

Rakegate Primary School - Covid-19 Risk Assessment



Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

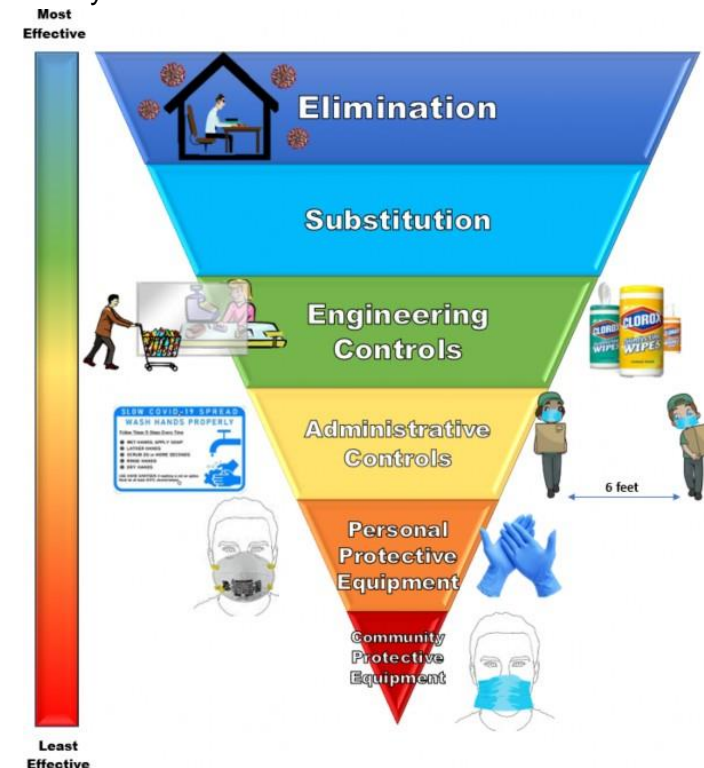
The Government has announced that from 1st June 2020 Schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

This Risk Assessment has been developed for dealing with the current Covid-19 situation at Rakegate Primary School. It reflects the procedures within the school's re-opening plan. It has been developed with due regard to the '*considerations*' section detailed at the end of the document and the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Hazards	Controls Required	Risk Rating L/M/H	Additional Controls and Actions.	Action By who	Action by when	Done
	Promotion of good personal hygiene Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
Spread of Covid-19 Coronavirus	Hand washing facilities with soap and water (ideally warm water) in place. Stringent hand washing taking place using soap and water (in accordance with this guidance). Children to wash hands before and after eating dinner. and after using toilets. Hand sanitiser used when children arrive at school and after returning from breaks to avoid queues at the sink.	L	Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Ensure that staff know technique. Staff/children wash hands when moving to another room/ changing groups.	All adults and pupils	September 1 st 2020	
	Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). Posters displayed with visual cues on how to wash hands.	L	SLT to ensure posters located in all teaching and staff rooms and age appropriate audience. (e.g. in toilets and above sinks)	SLT	September 1 st 2020	
	Teach children hand washing techniques.	L	Ensure that staff know technique.	All staff	September 1 st 2020	
	Drying of hands with disposable paper towels or hand dryers Lidded bins to be used to dispose of paper towels.	L	Paper towels available in all rooms. Lidded bins available in all rooms	All adults and pupils	September 1 st 2020	
	PPE required if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely	M	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 (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). 1 st Aiders to replenish PPE & first aid boxes weekly. At first aid points and in	Site Manager 1 st Aiders replenish weekly.	September 1 st 2020	

			classrooms. Keep record of PPE and 1 st Aid replenishment.			
	Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in each bubble and rooms used by staff. (Note; hand gel is no substitute for thorough and effective handwashing)	L	Sanitisers available in all allocated rooms and at main entrance point into the building.	Site manager	September 1 st 2020	
	Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.	L	Wash hands after sneezing and coughing.	All staff	September 1 st 2020	
	Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.	L	Tissues available in all bubbles, office and staffrooms.	Site Manager	September 1 st 2020	
	Appropriate receptacles for disposal of tissues which are emptied and cleaned throughout the day.	L	SLT identify locations All staff informed of locations	Cleaners and Caretakers	September 1 st 2020	
	Pupils do not share cutlery, cups or food.	L	Children supervised in dining room/classrooms	Bubble assigned staff Lunchtime supervisors	September 1 st 2020	
	Parents informed by letter of hygiene expectations and to advise to discuss with their children.	L	Letter to all parents to provide updates as and when relevant. Displayed on website.	Headteacher	September 1 st 2020	
	Parents informed by letter that children are to wash their hands for 20 seconds before coming to school and when they get home.	L	Letter to all parents to provide updates as and when relevant. Displayed on website.	Headteacher	September 1 st 2020	
	Areas are kept well ventilated using natural ventilation where possible. Air-conditioning not to be used.	L	Site manager open and shut all windows. Bubble assigned staff to adjust accordingly.	Site manager	September 1 st 2020	
<u>Cleaning</u> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations						
	Pupils sit at same desk each day which is thoroughly cleaned throughout day by staff and end of day by cleaners. If children work in another room, ensure they are allocated the same desk each session, (groups for LR/HT/JW/NK) For smaller intervention groups, clean	L	Furniture to be readjusted. Seating plan to be created.	All staff	September 1 st 2020	

	tables after each session. Children to take their resource packs with them.		SLT to assign specific rooms to be used for group and intervention teaching.			
	Cleaners are employed by the school. Carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy.	L	Site manager to plan cleaning jobs for all cleaners. Additional cleaning of toilets and emptying of bins during the school day.	Site manager	September 1 st 2020	
	Meet with cleaners to review cleaning arrangement and make any necessary changes.	L	Site manager to meet with cleaners - identify areas to be used and additional deep clean requirements.	Site manager	September 1 st 2020	
	Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bins, light switches, reception area / sign in tablets using appropriate cleaning products and methods. Put in place 'clean as you use systems' for areas such as meeting rooms, printers, photocopiers etc, to keep up with cleaning requirements.	L	All staff issued with spray bottle and cloth to use if they wish. Core responsibility for cleaning remains that of cleaners. Signs around the workplace stating what needs cleaning. Staff vacate rooms at end of day to enable to take place.	All staff	September 1 st 2020	
	Rigorous checks to be carried out by SLT to ensure that the necessary procedures are being followed.	L	SLT allocated zones to check. Senior Leaders ensure their allocated staff are adhering to risk assessment procedures	Headteacher	September 1 st 2020	
	All cutlery and cups are thoroughly cleaned before and after use.	L	Pupils bring a bottle of water from home each day. Water and plastic cups otherwise in bubble rooms. In dining room, water poured by lunchtime supervisors, children not to touch water jugs.	All staff Shires	September 1 st 2020	
<u>Social Distancing</u> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations						
	School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).	L	Letter to parents. All enquiries by email and phone.	Headteacher, office staff, SLT	September 1 st 2020	

	Implementation of social distancing – i.e. reducing the number of adults in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government.	L	Staff areas to be assigned maximum occupancies	Site manager SLT	September 1 st 2020	
	Bubbles are based around a year group.	L	Plan in place for bubbles groups	Senior Leaders	September 1 st 2020	
	Cohorts are kept together and where ever possible different cohorts are not mixed.	L	SLT to communicate to staff	SLT	September 1 st 2020	
	Where possible, teachers / staff members are assigned to a year group bubble and stay with the same bubble throughout the day. Where staff need to move between classes and year groups they should try and keep their distance from pupils and other staff.	L	See re-opening plan. Headteacher to communicate to staff Staff not to enter another classroom unless they are working in there. EHCP/PHP children have additional risk assessments	Headteacher SEND lead All staff	September 1 st 2020	
	Desks should be arranged so that children are seated side by side and facing forwards	L	Site manager to remove any unnecessary furniture.	Site manager and bubble staff	September 1 st 2020	
	Year groups should be kept apart, no school assemblies or large gatherings.	L	Timetabling ensures no busy corridors, entrances and exits.	All staff	September 1 st 2020	
	Where possible, staff use same work areas throughout the day with thorough cleaning of rooms at end of day. Where staff move between groups, ensure area is cleaned before they leave.		Teachers to use library for PPA time.	All staff	September 1 st 2020	
	Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering in any place.	L	See re-opening plan	All staff	September 1 st 2020	
	Flexible start of day and staggered end of day to minimise the number of people on site. (See re-opening plan for timings)	L	Parents socially distance queue at gates. Follow pedestrian one way entrance and exit system. SLT and site manager monitor entrance/exit gates at the start and end of day	SLT Parents	September 1 st 2020	
	Staff reminded daily of the importance of social distancing both in the workplace and outside of it.	L	Signage around the school	SLT All staff	September 1 st 2020	

	Review of work schedules including start & finish times.	L	Where possible, staff not to arrive on site before 8.00am and leave site by 4:30pm.	SLT	September 1 st 2020	
	Redesigning processes / rooms and resources to ensure social distancing in place. All children to have own resource packs	L	Where possible resources are not shared between bubbles, if they are they need to be cleaned after use or left unused for at least 48 hours. (72 hours for plastics)	SLT	September 1 st 2020	
	Where necessary, conference calls to be used instead of face to face meetings.	L	To be undertake through Teams	SLT	September 1 st 2020	
	Social distancing to be adhered to in staff rest areas.	L	Staggered breaktimes. Staff to have separate rest areas. Limited use of Staff Room.	SLT	September 1 st 2020	
	Parents discouraged from gathering at school gates.	L	Queuing system designed. set up and then maintained. SLT and site manager monitor entrance/exit gates at the start and end of day. Staggered times at start and end of day.	SLT and Site manager	September 1 st 2020	
<u>Reducing contact point activities</u> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations						
	Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation.	L	All self-closing fire doors to be assessed as open.	Site Manager	September 1 st 2020	
	School does not undertake any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.	L	SLT brief Bubble Assigned staff.	Bubble Assigned staff	September 1 st 2020	
	School will cease hand shaking of children and visitors.	L		All staff	September 1 st 2020	
	Teachers/TAs adopt light-touch marking and use feedback at start of the following lesson rather than marking in detail. Children self-mark where possible and assessment used throughout the lesson. Books given out prior to the lesson and then hands washed.	L	No exercise books to be taken home by teachers. No book trawls undertaken. Gloves available to wear when handling books.	Teachers TAs	September 1 st 2020	

<u>Dealing with a suspected case, staff or pupil.</u> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, lack of taste/smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	L	SLT at briefing 1st September Regular Microsoft Teams/email updates.	SLT Business Manager.	September 1 st 2020	
If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.	M	Use Roundroom and Disabled toilets opposite 5JG Staff wear PPE equipment if a 2 metre distance cannot be maintained. Wash hands after.	Bubble Assigned staff, support member of staff supervise unwell child.	September 1 st 2020	
If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection.	M	Use Roundroom or go home immediately and entrance toilet. Entrance toilet for staff Disabled toilet for children	Bubble Assigned staff	September 1 st 2020	
Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.	M	Cleaners to deep clean.	Cleaners	September 1 st 2020	
If a member of staff becomes symptomatic SLT maintains regular remote contact with during this time.	M	Use Teams	SLT	September 1 st 2020	
If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	M	Senior Leaders in consultation with Headteacher. Engage with NHS Test and Trace Process	SLT	September 1 st 2020	
<u>Controlling other users of building</u> Who affected: Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations					
The school will contact every user and inform them of usage expectations: Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.	L	In addition to standard expectations, users will agree (before entry to school) to follow school Covid-19 Risk	SLT Site Manager	September 1 st 2020	

			Assessment and adhere to school protocols. (site induction form)			
	Compulsory handwashing / use of sanitiser after entering and leaving school.	L		All visitors	September 1 st 2020	
	Restrictions or suspensions of building usage	L	Outside agencies and visitors strictly limited. Risk to be assessed at point of requested entry. Site Induction form	SLT	September 1 st 2020	
<u>Emergency procedures</u> Who affected: Staff, Pupils, Cleaners, Contractors, Visitors to premises, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with you in relation to your operations						
	All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. New contact form sent out 1 st September – include requesting email address for future contacts	L	Completed by office staff SLT to remind of duty to inform school of changes.	Office staff SLT	September 1 st 2020	
	Pupils' parents are contacted as soon as practicable in the event of an emergency	L	Systems already in place. Parents reminded in letter to ensure school has up to date contact details.	Office staff Headteacher	September 1 st 2020	
	Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.	L	Systems already in place. Parents reminded in letter to ensure school has up to date contact details.	Office staff Headteacher	September 1 st 2020	
	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	L	First Aid policy updated within last 6 months. Update required in the light of Corona Virus.	SLT	September 1 st 2020	
	When undertaking close contact 1 st Aid, restraining a child or Intimate care staff wear gloves, an apron and face mask. Nappies and wipes should be double-bagged and placed into a lidded bin. Staff must wash hands once PPE is removed and disposed of.	M	PPE is available in every bubble and at 1 st Aid points. PPE and 1 st aid boxes are replenished weekly by 1 st Aiders.	All staff 1 st aiders set up resources and replenish	September 1 st 2020	

Personal Protective Equipment (PPE)

Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.

Teacher / staff shortage	Individual risk assessments undertaken for all staff. Any staff who were RAG rated as amber to be reassessed from 1 st September	L	SLT to apply any additional controls where necessary	SLT	September 1 st 2020	
	School monitors daily any staff absence.	L	If there are any shortages of teachers, then cover internally or use a supply/cover teacher. In absence of site manager, relief site manager contacted.	Headteacher	September 1 st 2020	
	Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.	M	Bubbles assigned staff inform SLT if any pupils display symptoms and move to roundroom	All staff	September 1 st 2020	
	Daily report to the HT on number of absences and symptoms.	M	Completed by 3:30 each day. Record kept in 'school return' file	Business Manager	September 1 st 2020	
	Weekly summary data for each class to HT.	M	Completed each Friday	Business manager	September 1 st 2020	
	Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.	M	List kept in School Return folder and updated. Contact staff for updates when required. Staff can have test and return quicker if they test negative.	Business Manager Headteacher	September 1 st 2020	
Impact on physical and mental health	SLT will offer support to staff who are affected by Coronavirus or has a family member affected.	L	Use established school structures: Contact SLT and use bought professional services.	SLT	September 1 st 2020	
	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	L	Use of bought in services and staff CPD	SLT	September 1 st 2020	

	Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.	L	Use of bought in services and staff CPD	SLT	September 1 st 2020	
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Considerations for additional control measures: (See re-opening plan for further details)

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible – **use fire doors**
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors – **follow floor markers**
- staggering breaks to ensure that any outdoor spaces and toilets have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the bubbles they are already in, bubbles should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. – **queue on floor markers**
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise **only if wet play and be co-ordinated by SLT**. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy. **Additional staffrooms created.**

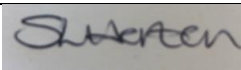
Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. **No resources to go home.**
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. **Cleaned after each session.**
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)). **Cleaned after each session.**

Additional considerations:

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.

	Name	Position	Signature	Date	Review Date
Risk Assessor	Sarah Horton	Headteacher		06-07-20	October 1 st 2020