

## Nacton Church of England Primary School

Risk Assessment	<b>COVID-19</b>	Risk Calculator	Likelihood		
Date of Assessment	19 <sup>th</sup> May 2020	Consequence	Unlikely	Possible	Likely
Signed	G.Ryan	Slightly Harmful	Trivial	Acceptable	Moderate
Role	Headteacher	Harmful	Acceptable	Moderate	Substantial
		Extremely Harmful	Moderate	Substantial	Unacceptable
Unlikely	Probability of happening is close to zero				
Possible	Has happened in the past and could happen again				
Likely	Almost certain to happen, to be expected				
Slightly Harmful	Superficial injuries, minor cuts, bruises, first aid treatments	No action required			
Harmful	Time off work / school, ambulance / A&E needed, temporary disability				
Extremely Harmful	Death, fractures, amputation, permanent disability				
		If reasonably practicable take some action to reduce the risk		Action must be taken to remove or reduce the risk	

***This is a working document, so will be updated regularly, all updates will be shared with staff, and with parents where necessary.***

**The guiding principles of this risk assessment are:**

- **Avoiding contact with anyone who has symptoms**
- **Frequent hand cleaning and good respiratory hygiene practices**
- **Regular cleaning**
- **Minimising contact and mixing**

**Everyone at Nacton needs to keep these 4 guiding principles in mind and use them as ongoing guiding principles. This risk assessment provides more detail and specific guidance to be followed.**

<p><b>Hazards</b></p> <p>What are the specific sources of harm?</p>	<p><b>Hazardous Events</b></p> <p>Who are exposed?</p>	<p><b>Harm, including loss</b></p> <p>Considering the current control measures, list the likely harm to people and damage to property or equipment.</p>	<p><b>Control measures</b></p> <p>List the control measures actually used.</p>	<p>Risk rating after controls (consequence x likelihood)</p>
<p>Spread of germs including COVID-19</p>	<p>Staff, pupils and their families</p>	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<p>Guidance for everyone attending school and entering the building</p> <ul style="list-style-type: none"> <li>○ Pupils and staff should only attend school if they are fit and well and the family members they live with are fit and well.</li> <li>○ Hand washing (for 20 seconds with soap) – to be completed on entry to/exit from school, when coming in from outside, before eating. Staff to consider what pupils require help with hand washing and teach good habits and routines by using age appropriate games, song and repetition. Parents encouraged to support their children with this before returning to school.</li> <li>○ Hand sanitiser to be used when necessary.</li> <li>○ Ensure all surfaces are sanitised and wiped down.</li> <li>○ If a pupil displays any symptoms they are to immediately be placed in isolation and their parent contacted to pick them up immediately. If an adult needs to stay with them the adult will wear a plastic apron, gloves and a face mask.</li> <li>○ If a staff member begins to feel unwell at school they need to go home straight away. COVID-19 testing can be booked for them if they display the symptoms and should isolate until a negative test comes back.</li> <li>○ Access to the toilets to be controlled so distancing can be</li> </ul>	<p>Moderate</p>

			<p>maintained. Individual toilets labelled for specific classes/groups.</p> <ul style="list-style-type: none"> <li>○ Break and lunchtime to be staggered so that distancing can be maintained.</li> <li>○ Items brought into school from home are limited.</li> <li>○ Staff to maintain as safe a distance as possible from pupils. When inside pupils encouraged to social distance.</li> <li>○ Movement around the school reduced for all pupils.</li> </ul>	
Spread of germs including COVID-19 specific to the classrooms	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Pupils will be in class groups of no more than 15 children with one teacher and teaching assistant.</li> <li>○ Minimal movement of adults between groups.</li> <li>○ Contact between class groups to be minimised. Class groups to remain as class groups having separate break and lunch – not mixing with other class groups. Where the age of the pupil allows they should have their own place in the classroom with their own equipment. This should not change or be shared.</li> <li>○ Social distancing as much as possible, desks and chairs must be placed as far apart as possible, children must be spaced out on the carpet. Due to the size of the classrooms pupils will not be sat 2m apart</li> <li>○ Pupils must remain in their allocated classroom and not go to different classrooms.</li> <li>○ Classroom should be well ventilated with open doors (where safe bearing in mind fire safety and safeguarding) and windows.</li> <li>○ Classrooms should be accessed from the outside (where possible) and the internal one way system followed.</li> <li>○ Class groups to remain as class groups. They should not mix with other class groups. Adults should remain with their</li> </ul>	Moderate

			<p>assigned class groups.</p> <ul style="list-style-type: none"> <li>○ Staff must maintain a 2 metre distance when communicating with all other members of staff, especially when they operate outside of their class group.</li> <li>○ Give frequent reminders to avoid touching of the face.</li> <li>○ 'Catch it, bin it, kill it' approach to be used. All pupils need easy access to tissues and lidded bins. Hands to be sanitised after sneezing or coughing.</li> <li>○ Hand sanitiser available in all rooms.</li> </ul>	
Spread of germs including COVID-19 on surfaces	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>○ Cleaning contractors and all external staff provided with copy of this risk assessment. Copy signed by them and retained in the health and safety folder.</li> <li>○ Enhanced cleaning arranged with cleaning contractor.</li> <li>○ Classrooms</li> <li>○ Toilets: Daily sterilisation of door handles/cubical door handles/locks/toilet flush/toilet seats Staffroom/Dining Room: Daily sterilisation of tables/ worktop surfaces/touch points/kettles/microwave controls/door/fridge door handles. Classrooms: Daily sterilisation of all hard surfaces (chairs, doors, door handles, sinks, light switches, window handles)</li> <li>○ Offices: Daily sterilisation of all shared telephones/printers/door handles</li> <li>○ Site Entrance/Buildings: Daily sterilisation of all touch points, door handles and electronic door switches.</li> <li>○ All frequently touched surfaces must be cleaned on a regular basis following Government guidance.</li> <li>○ All used classrooms must be thoroughly cleaned daily.</li> </ul>	Moderate

			<ul style="list-style-type: none"><li>○ Pupil equipment that cannot be easily cleaned (soft furnishings, soft toys etc.) on a daily basis or between uses to be removed.</li><li>○ Pupil equipment to be cleaned on a daily basis (toys, books, desks, chairs)</li><li>○ Books not to be taken home.</li><li>○ Email system set up so that any letters going home can be sent electronically</li><li>○ Malleable resources, such as play dough, should not be shared. The sand and water in reception should not be used.</li><li>○ Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use.</li><li>○ Staff to wash/sanitise hands and surfaces before and after handling pupil's books. Marking to be kept to</li><li>○ As far as possible pupils to be provided with their own equipment that is not shared.</li><li>○ In early years regular cleaning and disinfection of surfaces, objects and toys, as well as handwashing, are particularly important and must take place. The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided. The use of shared play equipment that can spread infection such as sand should be avoided.</li><li>○ Bins used for tissues to be emptied by the staff member (in class or GR) at midday, tissue waste to be double bagged. Gloves must be worn when doing this.</li><li>○ Pupils are most likely to spread COVID-19 by touching surfaces. It is possible that they are asymptomatic. Therefore adults are advised to take the following</li></ul>	
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			<p>additional precautions.</p> <ul style="list-style-type: none"> <li>○ Tie up long hair</li> <li>○ Consider removing rings and bracelets</li> <li>○ On returning home ask other members of the family to stay away. Put clothes straight into the washing machine. Go straight to the shower (don't touch the door) and wash body and hair with soap/shampoo. Try to avoid touching any surface as much as possible.</li> </ul>	
Spread of infection at Site Access Points	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Alcohol hand gel available for each member of staff as well as in the classrooms</li> <li>○ All Tigers and Jaguars pupils to enter through classroom external doors.</li> <li>○ All staff to enter through the front door.</li> <li>○ Hands washed as soon as staff and pupils enter the school</li> <li>○ Sign next to front door stating that everyone must wash hands</li> <li>○ Allow plenty of space minimum 2metres separation between each other when entering and leaving site.</li> <li>○ All doors to be propped open (in the case of the fire alarm sounding GR will shut all doors wedged open)</li> <li>○ If door cannot be propped open then member of staff to open / close and then wash hands for 20 seconds.</li> </ul>	Moderate
Moving around school	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously</p>	<ul style="list-style-type: none"> <li>○ Follow the one way system</li> <li>○ Stay 2 metres apart</li> <li>○ Teachers to deliver lessons that focus on mental health and wellbeing and hygiene. Then introducing wider curriculum</li> <li>○ Teachers to use the outside space as much as possible for lessons, being mindful of the 4 principles, social distancing and the times for break/lunch</li> <li>○ Lessons to be planned that prevent/reduce movement</li> </ul>	Moderate

		<p>unwell and off school/work for a significant time</p> <p>Potential death</p>	<p>around the classroom and school building</p> <ul style="list-style-type: none"> <li>○ There will be no collective worship in the hall.</li> <li>○ Break times (including lunch) will be staggered so that all children are not moving around the school at the same time</li> <li>○ Drop-off and collection times will be staggered with a one way system and markings. These protocols will be shared with parents.</li> </ul>	
Dining Room / Lunch Time Breaktime	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Break times staggered to reduce congestion for staff and pupils.</li> <li>○ Outside equipment will NOT be able to be used.</li> <li>○ Vertas and staff informed of protocols and possible extended lunchtime.</li> <li>○ Pupils to eat their lunch in their classrooms at their tables (If larger number of reception pupils in they will eat in the hall)</li> <li>○ Staff to clean the pupils' tables before they eat.</li> <li>○ Staff member will bring their lunch to them if they're having a school meal. This will be packed for them and will not involve the need for cutlery</li> <li>○ Pupils will need to use their own drink bottles – cups will NOT be provided</li> <li>○ Water fountains on the playground NOT used – Cordon off.</li> <li>○ Tables sanitised after use.</li> <li>○ Staff asked to bring refillable drinking bottles from home or use the same cup/bottle without sharing.</li> <li>○ Staff to wash their own cups/mugs, ensuring they go through the dishwasher at the end of the day.</li> <li>○ Enhanced cleaning measures: daily cleaning of drinking</li> </ul>	Moderate

			<p>water tap mechanism / kettle / microwave controls / fridge handles / door handles / sink taps / tables / chairs.</p> <ul style="list-style-type: none"> <li>○ The hall will be the staffroom, the tables will be set up as benches/tables, staff will have their own seat and must remain 2m apart from each other.</li> </ul>	
Toilets - spread of infection	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ External doors to be propped open.</li> <li>○ Pupils to have a designated toilet depending on their class group.</li> <li>○ Pupils will be able to go to the toilet as they need to but only one boy and one girl at a time from each class.</li> <li>○ Hot &amp; Cold water with antibacterial soap provided.</li> <li>○ Maintain 2m gap at all times</li> <li>○ All pupil urinals to be closed.</li> <li>○ Hand dryers or disposable towels used for hand drying.</li> <li>○ Enhance Cleaning Regime: Daily sanitise of door handles/cubical door handles/locks/toilet flush and toilet seats, taps basins, hand dryer touch points</li> </ul>	Moderate
Vulnerable people and vulnerable households	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education setting.</li> <li>○ If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, they should not attend as stringent social distancing cannot be guaranteed. They will be supported to learn or work at home.</li> </ul>	Moderate
Providing first	Staff, pupils	Displaying no	<ul style="list-style-type: none"> <li>○ Guide pupils to administer their own first aid, this will be</li> </ul>	Moderate

aid	and their families	<p>symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<p>recorded as guided on the accident form</p> <ul style="list-style-type: none"> <li>○ Ask GR or office staff to send a text to parents informing them they have had an injury and this will need to be checked at home</li> <li>○ If the adult is concerned re. COVID-19 symptoms, the pupil's temperature can be taken <ul style="list-style-type: none"> <li>● If temperature is high – follow temperature protocol.</li> <li>● Temperature low – apply first aid then wash hands for 20 seconds.</li> </ul> </li> <li>○ Temperature high – isolate and only apply first aid if really necessary (follow guidance for a suspected Covid-19 case below)</li> </ul>	
Starting to feel unwell	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ If staff member or pupil starts to feel unwell, with any COVID-19 symptoms. They must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>○ If a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. 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.</li> <li>○ If a child, with C19 symptoms, is awaiting collection, they should be moved to the group room with doors shut. Age</li> </ul>	Moderate

			<p>appropriate adult supervision should be provided, with appropriate PPE. Ensuring PPE is put on and removed safely, following guidelines, and hands washed immediately.</p> <ul style="list-style-type: none"> <li>○ If they need to go to the bathroom while waiting to be collected, they should use the toilet by the staffroom. This toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>○ In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>○ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>○ Clean all areas where the ill person/child was working before they are used by others and the group room too.</li> </ul>	
Staff/Pupils	Staff, pupils	Displaying no	○ <b><u>Stay at Home:</u></b>	Moderate

<p>unsure if they or someone in their household have the virus- and travel into school - spreading infection.</p>	<p>and their families</p>	<p>symptoms but being a carrier          Being mildly unwell and off school/work for 14 days          Being seriously unwell and off school/work for a significant time          Potential death</p>	<ul style="list-style-type: none"> <li>• Staff if they think they or someone else in their household could be or definitely has symptoms, stay at home, phone in and inform head teacher, book test and follow government guidance on self-isolation.</li> <li>• Pupils – if families think someone in the household has symptoms, stay at home, phone into school, book test and follow government advice on self-isolation.</li> </ul>	
<p>Confirmed COVID-19 case at Nacton and returning to school after self-isolation</p>	<p>Staff, pupils and their families</p>	<p>Displaying no symptoms but being a carrier          Being mildly unwell and off school/work for 14 days          Being seriously unwell and off school/work for a significant time          Potential death</p>	<ul style="list-style-type: none"> <li>○ When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> <li>○ A test will be arranged by GR for staff, or they can arrange their own test if the prefer.</li> <li>○ The government has also announced a test will also be widely available for the wider public, including children 5 and over</li> <li>○ Where a negative test is returned they can return to school and household members can end their self-isolation.</li> <li>○ Where the child or staff member tests positive, the rest of their class group at school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</li> <li>○ Pupils briefed by the class teacher about the rules and requirements</li> </ul>	<p>Moderate</p>

			<ul style="list-style-type: none"> <li>○ ALL Staff members to be issued with an up to date copy of the risk assessment.</li> </ul>	
Commuting: Spread of infection travelling to school.	Staff, pupils and their families as well as others in the community	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Staff should travel to site alone using their own private transport.</li> <li>○ Staff using public transport to try to maintain 2m separation between themselves and other commuters.</li> <li>○ Ensure car doors handles, steering wheel and gear stick etc. are cleaned after using the vehicle to travel to work.</li> </ul>	Moderate
Delivery drivers spreading infection	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ All non-essential delivery drivers stopped from entering site.</li> <li>○ Explain COVID-19 controls to drivers that have to enter site.</li> <li>○ Maintain 2m separation distance with site staff.</li> <li>○ Keep the glass divider closed and talk through rather than opening it.</li> <li>○ Delivery notes not to be handed to one another.</li> <li>○ No access to site welfare facilities for the driver whilst on site.</li> <li>○ Passengers not permitted out of cab.</li> <li>○ Site staff: Use your own pen to sign delivery notes.</li> <li>○ Remove all packaging and place immediately in bin. Gloves can be worn.</li> <li>○ Alternatively leave the package on the side for addressee - for 24hrs before opening then dispose of the packaging and</li> </ul>	Moderate

			<p>wash hands</p> <ul style="list-style-type: none"> <li>○ Wash hands for 20 seconds.</li> </ul>	
<p>Communication Communicate the control measures</p>	<p>Staff, pupils and their families</p>	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Tell children, parents, carers and any visitors that they must <b>not</b> to enter the school if they are displaying any symptoms of coronavirus or are feeling unwell.</li> <li>○ Tell parents that if their child needs to be accompanied to school, only one parent should attend. Younger siblings shouldn't accompany (if this is an issue for parents, then need to speak to head teacher)</li> <li>○ Tell parents and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact – one way system</li> <li>○ Make clear to parents that they cannot gather at entrance gates or doors, or enter the site</li> <li>○ Make parents aware of e-bug resources and that they will need to make sure they have helped their child to wash their hands properly and have an understanding of social distancing.</li> <li>○ Ensure parents and pupils are aware of recommendations on transport to and from school (including avoiding peak times). Following Government guidance on safe travel</li> <li>○ Communicate and discuss plans with staff, including any training.</li> <li>○ Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>○ Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow</li> </ul>	<p>Moderate</p>

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