

BLYTON CUM LAUGHTON CHURCH OF ENGLAND PRIMARY SCHOOL

Coronavirus (COVID-19) risk assessment

Assessment date: 28 August 2020

Review date: The Risk Assessment will be under constant review. **Latest update:** 15.1.2021

Assessors Name:	Karl Duke Headteacher	Assessment Reference Number:	COVID-19 28/08/2020
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Operation Description: COVID-19 Blyton cum Laughton CE Primary School full opening of our sites Monday 7th September 2020.

Operation Location: Both sites at Laughton and Blyton

Persons at Risk: All BcL employees, pupils, parents/carers and visitors

This Risk Assessment should be used in conjunction with current guidance from the UK Government DFE, Public Health England, and the NHS to ensure this risk assessment is following the latest advice.

This Risk Assessment should be used in conjunction with the Full Opening Action Plan for 07 September 2020 to ensure all control measures are in place prior to opening.

The Headteacher has been appointed by the Governing Body the nominated Competent person (Reg. 7 of MHSW Regulations 1999 refers).

Preface from the Blyton cum Laughton CE Primary School Health and Safety Competent Person.

The Governing Body and Headteacher will continue to think about the risks to all staff, pupils and young people as required in law. Everything as reasonably practically possible will be done to minimise risks across both sites.

This Risk Assessment has been created as required in law to identify these risks and to put in place control measures to minimise risks. The control measures have been developed using current guidance provided by the Department for Education on the 16 July 2020 and other relevant sources. It is recognised that not all risks presented by the coronavirus can be eliminated.

It is good practise for employers as well as requirement in law to consult all employees when managing Health and Safety in good time. The Headteacher actively encourages all staff as well as parents/carers to discuss possible risks and methods to minimise them. Those carrying out work across the two sites are best placed to identify risks in the workplace and will have a view as to how to work safely. Parents/Carers are encouraged to contribute to the control measures laid out in this risk assessment and help our sites by following the wider public health guidance.

We should Stay alert

We can all help control the virus if we all stay alert. This means we must:

- **Stay at home if we are unwell with symptoms of the Coronavirus**
- **Maintain robust hand and respiratory Hygiene.**
- **Enhance cleaning routines**
- **Actively engage with NHS Test and Trace if symptoms are present.**
- **Make formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable**

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **table below**, consider **Severity (S)** and **Likelihood (L) without** Control Measures. **Multiply** (S x L)

If applicable, add the Weighting figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add the Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (5-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1				1 – 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S x L + W = R					S x L + W = R			
PREVENTION "Extremely Vulnerable" employees and children contracting COVID-19 in school	5	4	0	20	Applicable to all Blyton cum Laughton CE Primary School employees: Staff and children who were/are considered to be clinically extremely vulnerable can return to school from 1 August 2020 as long as they maintain social distancing. The Headteacher should complete an individual Risk Assessment (H&S Supplementary Policy Section 5) prior to <u>Extremely Clinically Vulnerable</u> employees being in work. All Individual Risk Assessments must be signed by their Headteacher.	5	2	0	10
					Children no longer needing to shield from 1 August 2020 will generally be under the care of a specialist health care professional. Advice should be obtained prior to returning to school to allow a care plan to be formulated as required. In addition to this Senior Leadership Teams should conduct their own risk assessments for any Extremely Clinically Vulnerable or vulnerable child to establish if it's safe for them to be at school and social distancing can be achieved. <u>Working from home scoring</u> It remains wider government policy that those who could work from home do so. The Headteacher is advised to be flexible, in particular in the way Extremely Clinically Vulnerable staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain stringent social distancing. The Governing Body and the Headteacher directs that both Blyton cum Laughton CE Primary School sites will apply the full measures provided in the DfE guidance at all times and therefore the risks to all staff will be mitigated significantly.	5	1	0	5

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S x L + W = R					S x L + W = R			
PREVENTION Employees or children who have "Extremely Vulnerable" individuals within their household and/or dependents transmitting COVID-19 to them.	5	3	0	15	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Employees should follow all guidance and advice in the School action plan, COVID - 19 supplementary policy control measure in this Risk Assessment to lower possible risks. Socially distance where you can 2m. Wash your hands regularly.</p> <p>The Governing Body and the Headteacher directs that all Blyton cum Laughton CE Primary School sites will apply the full measures provided in the DfE guidance at all times and therefor the risks to all staff will be mitigated significantly.</p> <p>Children</p> <p>Children that live in a household with somebody who is categorised as being Extremely Clinically Vulnerable should attend school. Children should be identified by the Senior Leadership Team and if appropriate, an individual risk assessment should be carried out to offer best possible protection to each individual family's circumstances. (stringent social distancing may be needed within the school class bubble)</p>	5	1	0	5

PREVENTION Clinically Vulnerable employees or children in Blyton cum Laughton CE	4	4	0	16	<p>Clinically Vulnerable employees who are at higher risk of severe illness (for example), people with some pre-existing conditions as follows:</p> <p>- 70 or older (regardless of medical conditions)</p>	4	1	0	4
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<p>Primary School Sites who may be at higher risk of more severe illness.</p>				<ul style="list-style-type: none"> - under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds): - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis - chronic heart disease, such as heart failure - chronic kidney disease - chronic liver disease, such as hepatitis - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy - diabetes - a weakened immune system as the result of conditions such as HIV and AIDS, treatments like chemotherapy, or medicines such as steroid tablets - being seriously overweight (a body mass index (BMI) of 40 or above) - pregnant women <p>Employees who are classed as Clinically Vulnerable can be in work but should as much as possible continue to maintain social distancing 2m. The Headteacher should complete or update individual Risk Assessments (H&S Supplementary Policy Section 5) prior to Clinically Vulnerable employees being in work. All Individual Risk Assessments must be signed and endorsed by their Headteacher. The Governing Body and the Headteacher directs that all Blyton cum Laughton CE Primary School sites will apply the full measures provided in the DFE guidance at all times and therefor the risks to all staff will be mitigated significantly to all staff.</p>				
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HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S x L + W = R					S x L + W = R			
PREVENTION Could a Blyton cum Laughton site lapse/fail to follow the newest national and/or Gov / DfE guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none">The Senior Leadership Team and caretaker will continue to monitor current guidelines and advice from. -<ul style="list-style-type: none">Government websites (Gov.uk) or Local Gov websiteLocal/ Authority / National news providersLocal school networks/partnerships (if applicable)Any changes in national/DfE advice and guidance to be shared with the SLT for appropriate action.Staff, parents and pupils to be updated in a timely manner, using email, letters etc. as necessary.	4	1	0	4
RESPONSE Not reacting quickly to required actions or missing Local Lockdown guidance	4	3	0	12	<ul style="list-style-type: none">Central GOV and LA guidance will be continually monitored by the Senior Leadership Team and the caretaker.SLT will put together a contingency plan to cover this eventuality. (Remote Learning and returning to a partially opening plan)In the event of a Local Lockdown being announced our sites will follow appropriate guidance. Sites are likely to be instructed to close to all pupils with the exception of vulnerable and Key Worker children.Blyton cum Laughton CE Primary School sites will revert to our Partial-opening Risk Assessment with revisions as required.	4	1	0	4
RESPONSE Fire Evacuation and the risks presented by the creation of one way systems and trying to maintain bubbles.	4	3	0	12	<ul style="list-style-type: none">All school Fire Evacuation plans are to be revised and made relevant to site arrangements.Fire Evacuations procedures will take priority over trying to maintain bubbles. The priority will be to evacuate the premises in a safe orderly manner.A full fire drill is to take place at both sites in the first three weeks of the 2020 autumn term to ensure staff and pupils are aware of evacuation routes.	4	1	0	4

<p>PREVENTION COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.</p>	4	3	0	12	<ul style="list-style-type: none"> • COVID-19 <u>hygiene advice</u> and posters must be displayed in key areas of the school sites. • Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of:- <ul style="list-style-type: none"> ○ Hand washing on a regular basis ○ Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) ○ Not touching eyes/nose/mouth with unwashed hands • All staff rooms and areas of staff congregation should only be used by four members of staff at time. Staff rooms should be frequently cleaned; the use of shared staff room items is discouraged unless items can be sterilised between usage. • Supplies of anti-bacterial hand wash and cleaning wipes are to be available for staff use. • Hand sanitiser will be provided to all classrooms, for use as required. • Pupils to wash their hands after sporting activities/ PE etc. • Teaching assistants to be provided with cleaning supplies to wipe down classroom surfaces, tables, learning resources and toilet facilities. • School cleaning regime is to be increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) 	4	2	0	8
<p>PREVENTION Staff failing to report feeling unwell and attend school, potentially spreading COVID-19</p>	4	3	0	12	<ul style="list-style-type: none"> • Staff are aware of the importance of following national guidance, and to stay home and self-isolate. • Staff to follow the school and/or Gov guidance on reporting sickness due to suspected/confirmed COVID-19. • Sites to report confirmed cases of COVID-19 to Headteacher. Caretaker to assess if a RIDDOR report is required (See <u>HSA Reporting of COVID-19</u> for guidance). NB: It is unlikely that the source of any infection could be established. RIDDOR is only needed if it is without doubt known that the cause of transmission was from within a school site. 	4	1	0	4

<p>RESPONSE Staff or Child starts to show symptoms of COVID-19 (suspected) whilst at school. Parent or Carer reports a suspected case at home.</p> <p>Continuous Cough High Temperature Loss in their taste or normal sense of smell.</p>	4	4	0	16	<ul style="list-style-type: none"> • Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting and stay at home guidance • Child to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the child should take place at a minimum of 2 metres away and appropriate PPE must be used. (face masks, gloves) The Isolation room to be clearly signed, to prevent accidental access by others. • Parents/Carers should be advised to follow the government stay at home guidance and request testing for the child displaying symptoms. • Access to the isolation room will be restricted until cleaning has taken place. • Follow the NHS Track and Trace process: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works by booking a test: https://www.nhs.uk/conditions/coronavirus-covid-19/ or Telephone NHS 119 Self-Isolate: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Follow the Blyton cum Laughton CE Primary School Health and Safety COVID-19 supplementary policy section 4. • Sites may issue a Home Test Kit (If available) to parents/carers of children displaying symptoms if providing one will significantly increase the likelihood of a test being done. (NHS Track and Trace will provide the overriding guidance in all cases) • If two or more cases are established in a period of 14 days in one of the two School sites, then this must be considered a possible outbreak. At this point 	4	2	0	8
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					swift action is needed, refer to the COVID-19 Supplementary Health and Safety policy for further guidance.				
CONTROL Carrying out First Aid to staff/visitors or to children who need intimate / medical care	4	4	0	16	<ul style="list-style-type: none"> The School First Aid policy must be followed and understood before carrying any Exhaled Air Resuscitation (EAR) Where possible try to maintain 2m social distancing. PPE must be worn to prevent the risk of possible transmission. Face masks, gloves, aprons and face shields are available. All clinical waste to be doubled bagged and quarantined for 72 hours prior to disposal in general waste. Thorough hand washing must be completed before and after administering first aid. A thorough clean of any contaminated areas must be completed on completion of the emergency. 	4	3	0	12
PREVENTION School Trips and Educational visits.	4	3	0	12	<ul style="list-style-type: none"> Overnight School trips and Educational visits are not permitted. Trips that require bus travel are not to be carried out this autumn term. From 07 September 2020 (autumn term) Local walking trips are permitted. Trips and visit organisers should complete a specific thorough Risk Assessment for the visit. In addition to normal considerations visits must be fully COVID-19 secure. Destinations should be checked that they are also COVID-19 secure. Children and staff should remain in their consistent groups 	4	1	0	4
PREVENTION Access / egress to Blyton cum Laughton CE Primary School Sites	4	3	0	12	<p>The following practices should be adopted:</p> <ol style="list-style-type: none"> All Visitors/Contractors to Blyton cum Laughton CE Primary School sites should visit where possible outside of the school day or during holidays. Where this is not possible full public Health England systems of controls 	4	1	0	4

Including Supply Staff / Visitors and Contractors & Children coming and leaving school with parents / carers					<p>should be maintained. This includes strict hand hygiene routines, social distancing and the use of visors/face masks. Records must be kept of all visitors to site to enable contact in case of emergency or establishing confirmed cases in school.</p> <ol style="list-style-type: none"> Supply Staff may work in school sites; Leadership should consider options to minimise the amount of additional staff visiting school sites. Blyton cum Laughton CE Primary School staggered starts and finish times to the school day should be maintained to prevent congregation at school gates. End of school day collections should be done in a manner to prevent transmission between bubbles. Monitor site access points to enable social distancing / bubble contact – We may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, e.g. Fig to enter via their classroom door Internal doors at both sites may be wedged open were possible to avoid contact contamination. These must be closed during Fire Evacuation procedures All staff and children to wash their hands as they enter or leave school. All staff should wear masks when meeting children and releasing children at the end of the day Delivery drivers should be encouraged to leave packages at reception entrances for collection were possible Parents and carers should be encouraged to maintain 2m social distancing whilst collecting children from school sites and must leave site immediately 				
PREVENTION Staff and children Not maintaining good Housekeeping, Respiratory Hygiene and hand cleaning. Lack of PPE	4	3	0	12	<ul style="list-style-type: none"> Face masks may be used onsite when in shared spaces. Face masks or a face covering may be useful if meeting with people you are not usually in contact with or travelling to and from work, if using public transport. Visors to be made available to all staff and should be used by teachers during close teaching. Conversations minimised in social spaces, e.g. corridors Teaching assistants must use visors when working 1:1 No extra PPE is required other than what would be required for carrying out normal duties that require the use of PPE or if personal care is being provided as described above. 	4	1	0	4

More frequent cleaning routines are not adopted					<ul style="list-style-type: none"> • Wash your hands and ensure children are thoroughly and regularly also washing hands. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. Hand washing techniques to be adopted as directed by NHS and children should be guided appropriately with this guidance. • Ensure good respiratory hygiene at all times using the Catch it, bin it, kill it approach. Caretakers and cleaning operatives must ensure facial tissues are available to allow this routine to be followed • Any pupils with complex needs may find respiratory hygiene hard to follow. Any such children should be individually risk assessed to establish if they are safer to be at home or in school. • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • All staff are to regularly clean common contact surfaces in their class rooms and working areas including reception, offices, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times. • If only one staff toilet is available one extra cleaning time must be added to the daily routine. <p>Caretaker and cleaner will provide suitable supplies and PPE and constantly monitor supplies for cleaning safely.</p> <ul style="list-style-type: none"> • Caretakers and cleaning operatives are to ensure hand washing facilities are thoroughly disinfected each day and are checked for soap/hand drying and sanitiser levels • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Strategically placed cleaning caddies should be made available to teaching assistants and office staff. COSHH Assessments must be followed prior to any use of chemicals. All chemicals must be securely stored in class rooms and offices to prevent children gaining access. • To enable unhindered deep cleaning all staff, less leadership and cleaning staff must depart school sites as soon as is practically possible optimising working at home and meeting via Zoom from home. 				
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PREVENTION Meal times and break times increasing contacts	4	3	0	12	Lunch breaks are to take place in bubble groups in their class room or the designated space in each hall. Staff, in particular MSA's, should ensure the appropriate normal PPE is worn if handling food throughout all meal times. <ul style="list-style-type: none"> • Leadership will stagger or zone playgrounds (or both) during lunch and breaks times to keep bubbled groups separate. • Hand cleaning routines must be adhered to and carried out prior to any consumption of food • MSA's should ensure all areas used for eating are thoroughly cleaned at the end of lunch session, including chairs, door handles and tables. • All rubbish should be put straight in the bin and not left for someone else to clear up 	4	1	0	4
PREVENTION School buildings becoming non-compliant through low or zero occupancy. <u>Class Room Procedures</u> Standard Class and grouping bubbles not being consistent. Delivering the curriculum as a class bubble.	4	3	0	12	<ul style="list-style-type: none"> • Both Blyton cum Laughton CE Primary School sites have been open throughout the lockdown period and partially reopening phases of sites during the coronavirus and have therefore continued with all Compliance and Health and Safety checks throughout. • Normal checks and an inspection will take place at the end of the summer break to ensure sites are safe to reopen on the 7th Sept 2020. • All staff are to ensure good ventilation in class rooms and work areas by opening windows. • Outdoor learning is encouraged as much as possible. • Any central systems with recirculation of air functions should be switched off. • Desk and ceiling fans should be used if required to circulate stagnant air. <p>Grouping to minimise potential cross contamination</p> <ul style="list-style-type: none"> • Children are to be seated side by side facing the front of the class room. • Sitting face to face in close proximity is to be avoided. • Teaching spaces are to be 2m to the closest pupil table and a visor must be worn if encroaching on that space. • Each class will be a consistent bubble. • Bubbles should be staffed with a class teacher and teaching assistant where 	4	1	0	5

					<p>possible.</p> <ul style="list-style-type: none"> Headteacher/SLT and class teachers are to ensure as much as reasonable practicable that bubbles do not come in to contact with one another during the school day. A larger bubble could be created, for example, Olive and Fir classes, for the purpose of sharing resources and staffing between learning spaces. This decision is made available to HEADTEACHER to facilitate providing appropriate curriculum activities and sharing essential resources including staff. Classrooms should be free of unnecessary items in particular soft furnishing that are harder to keep clean. All frequently used equipment is not to be shared, pencils, rulers etc and children will be provided with their own pencil case to keep in school. Less frequently used items should be thoroughly cleaned between each use. One way systems in sites are to be used to create good social distancing practices between staff and bubbles. Lessons and intervention - all interventions to take place within the bubble - same children, same room unless there is space available for each bubble to have a break out intervention space/room. <p>RWI – should take the form of bubble based phonics lessons.</p>				
Bubbles and distancing not maintained in (Child) toilets and wash areas	4	3	5	17	<ul style="list-style-type: none"> Where possible, bubbles should be allocated specific toilets to reduce contact with other bubbles. Only one child is to be permitted to the allocated ablution area at a time from each bubble to reduce contacts. Before and after hand cleaning should occur before using toileting facilities. Regular cleaning of toilets should occur 	4	1	5	9
PREVENTION Bringing Items to and from school and possibly creating transmission. (Including books)	4	3	0	12	<ul style="list-style-type: none"> Books with plastic covers to be 'quarantined' for 72 hours on return. Work books with removable plastic covers should be removed to reduce quarantine time. Books with paper/card covers to be 'quarantined' for 24 hours. Leadership to limit resources children should bring to school to prevent possible transmission and ensure parents/carers are aware prior to new school year 	4	1	0	4

					<ul style="list-style-type: none"> Teachers/staff should monitor non-essential items being brought to school by children and ask parents to take non-essential items back home. 				
PREVENTION Before and after school provisions and the use of school mini-bus/coach possibly carrying transmission to other bubbles. BcL Breakfast Club BcL After School Club	4	4	0	16	<ul style="list-style-type: none"> From September 7th, BcL Breakfast Club will be provided at the Laughton site in the hall for children from both sites. Children are to either sit socially distanced or within their year group bubble. Children are required to sit at tables and be served their breakfast to reduce possible cross-contamination through touching condiments and cutlery. BcL After-School provision will be offered to both sites and will take place in the hall (to maximise social distancing) at the Laughton site. Children should be, where possible grouped in their year group bubbles or be grouped in school bubbles. With bubbles being kept apart. The driver of the bus should remain consistent until the autumn half term or until guidance changes. Bus escorts travelling on the coach should consider the use of a face covering if social distancing cannot be maintained. Face covering will not hinder the ability to drive safely. Bus escorts must ensure that children sanitise their hands prior to getting on and off the bus. The coach/mini-bus driver must ensure that suitable PPE and sanitiser is available to clean the mini bus after each use. 	4	2	0	8
PREVENTION Physical Education (PE)	4	3	0	12	<ul style="list-style-type: none"> The Headteacher should decide on the nature of PE in their respective sites ensuring the measures in the sites system of controls are being followed. Outside PE should be favoured over indoor lessons to help with distancing. PE should be done in consistent groups. Scrupulous cleaning of PE equipment and hygiene should be carried out between each groups' PE lessons. 	4	1	0	4

Large gatherings, worship and full staff meetings School staff moving between sites	4	4	0	16	<ul style="list-style-type: none"> No whole site worship will be held. Class worship will take place, led by class teachers or the Headteacher via Microsoft Teams or YouTube. Staff meetings must be conducted in larger spaces (halls) to maximise social distancing. 1m+ No full school staff training for the autumn term. Safeguarding updates will be delivered separately at each site. Zoom meetings to be used if appropriate. The Admin team should limit movement between sites Meetings should be at least at 1m+ distances 	4	1	0	4
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Agreed by the Governing Body:

James Parman

Please print name and sign

School:

Blyton cum Laughton CE Primary School

Headteacher Name

Mr Duke

Signature:

Date:

016 July 2020

NB: This Risk Assessment will be widely distributed across Blyton cum Laughton CE Primary School, including the school website and safety notice boards

If you have symptoms of coronavirus call the **NHS on 111**, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

RIDDOR - Decision Tree

Is this Case of Covid-19 Work Related?

