✓	HT	➤ Staff meetings by Zoom 13.5.20 and 21.5.20	HT	
	In addition to the Government Guidance, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Derbyshire County Council Health and Safety team directly	✓	HT			
	Head Teacher/Manager to ensure daily checks are made with Government /LA updates, key changes are implemented and shared with Chair of Governors and communicated to school community where relevant	✓	SLT			
	Coronavirus Posters are posted around school.	✓	HT			
	Prior to contractors and essential visitors arriving at school their interaction with school is established beforehand. This process allows for any relevant risk assessments, rules and procedures for social distancing and hygiene.	✓	OS			
	Any change in information to be shared with Chair of Governors and communicated to parents and staff	✓	HT			
	School Website information is automatically updated	✓	JG DB			
	All staff, pupils and visitors informed of rules and procedures for social distancing and hygiene precautions.	✓	HT			
	All staff with under lying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager	✓	ST			
The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided	✓	MK				

	Arrangements are in place to check the welfare of vulnerable children who are not attending school/setting, and other pupils where there is a safeguarding concern		HT	Where children with EHCP do not attend MK SENDCO will continue to make weekly contact.	MK	
	Parents are informed of hygiene expectations and for the need to communicate this message in the home environment		HT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Precautionary transmission measures not being followed in school	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired		ST			
	Pupils who are unwell with Covid-19 symptoms or that family are self-isolating will not be allowed to attend school		HT			
	Staff will follow the DCC 'PPE requirements guide' for staff guidance where required.					
	Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles, group sports equipment.		ST			
	Staff will place own cup, cutlery, plates etc in the dishwasher after using		ST			
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work		ST			
	All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work		ST			
	Toilets 'rooms' are only (wherever possible) used by 1 member of staff at a time		ST			
	Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups		ST			
	Handwashing techniques are explained to all pupils and periodically the supervision of hand washing is supervised by staff.		ST			
Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> • cover your cough or sneeze with a tissue • If you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin straight away • Avoid touching your eyes, nose and mouth 		ST	Children to be asked to bring own box of tissues to put on their desk	HT		

	<p>All pupils are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • After coughing or sneezing • before food preparation and eating any food, including snacks • before leaving school 		ST and P	<p>Parents may wish to send hand cream named into school to keep in the child's tray where hands are sore.</p>	P	
	<p>Supervision of pupils washing hands correctly in school is periodically undertaken by staff</p>		ST			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Social distancing failure	The site has been assessed by the school internally and externally to identify the number of pupils the school can safely admit and the appropriate use of areas. This includes, play areas outdoor, access and drop off points, school entrance, classrooms, break out spaces, corridor spaces for one way movement and dining areas.		HT			
	Staff implement social distancing and any other recommend measures, as far as they are able, whilst ensuring children are kept safe and well cared for.		ST			
	A classroom desk and seating allocating plan has been drawn up for staff and pupils to achieve 2 metre social distancing (Y1 to Y6)		HT			
	School entrance reception has a 2 metre gap between visitor and office hatch. Signage is clear, visitors must use hand sanitizer as soon as they arrive, before signing in.		HT			
	To reduce queues at hatch parents advised to phone or email the school rather than arrive in person at the office.		HT			
	Any face to face meeting is undertaken maintaining a 2 metre social distance.		ST			
	Throughout meal service social distancing rules in queues seating and eating are followed. Tables are cleaned between groups and catering staff if handing items to children wear PPE gloves.		ST			
	All class sizes reflect the numbers of teaching staff available, size of room and are kept as small as possible with break times, lunch times and the movement of pupils around the school staggered to reduce large groups of pupils / staff gathering		ST	PPA adult will be allocated additionally to the teacher and any TA support	HT	
	Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school		ST			
	Pupils stay with their small group/class and are encouraged to observe social distancing and not play with other groups/classes		ST			

	<p>As much as possible, children, young people and staff are spaced apart at all times i.e.</p> <ul style="list-style-type: none"> • sitting children at desks that are far apart • ensuring everyone queues and eats further apart than normal • keeping apart when in the playground or doing any physical exercise • visiting the toilet one after the other • putting guidelines on the floor as needed • avoiding unnecessary staff gatherings 		ST		
	As much as possible , (in early years settings) staff seek to prevent the sharing of food, drink, utensils, equipment and toys		ST		
	Staff implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for		ST		
	Parents are discouraged from gathering at school gates on drop off/collection		P & SLT		
High demand for places where there is not enough staff or provision capacity	Contact is made with our Local Authority to identify and coordinate support from other schools in the area		HT	➤ Inform staff and contact parents Communications agreed statement if the school is to temporarily close or move staff and pupils to another school.	HT
	Collaboration is arranged between schools/setting and children and/or staff from other settings if they are clustered into one place to share resources		HT		
	An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority/Trust if in doubt when making decisions		HT		
High demand for places where there is not enough staff or provision capacity	An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority if in doubt when making decisions		HT	➤ Inform staff and contact parents Derbyshire County Council Communications agreed statement if the school is to temporarily close or move staff and pupils to another school.	HT
	If capacity of staff cannot be achieved to keep the school/setting open, then the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds		HT		
	If there is a need to move any pupils, teachers or other school/setting staff to an alternative school/setting, we will liaise with the Local Authority		HT		

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff and pupil Wellbeing	Staff are mindful and supportive to pupils and colleagues who may have experienced loss, require time to express their feelings and for pupils to make friends again (old friends may not be back).		ST	➤		
	The mental health and wellbeing of all staff is taken account of in working practices promoting work/life balance and has been agreed and supported by Governors.		GO V			
	Staff are informed that access to Coronavirus (COVID 19) testing is available and to follow LA procedure.		HT			
Staff and / or pupils attending the school temporarily from a different school	An appropriate health and safety induction to the school/setting is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid	N/A		➤ We will not have the capacity to do this.		
	Where possible the school/setting will implement social distancing and temporary staff and/or pupils will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc	N/A				
	For all pupils with EHCPs, staff are to liaise with SEND key worker to monitor provision in place	N/A				
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	Staff (or visitor) to self- isolate – journey home by car		ST	➤		
	Staff and Headteacher/Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing		SLT			
	Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and taken to designated area (any available room where a pupil can be isolated until further notice) whilst being mindful of the pupils needs		HT			
	A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)		HT			
	Parents informed of their child developments and asked to collect immediately and self-isolate for 7 days. Relevant staff/parents fellow household members should self-isolate for 14 days.		OS			

	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (refer DCC PPE guidance). As a precaution staff should wash clothing when home using warmest water setting, and drying items completely.		ST			
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)		HT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Confirmed staff or pupil Covid-19 case	Where the child, young person or staff member tests positive, the rest of their class or group and staff who have had contact with that person will be sent home and advised to self-isolate for 14 days.		HT			
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.		HT			
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal		CS			
	The effective cleaning process would be carried out using the Enhanced Cleaning and Disinfecting Coronavirus (COVID-19) guidance		CS			
Lack of hygiene provision and effective cleaning	Soap dispensers and hand towels within toilets are fully stocked at the start of each day		CT			
	Regular checks are made throughout the day to ensure adequate supply		ST			
	Site staff follow (existing) cleaning procedures and risk assessments with special attention given to contact points i.e. light switches, hand rails, door handles and toilets etc		CS			
	Classrooms, desks and chairs are cleaned at the end of the day and between different groups using the same furniture.		CS			
	Whilst packaging is not known to present a specific risk, delivery packaging is cleaned before handling in line and hands are washed immediately after.		OS			

Site staff absence	<p>The school/setting would pursue;</p> <ul style="list-style-type: none"> • replacement/cover site staff if the duties are contracted in • sharing site staff support from another school/setting • external cleaning services • temporary workers if alternative arrangements cannot be made 	OS	<p>Contact Property Services for availability of site staff</p>	HT	
Effective cleaning no longer available	<p>If site cannot be cleaned, the school will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds</p>	HT	<p>Inform staff and contact parents Derbyshire County Council Communications agreed statement if the school is to temporarily close or move staff and pupils to another school.</p>		
	<p>Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover</p>	HT			
Unsafe Buildings/ Operating in a different manner to normal operation.	<p>All statutory inspections are up to date and compliant</p>	HT			
	<p>The operational fire risk assessment has been reviewed and appropriate controls are in place.</p>	HT			
	<p>Fire drills are undertaken and recorded whilst trying to ensure social distancing measures are followed.</p>	HT			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Travelling to and from work	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)		HT			
	Staff are advised to keep up to date about reduced public services and closed stations		HT			
	Staff are informed to read Government Coronavirus (COVI 19) safer travel guidance for passengers available on line.		HT			
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can		ST			
	Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. REMEMBER if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)		ST			
Fire Operating in a different manner to normal operation	The operational Fire risk assessment has been reviewed and appropriate controls are in place		ST	➤ Staff to line up their group at a 2m distance to other groups and roll call. Wait to be instructed if safe to go back in.	ST	
	The school/setting has a system for knowing who is in the school when open		HT			
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)		ST			
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off.		HT			

In agreement with Government guidance the School/Setting will endeavour to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).

Pottery Personalised Additions:

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Risk of infection from sharing equipment	<ol style="list-style-type: none"> 1. Groups to have their own sports equipment which is cleaned before use and at the end of any day it has been in use. Equipment not to be shared between groups under any circumstances. 2. Children to each have their own tools where possible e.g. named/numbered pencil (pen if appropriate), scissors etc. 3. Child to have own desk/chair whilst in class which they stay in unless they need the toilet (Y1, Y6). Rows enter, leave the class base one at a time. 4. Groups have allocated toilet facilities and do not share other groups. 5. Child to use maths book and learning journal. Child to self-mark work. 6. Individual reading and/or guided reading to be at distance. Teacher to make use of the visualizer and children have own copy of the book (if needed). 7. Coats to be put on empty chair next to child/back of own chair in class (Y1 to Y6) not in cloakrooms. 		ST	School staff to sort out from PE shed before children arrive in setting. Not bean bags or tennis balls as fabric.	ST	
Risk of infection in classroom base	<ol style="list-style-type: none"> 1. At least 1 window to be kept open at all times and the door to be wedged open (closed immediately if fire bell sounds) for clean air to circulate. 2. Toilets to be allocated to a specific group of children and not used by other groups. 		ST	<p>Windows N/A to LB and DB rooms as they are fitted with fresh air units.</p> <p>Parents to ensure warm clothing e.g. jumper they can put on if cold.</p>	ST	

<p>Risk of infection on playground (break/lunch/sport)</p> <p>Minimising number of contacts during the day/week in school.</p>	<ol style="list-style-type: none"> 3. Bin lid to be removed if has a solid lid so that children are not touching a lid to put tissues in the bin. If it has a hatch just leave hatch open. Children to wash hands immediately after binning tissue. Bin bags emptied by cleaning staff at least daily. 4. Children and staff to have clean clothes on each day. 5. Parents to provide bottle of water (named) to bring to school each day so that children are not using the drinking fountain or plastic cups in class. 6. Reading books remain in school to read with teacher and not go between home and school. 7. All soft furnishings/equipment to be removed prior to June 1st. 8. Children who are stuck on work to have the task modelled again on the IWB for them. <ol style="list-style-type: none"> 1. Games involving physical contact – children told not to play these e.g. tag. 2. Play/sports equipment it only for their 'bubble' from class base. Children told not to touch/ pick up equipment from another group. 3. Staff to encourage outdoor activities that are solitary where possible. <ol style="list-style-type: none"> 1. Group to have same adult in class base where possible. 2. Group to have same midday attached where possible. 3. Group to have same TA where a TA is needed where possible. 4. Group to have same release PPA teacher during the week as is possible. 	<p>HT</p>	<p>Remove access to cups from class and drinking fountains to be put out of use.</p> <p>Cushions, soft toys etc</p> <p>Play equipment sanitised end of day with germicide solution provided by DCC</p> <p>At most children should be having contact with 4 adults during a school week where at all possible.</p> <p>Staff still need to plan to teach and upload the material for home learning.</p>	<p>ST</p> <p>ST</p> <p>ST</p> <p>HT</p> <p>ST</p> <p>HT</p>	
--	---	-----------	---	---	--

<p>Risk of infection by staff and pupils from children who are ill/ injured.</p>	<ol style="list-style-type: none"> 1. Where general illness is suspected child kept if possible in class base or just outside door (if additional adult present) at 2m distance until parent can collect. 2. Where a child shows any signs of COVID 19 child to be isolated in a designated room until parent arrives. Adult to have PPE equipment mask and gloves and to stay 2m apart from child whilst in room / by door. Room to be well ventilated. Parent to phone 111 to seek advice and communicate outcome with school. 3. Minor first aid to be applied by child (if old enough) e.g. cleaning with wipe and sticking plaster on. Where more than minor or child too young to do own minor first aid, e.g. nosebleed, adult to wear gloves and mask. 4. Major injury protocol to be followed as normal, alerting emergency services and parent/carer whilst applying what first aid is needed in the interim, PPE equipment must be used. 		ST	<p>Adult then follows Government /LA guidance.</p> <p>Manager then liaises with LA/Government guidance.</p>		
---	---	--	----	---	--	--