

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

Parkside House School

Assessment conducted by: SLT Miss Maxwell and Mrs Young	Job title: Head Teacher and Deputy Head Teacher	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 8 th June 2020 Reviewed Tuesday 13 th October 2020		Date of next review: Dynamic ongoing December 2020

Related documents

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, Records Management Policy, Data Protection Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor 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 only close if they do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

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"> • 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"> - Health and Safety Policy - Infection Control Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) 	Yes	Head Teacher Deputy Head Teacher		M
		<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus via email, meetings, briefings at school • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and Text Alert and phone call they 	Y	Head Teacher Deputy Head Teacher		M

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		<p>are 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"> Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they begin to feel unwell. The school procedure relating to safety during Covid must be adhered to at all times by all staff and pupils. 		All staff present in the building		
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. Pupils wash their hands with soap every lesson for no less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use in every classroom in school Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance 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. Bar soap is not used, liquid soap dispensers are installed and used instead. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils do not share cutlery, cups or food. Plastic cutlery and throw away recyclable containers are used All utensils are thoroughly cleaned before and after use in the kitchen Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant The SLT arranges enhanced cleaning to be undertaken, all door handles, doors, rails are cleaned twice a day. 	Y	Head Teacher Deputy Head Teacher All staff present in the building		M

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Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the school policy, using PPE at all times. • 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. • Pupils clean their hands after they have coughed or sneezed. • 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. • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. • Tutor time at school is suspended so pupils arrive from Taxis and go straight in to their teaching class. • Pupils remain in their teaching class for as many lessons as possible to avoid movement around school • Pupils have lunch in their classroom 	Y	<p>Head Teacher and Deputy Head Teacher</p> <p>All staff present in the building</p>		M
Poor management of infectious diseases	H	<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Temperatures are taken for all staff and pupils • Social distancing measures are implemented as much as possible and PPE is worn where possible. • The school has a one way system • All staff wear PPE • The SLT monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y	<p>Head Teacher and Deputy Head Teacher</p> <p>All staff present in the building</p>		M

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		<ul style="list-style-type: none"> The SLT complete two additional cleaning runs a day on all door handles, bannisters and toilets 				
Lack of communication	H	<ul style="list-style-type: none"> The staff report immediately to the head teacher about any cases of suspected coronavirus, even if they are unsure. The head teacher 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. Schools put into place any actions or precautions advised by their local HPT. Schools contact their local HPT for specific recommendations for their school, e.g. boarding schools. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y	Head Teacher and Deputy Head Teacher All staff present in the building First Aid Officer on site		M
Disruption to the running of exams	H	<ul style="list-style-type: none"> All Examinations are delayed by 3 weeks Staff are objective in their assessment and do not let pupils' personalities be a contributing factor in the assessment. 	Y	Head Teacher Exam Officer Subject Specialist Teachers		L
Partial/Full school closure	H	<ul style="list-style-type: none"> The school communicates with parents via letter, text alert regarding any updates to school procedures which are affected by the coronavirus pandemic. Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. Pupils continuing education at school are seated at least two chairs away from their peers. 	Y	Head Teacher and Deputy Head Teacher All staff present in the building		L

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		<ul style="list-style-type: none"> • All classrooms have been assessed for their space and only accommodate pupils who comfortably fit within the DfE guidance on social distancing • Pupils working from home are assigned work to complete to a timeframe set by their teacher, using the online platform, Microsoft Teams • The SLT 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. • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. • The headteacher works with the ICT teacher to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • 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. • 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 pupils. 				

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Vacant premises	H	<ul style="list-style-type: none"> • Access to the school is restricted during Covid, the school will only allow parents to attend the school site • The headteacher remain on-call in case of an emergency or if access to the school is required. • External signage is visible to show that the school is closed and that access is restricted. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. • The headteacher ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business. • The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	Y	Head Teacher and Deputy Head Teacher All staff present in the building		M
Emergencies	H	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • 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. 	Y	Head Teacher and Deputy Head Teacher All staff present in the building First Aid Officer on site		M