

<b>RISK ASSESSMENT FOR:</b>	<b>COVID Safe</b> e.g. Educating, supporting, arranging contractors, cleaning duties, clearing waste, controlling access to rooms – whilst distancing etc.	
<b>School: Hyde Park Infant School</b>	<b>Assessment by: Denise Razy</b>	<b>Date: 20.9.21</b> <b>Last revised 17.5.21</b>
<b>Assessed Risk Rating:</b>	<b>School Approval:</b>	<b>Date:</b>



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Control Measures	Control Measures	
				In Place	Requiring further measures
<b>Access and egress – to site and buildings.</b> Groups gathering, lack of social distancing, contact with surfaces, doors, handles	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>• Ensure all who have access to the school continue to focus on the 4 key points of infection control:               <ul style="list-style-type: none"> <li>○ Avoiding contact with anyone with symptoms. Anyone on site showing any symptoms will immediately be placed in the isolation room (which is clearly signed), then sent home as soon as possible and instructed to take a Covid test. If positive they should engage with the government test and trace system and self-isolate for <b>the recommended period. Members of the household do not need to self-isolate if they are fully vaccinated or are under 18 years and 6 months of age.</b></li> <li>○ Remaining children/staff who have been in contact with the infected individual will vacate the classroom while it is sanitized. Parents of this group will be informed. They should only be sent home if they develop symptoms themselves.</li> <li>○ Frequent hand cleaning and good respiratory hygiene practices</li> <li>○ Regular cleaning of settings. General cleaning by cleaning staff. At the end of each session, TAs to clean table tops, surfaces and chairs used. Teaching staff to clean all equipment used.</li> <li>○ <b>Additional cleaning to take place either before or after the lunch break</b></li> <li>○ <b>Minimum mixing continues wherever possible, however strict adherence to year group bubbles in not possible for the normal running of the school.</b></li> </ul> </li> <li>• Ensure all children, parents, carers, or any visitors, such as suppliers or contractors, are informed not to enter the education or childcare setting if</li> </ul>		

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			<p>they are displaying any symptoms of coronavirus (COVID-19). Letters to be sent to parents to this effect and messages to contractors and suppliers will state the same.</p> <ul style="list-style-type: none"> <li>• Whilst bubbles and social distancing have been relaxed, staff should maintain some social distancing where possible, particularly if there has been a positive case within their class</li> <li>• Parents have been asked to continue to wear masks in the playground and keep their distance.</li> <li>• Parents and visitors are asked to wear a mask if they need to enter the school building</li> <li>• From September 21, all children will be asked to enter school between 8.45 and 9.00 for a 'soft' start. Parents will be asked to drop off and go. This will reduce the number of parents in the playground at the beginning of the day</li> <li>• Pick up times will be staggered (Early Years 3.15, Key Stage 1 3.25. This will reduce the number of parents in the playground at the end of the day.</li> <li>• Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Signage on gate will state the same information</li> <li>• Visits and deliveries to be arranged for quiet times or outside school hours. This information will be shared at initial point of contact.</li> <li>• Staggered arrival and collection times to limit numbers at peak times</li> <li>• Recommendation that all parents and staff wear face coverings in the playground at drop off and pick up times.</li> </ul>		

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<b>Safe and Secure Premises and buildings</b> – defective, untested equipment, slips, trips, unavailable routes or exits	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>• Security fencing and gates working, not damaged or breached</li> <li>• Fire equipment and systems serviced and tested, where applicable, and in place, including:               <ul style="list-style-type: none"> <li>○ Fire detection and alarm system</li> <li>○ Emergency lighting</li> <li>○ Fire extinguishers</li> <li>○ Emergency exits</li> <li>○ Fire doors</li> </ul> </li> <li>• A sufficient number of trained fire marshals will be on site</li> <li>• Any PEEPs will be suitable and staff aware of contents</li> <li>• In the case of an emergency evacuation, classes will muster in the front playground, initially in the normal lining up area for that class and will then be repositioned as necessary according to the nature of the emergency, so that social distancing and separation of classes/year groups can be maintained</li> <li>• Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded by S Bouch</li> <li>• Visual inspection of all Asbestos Containing Materials to ensure no damage by S Bouch</li> <li>• Visual inspection of electrical fixtures and fittings to ensure no damage by staff working in each of the areas</li> <li>• Visual inspection of Portable Appliances by staff working in each of the areas</li> <li>• Full Premises walk through to ensure clear of slips, trips, or item falling hazards, clear routes, and corridors regularly by E Hill and S Bouch</li> <li>• External check of playground and playing field areas to ensure clear of debris, rubbish, animal faeces by S Bouch.</li> </ul>		
<b>Class, Classrooms, and equipment.</b> Groups gathering, lack of social distancing, contact	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>• <a href="#">Class groups may now sit at tables in small groups</a></li> <li>• <a href="#">Collective worship for KS1 will resume face to face</a></li> <li>• <a href="#">To accommodate all year groups using the canteen from September, Year groups will need to mix in the canteen towards the end of each service, although lunchtime staff will try to affect a distance between the years where possible.</a></li> </ul>		

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with surfaces, doors, handles			<ul style="list-style-type: none"> <li>• The same teacher(s) and other staff are assigned to each group as far as possible. From 17<sup>th</sup> May 2021 limited staff may teach in more than one bubble if required.</li> <li>• Wherever possible, children will use the same classroom or area, throughout the day, with a thorough cleaning of the rooms at the end of the day</li> <li>• Equipment will be used exclusively by the group, and will be appropriately cleaned between groups of children using it, and multiple groups will not use it simultaneously.</li> <li>• Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms and stored (in the case of soft toys and furnishings) in plastic bags.</li> <li>• Children to be kept apart as much as it practicable when in the playground or doing any physical exercise and a playtime/physical exercise timetable will be in use.</li> <li>• Reading and library books will be quarantined for 72 hours after return to school</li> <li>• Teacher contact with children's books kept to a minimum for marking purposes</li> <li>• During much of the day, year groups will have designated toilets.</li> <li>• Staff gatherings will be limited as much as is practicable</li> <li>• PPA sessions will take place in areas that can be well ventilated/</li> <li>• A broad and balanced curriculum continues to be offered across the school with suitable adjustments made in line with covid restrictions. All teachers identifying and addressing gaps (see recovery curriculum and catch-up funding response.</li> <li>• From September 21, extra-curricular activities will begin again, with some limiting factors (such as year group)</li> </ul>		
<b>Hygiene practices –</b>			<ul style="list-style-type: none"> <li>• Sufficient handwashing opportunities will be available. Regular handwashing will take place in the classroom with soap from bottled dispensers and paper towels. Handwashing after toilet use will take place in the cloakrooms with soap from main dispensers and use of hand drier.</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Hand sanitiser dispensers installed outside each classroom for frequent use on exit from and entry to the room.</li> <li>• Frequent reminders to all to wash or sanitise hands regularly</li> <li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal as detailed previously.</li> <li>• Additional cleaning regime extended to cover external gates and entry systems.</li> <li>• All adults and children will: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. The guidance on hand cleaning will be reviewed</li> <li>○ clean their hands, on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ be encouraged not to touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• Bins for tissues will be emptied regularly throughout the day. Classroom staff will use gloves when removing the plastic sack, sealing it and replacing with another bag. Sealed bags will be left in designated areas for collection</li> <li>• Where possible, all spaces will be well ventilated using natural ventilation (opening windows and doors)</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Staff may choose if they wish to wear masks</li> <li>• Staff will be reminded to wash all clothing and themselves on returning home</li> <li>• Staff to undertake a twice weekly lateral flow test and report results to school and to NHS Test and Trace</li> </ul>		
<b>Cleaning –</b>	Staff Pupils Visitors Contractors	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>• follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> a copy of which will be provided for each classroom</li> <li>• If there is a suspected case, the classroom and isolation room will be thoroughly cleaned and children and staff in contact with the suspected case will follow the <a href="#">current</a> guidance.</li> </ul>		

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	Persons away from school site		<ul style="list-style-type: none"> <li>Equipment, toys, and surfaces will be cleaned and disinfected more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches, and bannisters.</li> <li>Disposable gloves and aprons will be worn for cleaning</li> <li>Waste bins will be emptied regularly as required by usage. Ensure all waste is bagged and sealed</li> <li><del>Cleaning rota and check list will be maintained to show frequency and timing of cleaning.</del></li> </ul>		
<b>First Aid, Intimate Care -</b>	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>Ensure areas are thoroughly cleaned and checked for additional hazards at the start and end of the day, and after use</li> <li>Ensure adequate first aid trained staff on site</li> <li>Simple first aid (cold compresses / small plasters) can be dealt with by the children under instruction from an adult (to wear mask and gloves as a minimum if closer contact is required). More serious first aid to be dealt with in the first aid area, where appropriate PPE will be provided for use – minimum use of mask, gloves and aprons (visors available where bodily fluids are involved)</li> <li>Ensure staff trained in use of PPE</li> </ul>		
<b>Training, Information, Instruction, Supervision -</b>	Staff Pupils Visitors Contractors Persons away from school site	Spread C-19 passing on or receiving self and to others	<ul style="list-style-type: none"> <li>Additional training will be provided for safety aspects/first aid/PPE etc as necessary</li> <li>Site manager aware of increased cleaning requirements/equipment required. All staff understand their role in cleaning/maintaining the safety of areas/equipment used.</li> <li>Ensure all dietary or allergy information shared with relevant responsible staff</li> <li>Ensure all relevant responsible staff are aware of any PEEPs and content</li> </ul>		
<b>Vulnerability of children with a social worker</b>	Absence from school due to a Covid reason	Child missing Education and contact with school staff.	<ul style="list-style-type: none"> <li>For the child and family to be able to access remote learning as per the remote learning policy of the school</li> <li>For the DSL or DDSL to regularly monitor pupil's engagement with the programme</li> <li>For the DSL or DDSL to regularly monitor pupil's mental health and well-being online via TEAMS or a telephone call</li> </ul>		

<b>Additional Control Measures</b> <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	<b>Action by Whom</b> <i>(list the name of the person/people who have been designated to conduct actions)</i>	<b>Action by When</b> <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	<b>Action Completed</b> <i>(record the actual date of completion for each action listed)</i>	<b>Residual Risk Rating</b>
<b>DATE OF REVIEW:</b> 9/7/20	<b>COMMENTS:</b> Revisions include updated procedures for contact with suspected cases and provisions for full opening with all children.			
<b>DATE OF REVIEW:</b> 21/9/20	<b>COMMENTS:</b> Revisions include updated procedures in the use of books. Hand sanitiser dispensers.			
<b>DATE OF REVIEW:</b> 3/11/20	<b>COMMENTS:</b> Recommendation that all parents and staff wear face coverings in the playground. Extending of additional cleaning requirements.			
<b>DATE OF REVIEW:</b> 3/01/21	<b>COMMENTS:</b> Additions made in the light of information regarding the new variant of Covid 19 and the increased spread of the virus with the area moving to tier 3			
<b>DATE OF REVIEW:</b> 25/2/21	<b>COMMENTS:</b> Additions in red show changes in practise in preparation for full return to school on 8 <sup>th</sup> March			
<b>DATE OF REVIEW:</b> 17/5/21	<b>COMMENTS:</b> Additions made in response to revised guidance of 10 <sup>th</sup> May 2021 and in force from 17 <sup>th</sup> May 2021			
<b>DATE OF REVIEW:</b> 20/09/21	<b>COMMENTS:</b> Revisions made in response to the guidelines issued July 2021 and liable to changes in line with the stepping up and stepping down guidance			