



## Churchside Federation

### Coronavirus (COVID-19): risk assessment for pupils at school

Assessment conducted by: <b>Sarah Godbold</b>	Job title: <b>Executive Head</b>	Covered by this assessment: <b>pupils, staff and other relevant individuals.</b>
Date of assessment: <b>30/04/20</b>	Review interval: <b>in line with government updates</b>	Date of next review: <b>30/05/20</b>

Related documents
<b><u>Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.</u></b>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<b><u>H</u></b>	<ul style="list-style-type: none"> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li><b><u>Health and Safety Policy</u></b></li> <li><b><u>Infection Control Policy</u></b></li> <li><b><u>First Aid Policy</u></b></li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>DfE</li> <li>NHS</li> <li>Department of Health and Social Care</li> <li>PHE</li> <li>The school's local health protection team (HPT)</li> </ul> </li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, email and social media – they are</li> </ul>	<b><u>Y</u></b>	<b><u>Headteacher</u></b>	<b><u>ongoing</u></b>	<b><u>M</u></b>

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		<p>informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via lessons and assembly and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>Pupils do not share cutlery, cups or food.</li> <li>All utensils are thoroughly cleaned before and after use.</li> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>	Y	<b>Headteacher</b>  <b>Office staff</b>  <b>Cleaner</b>  <b>Federation Caretaker</b>	Ongoing	M

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		<ul style="list-style-type: none"> <li>Enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from CC and Trust.</li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Any pupil who displays signs of being unwell is immediately referred to the school office.</li> <li>Where office staff are unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> </ul>	Y	School office Headteacher School staff	Ongoing	M

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		<ul style="list-style-type: none"> <li>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>				
Spread of infection	H	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times.</li> <li>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>Pupils clean their hands after they have coughed or sneezed.</li> <li>Parents are informed via letter/email/MyEd not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.</li> <li></li> </ul>	Y	School office Headteacher School staff	Ongoing	M
Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the school office.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible and PPE is worn where possible.</li> <li>Head &amp; school office monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Y	School office Headteacher School staff	Ongoing	M

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Lack of communication	H	<ul style="list-style-type: none"> <li>The school office reports immediately to the Executive headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The Executive Headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken.</li> <li>Schools put into place any actions or precautions advised by their local HPT.</li> <li>Schools contact their local HPT for specific recommendations for their school, e.g. boarding schools.</li> <li>Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	Y	School office Headteacher County council	Ongoing	M
Partial school closure	H	<ul style="list-style-type: none"> <li>The school communicates with parents via regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>Pupils continuing education at school are seated at least two chairs away from their peers where possible.</li> <li>Pupils working from home are assigned work to complete to a timeframe set by their teacher.</li> <li>The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.</li> <li>The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> <li>The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure.</li> </ul>	Y	School staff School office Headteacher	Ongoing	M

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		<ul style="list-style-type: none"> <li>The headteacher works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li> <li>The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> <li>The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy e.g. collecting emails to send school work to pupils.</li> <li>The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close.</li> <li>The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.</li> </ul>				
Vacant premises	<b>M</b>	<ul style="list-style-type: none"> <li>Access to the school is restricted.</li> <li>The headteacher and Federation caretaker remain on-call in case of an emergency or if access to the school is required.</li> <li>External signage is visible to show that the school is closed and that access is restricted.</li> <li>Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>The Federation caretaker ensures the school premises is safe to return to before school activity resumes.</li> <li>Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business.</li> <li>The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	<b>Y</b>	<b>Federation Caretaker Headteacher</b>	<b>Ongoing</b>	<b>L</b>

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Emergencies	<b>M</b>	<ul style="list-style-type: none"> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• 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.</li> </ul>	<b>Y</b>	<b>School office Headteacher School staff</b>	<b>Ongoing</b>	<b>L</b>