

COVID-19 Risk Assessment	
School Name	Barton Primary School
Assessment carried out by:	
Date:	24/08/20

Hazard Identified	The spread of Covid-19 Coronavirus
Who might be harmed:	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Parents / Carers</li> <li>• Volunteers / Governors</li> <li>• Visitors</li> <li>• Contractors</li> <li>• Wider Community</li> </ul>
How:	<ul style="list-style-type: none"> <li>❖ Risk of contracting Covid-19 and risk of transmission to others.</li> <li>❖ <b>Heightened risk</b> for those in vulnerable groups (<b>clinically vulnerable</b> or <b>extremely clinically vulnerable</b>)</li> </ul>

Risk Assessment compiled with the help of information from:	<p><b>GOV.UK:</b>  <b>'Guidance for full opening: School' – updated 07/08/20 (Published 02/07/20)</b>  'Preparing for the Wider Opening of Schools from 1 June 2020 – Planning Guide for Primary Schools.'  'Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings'  <b>Strictly Education (HR Provider):</b>  'COVID-19 Risk Assessment Template'</p> <p>School keeps up-to-date with daily advice issued by, but not limited to:  DfE, NHS, Dept of Health and Social Care, PHE.</p>
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	<p>All school staff instructed to read:  '<i>Coronavirus (COVID-19): Implementing Protective Measures in Education and Childcare Settings</i>'  Temporary School Operating Procedure  School's Social Distancing Policy</p>				
Measures to control the risk	How the risks being controlled	Further action needed	Who needs to carry out the action	When the action is needed by	Done
<p>Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who has symptoms).</p>	<p>Staff given instructions on what to do if they or someone in their household experiences symptoms;</p> <p>Public Health England flow charts to be observed.</p> <p>Staff given instruction on what to do if a pupil shows symptoms at school;</p> <p>Any staff / pupils displaying symptoms of coronavirus in school sent home immediately;</p> <p>School to communicate with parents the infection control measures in place.</p>	<p>Individual school arrangements shared with staff. Isolation area identified (meeting room) PPE available.</p> <p>Pupil and staff emergency contact details are up-to-date.</p>	<p>School opening staff briefing</p>	<p>1 Sept 20.</p>	
	<p><u>Hygiene Measures:</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand sanitiser where there is</p>	<p>Information for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival,</p>	<p>Info contained in Operating procedure.</p>		

	<p>reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene: 'Catch it, Bin it, Kill it'</p>	<p>before/after eating and after sneezing/coughing. (Children supervised)</p> <p>Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checks on supplies.</p> <p>Regular reminders about hand washing and social distancing, both verbal and through posters.</p> <p>Hand sanitisers and tissues available in classrooms and other key locations;</p> <p>Only lunch and milk stored in fridges. Personal items to be removed daily.</p>	<p>Additional supplies Liquid soap / hand towels etc ordered</p>		
	<p>Enhanced Cleaning:</p>	<p>Enhanced cleaning protocols in place, including:</p> <ul style="list-style-type: none"> <li>• Thorough cleaning of classrooms and communal areas at the end of the day.</li> <li>• Pupil toilets cleaned during the day at lunchtime.</li> <li>• Cleaning of frequently touched surfaces throughout day.</li> <li>• Bins emptied regularly during the day;</li> </ul>	<p>All school staff.</p> <p>Daily enhanced cleaning by Nviro.</p>		

		<ul style="list-style-type: none"> <li>• Cleaning of play / outdoor equipment at the end of a session.</li> <li>• Cleaning of other equipment for practical lessons.</li> <li>• Tables cleaned regularly.</li> <li>• Removal of unnecessary items from learning environments;</li> <li>• Removal of soft furnishings, soft toys and toys that are hard to clean.</li> </ul> <p>Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time;</p> <p>Regular checks on cleaning.</p>	Deep clean every Friday by Nviro.		
	Maximising Ventilation	Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind safeguarding considerations)			
	Minimising contact and mixing between groups of staff and pupils.	<p>The following practices have been put in place, <i>where possible</i>:</p> <ul style="list-style-type: none"> <li>• Accessing rooms directly from outside;</li> <li>• Staggered start/finish break and lunch times;</li> <li>• Staggered use of staff areas;</li> </ul>			

		<ul style="list-style-type: none"> <li>• Limited numbers using toilet facilities at one time;</li> <li>• Introduction of drop-off / pick-up protocols that minimise contact;</li> <li>• Limited use of shared resources and prevention of sharing stationery and other equipment where possible; Each pupil given individual stationery packs.</li> <li>• Consistent groupings of staff/pupils wherever possible with minimal mixing;</li> <li>• Conducting regular classroom activities outdoors;</li> <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>Fire drill will be conducted during first week of return to work.</p>		
	PPE:				

	<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>	<p>A supply of face masks, gloves, aprons and eye protection will be maintained for use as usual and as necessary in personal care situations where contact is required, eg 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;</p>	<p>LA provided 5 packs of PPE per school</p> <p>Stock levels monitored by all school staff.</p>		
	<p>Reducing face-to-face contact between staff and between staff and visitors.</p>	<p>Face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing;</p> <p>Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical;</p> <p>Only essential visitors allowed on site with the prior permission of the Headteacher;</p> <p>Visitor protocol to be observed at all times, including hand-washing or provision of sanitiser on arrival;</p> <p>Contractor visits are scheduled outside school hours where possible.</p>	<p>School Office staff.</p> <p>School Office staff.</p> <p>Arranged after 3pm.</p>		

	<p>Social distancing in school office and communal spaces.</p>	<p>Reduced occupancy of office space by rotation of staff and home working.</p> <p>Staff not to share workstations, telephones or other equipment unless properly sanitised between users.</p> <p>IT workstations in use simultaneously are distanced at least 2 metres apart,.</p> <p>Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed;</p> <p>Reception/Admin staff instructed on how to deal with deliveries safely.</p>	<p>SD Policy /Procedure.</p> <p>Posters made for school entrance – Admin team.</p>		
	<p>Reduction in use of public transport to get to and from school.</p>	<p>Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely.</p> <p>Staff asked to avoid public transport where possible.</p> <p>Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour.</p>			

	Monitoring	Management checks to be undertaken each day on the control measures in place and reported back to Headteacher.  Staff encouraged to report any breaches of H&S protocol they have witnessed.	All school staff.		