

# Coronavirus risk assessment

## Hartington C of E Primary School

Assessment conducted by: Tracy Blackwell	Job title: Head teacher	Covered by this assessment: <b><u>staff</u></b> , <b><u>governors</u></b> , <b><u>parents</u></b> , <b><u>volunteers</u></b> and <b><u>visitors</u></b> .
Date of assessment: 20th March 2020	Review interval: <b><u>weekly</u></b>	Date of next review: N/A

### Related documents

Infection Control Policy, First Aid Policy, 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, Behavioural Policy, Staff Code of Conduct.

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

**For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should not close unless advised to do so.**

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	H	<ul style="list-style-type: none"> <li>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> </ul> </li> </ul>	Y	Head teacher	20-03-2020	H
		<ul style="list-style-type: none"> <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> </ul>	Y	Head teacher	20-03-2020	H The school displayed posters regarding updated information and procedures to follow to minimise the risk of spreading the virus eg washing hands. Informative letters to parents.
		<ul style="list-style-type: none"> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>	Y	Head teacher	20-03-2020	H
		<ul style="list-style-type: none"> <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 for Health and Social Care</li> <li>PHE</li> <li>The school's local health protection team (HPT)</li> </ul> </li> </ul>	Y	Head teacher	20-03-2020	H
		<ul style="list-style-type: none"> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email/text/phone call and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> </ul>	Y	Head teacher	20-03-2020	H
			Y	Head teacher	20-03-2020	H

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		<ul style="list-style-type: none"> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and web site – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell.</li> <li>The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>	Y	Head teacher	20-03-2020	H
			Y	Head teacher	20-03-2020	H
Poor hygiene practice		<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> </ul>	Y	Head teacher	9-03-2020	H
		<ul style="list-style-type: none"> <li>Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and Public Health England's <a href="#">guidance</a>.</li> </ul>	Y	Head teacher	9-03-2020	H
		<ul style="list-style-type: none"> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> </ul>	Y	Head teacher	9-03-2020	H
		<ul style="list-style-type: none"> <li>Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> </ul>	Y	Head teacher	9-03-2020	H
		<ul style="list-style-type: none"> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> </ul>	Y	Head teacher	9-03-2020	H
		<ul style="list-style-type: none"> <li>Pupils are discouraged from sharing cutlery, cups or food.</li> </ul>	Y	Head teacher	9-03-2020	H
		<ul style="list-style-type: none"> <li>All cutlery and cups are thoroughly cleaned before and after use.</li> </ul>	Y	Catering Manager		H

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		<ul style="list-style-type: none"> <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> <li>The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Local Authority Caretakers and Cleaners department.</li> </ul>	Y	Head teacher		H
Ill health		<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 or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the school office &amp; SBO.</li> <li>Where the school nurse is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times.</li> <li>The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>The parents of unwell pupils 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> </ul>	Y	SBO	12-03-2020	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 or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the school office &amp; SBO.</li> <li>Where the school nurse is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times.</li> <li>The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>The parents of unwell pupils 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> </ul>	Y	Head teacher	9-03-20	H

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		<ul style="list-style-type: none"> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</li> <li>• 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 infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become 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>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Head teacher</p>	<p>09-03-2020</p>	<p>H</p>
<p>Spread of infection</p>		<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>• Parents are informed via letter 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>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance.</li> <li>• Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>All Staff</p> <p>SBO</p> <p>Head teacher</p> <p>Head teacher</p>	<p>09-03-2020</p>	<p>H</p>

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		<ul style="list-style-type: none"> <li>Parents notify the school office SBO if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>The school Office SBO, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> </ul>	Y Y Y	SBO SBO Head teacher	09-03-2020	H
Poor management of infectious diseases		<ul style="list-style-type: none"> <li>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.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head teacher.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>The school office SBO is informed by pupils' parents when pupils return to school after having coronavirus – the school office SBO informs the relevant staff.</li> <li>Staff inform the headteacher when they plan to return to work after having coronavirus.</li> <li>The SBO/head teacher 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 Y Y Y Y Y	Head teacher All staff Head teacher SBO All Staff Head teacher/SBO	09-03-2020	H
Lack of communication		<ul style="list-style-type: none"> <li>The SBO reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The headteacher contacts the local Health Protection Team immediately about any suspected cases of coronavirus, even if</li> </ul>	Y Y	SBO Head teacher	09-03-2020	H

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		<p>they are unsure, and discusses if any further action needs to be taken.</p> <ul style="list-style-type: none"> <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 staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	Y Y Y	Head teacher Head teacher SBO		
Disruption to the running of the school and exams		<ul style="list-style-type: none"> <li>The school hasn't an up-to-date Exam Contingency Plan in place – SAT's are governed by the DfE and school follows their procedures.</li> <li>The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</li> </ul>	Y Y	Head teacher	09-03-2020	H
Preparing for a school closure		<ul style="list-style-type: none"> <li>The school communicates with parents via letter/text/email/phone as soon as possible about a school closure and the cancellation of any school trips or extra-curricular activities.</li> <li>Pupils are informed via assembly about the school closure and what is expected of them should they need to work from home.</li> <li>The headteacher puts a plan in place to manage staff workload in preparation for a school closure.</li> <li>The headteacher puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school (telephone/email/Home school forum).</li> <li>The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.</li> </ul>	Y Y Y Y	SBO Head teacher Head teacher Head teacher Head teacher	09-03-2020	H

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		<ul style="list-style-type: none"> <li>• Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue.</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> <li>• The headteacher works with the SBO &amp; IT provider 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 all pupils to be able to work from home, e.g. learning support.</li> <li>• The SBO arranges for the school to be deep cleaned in the event there is a school closure.</li> <li>• The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil.</li> </ul>	Y Y Y Y Y Y	Head teacher /SBO Head teacher /SBO Head teacher /SBO Head teacher SBO SBO	09-03-2020	H
Vacant premises		<ul style="list-style-type: none"> <li>• Access to the school is restricted to identified personnel who have an access alarm fob.</li> <li>• The head teacher/SBO &amp; caretaker remain on-call in case of an emergency or if access to the school is required.</li> <li>• External gates are locked to deny access to rear of school.</li> <li>• Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>• The caretaker/head teacher ensures the school premises is safe to return to before school activity resumes.</li> </ul>	Y Y Y Y Y Y	Head teacher Head teacher /SBO Head teacher SBO Head teacher/ Caretaker	09-03-2020    09-03-2020	H    H

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		<ul style="list-style-type: none"> <li>Any hazards are reported to the head teacher/SBO as soon as possible and issues are resolved prior to staff and pupils returning to school.</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>	Y	Head teacher/SBO Head teacher		
Emergencies		<ul style="list-style-type: none"> <li>All staff and 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>Staff and pupils' alternative contacts are contacted 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>	Y Y Y Y	SBO SBO SBO Head teacher /SBO	09-03-2020	H