


Return to school documentation



Knowleswood
Primary School

Risk Assessment

SCHOOL RISK ASSESSMENT –COVID 19

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| School name and address: Knowleswood Primary School | |  |
| Activity / Environment Description: COVID 19, wider opening of school to pupils | Date of Assessment: 01/09//2020 | |
| Assessed by (name): Clare Cosgrove Approved by (name): Noreen Dunn | Date of Review: Weekly | |

| Ref No | Hazard | Who is at risk? | Control Measures | L | S/C | Risk Rating with controls in place *see key overleaf |
|------------------------|-----------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|------------------------------------------------------|
| A. Site and Site Users | | | | | | |
| A1 | Site users fail to maintain social distancing | All site users | <ul style="list-style-type: none"> Employees must maintain a minimum distance of 2 metres apart from parents and planned visitors Different access points into the building for different groups Communication with parents to not gather at places and around school and maintain 2 metre distance from other parents Information provided to parents about possible symptoms and to stay away if this is the case If anyone in the household has symptoms – family must isolate Information posters around school Limited movement around school / i.e. No unnecessary movement Break and lunch times as timetabled No unplanned visitors Pupils to remain within class / year group, parents and children aware of expectations | 2 | 2 | 4 |
| A2 | Staff not following policies, risk assessment and Covid 19 procedures | All site users | <ul style="list-style-type: none"> Staff reminded of procedures Risk assessment sent to all and displayed around school | 1 | 2 | 2 |

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| A3 | Not maintaining social distance due to poor communication | All site users | <ul style="list-style-type: none"> Only essential people on site i.e. no unplanned visitors Social distancing signage outside school | 2 | 1 | 1 |
| A4 | Unplanned visits | Visitors and staff in contact | <ul style="list-style-type: none"> No access past office reception, Hand washing and hand sanitiser available in office reception area. Communication of access arrangements to visitor | 2 | 2 | 4 |
| A5 | Planned visits | Visitors and staff in contact | <ul style="list-style-type: none"> Follow school Covid 19 social distancing and hygiene procedures Essential visits only Visitors know timings and essential points in the day | 2 | 1 | 2 |
| A6 | An evacuation or invacuation is required | All site users | <ul style="list-style-type: none"> Teacher reminds children of evacuation and invacuation procedures, and of the route they will take | 1 | 2 | 2 |
| B. Equipment, Facilities and Resources | | | | | | |
| B1 | Shared devices become source of infection | All site users | <ul style="list-style-type: none"> IPADS/LAPTOPS are cleaned after each use with wipes Laptops and ipads shared within each phase | 1 | 2 | 2 |
| B2 | Shared resources become a source of infection | All site users | <ul style="list-style-type: none"> Shared resources are regularly cleaned No play dough/sand/soft furnishings | 2 | 1 | 2 |
| B3 | Items used regularly by staff spread infection | All site users | <ul style="list-style-type: none"> Items several staff use are included in the 3x daily spot cleaning, for example microwave, kettle, and staff clean after use. | 2 | 1 | 2 |
| B4 | Light switches / exit buttons become source of infection | All site users | <ul style="list-style-type: none"> All touch points cleaned 3x per day | 2 | 1 | 2 |
| B5 | Infection is spread through poor ventilation | All site users | <ul style="list-style-type: none"> All ventilation equipment turned on All recirculation equipment turned off i.e. A/C with signage in place Windows are open wherever possible | 1 | 1 | 1 |
| B6 | Inventory screen becomes an item that spreads infection | All site users | <ul style="list-style-type: none"> Staff to use hand sanitiser after signing in on inventory Screen to be cleaned 3x daily | 2 | 1 | 2 |
| C. Cleaning and Hygiene | | | | | | |
| C1 | Infection spread due to incorrect cleaning | All site users | <ul style="list-style-type: none"> Correct chemicals used to clean school 3 x daily cleaning of all touch points i.e. door handles / toilet flushers / light switches Clear cleaning routine each day Cleaning staff to use PPE Cleaning audit each week | 2 | 2 | 4 |

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| | | | <ul style="list-style-type: none"> All surfaces cleaned with Selgiene + (agreed locked cupboards) All shared equipment sterilised / cleaned | | | |
| C2 | Site users not following good hygiene practices | All site users | <ul style="list-style-type: none"> Site users must carry out good personal hygiene as per government guidance. To help prevent the spread of COVID-19, employees must: - Wash your hands more often with soap and water for at least 20 seconds or use hand sanitiser gel/alcohol wipes if soap and water are not available. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Wash your hands when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food handle packages and equipment. Avoid touching your eyes, nose and mouth with unwashed hands. Teachers to communicate this through circle time, communicated to staff through emails | 1 | 2 | 2 |
| D. Different Times and Areas in the Day | | | | | | |
| D1 | The spread of the infection during lunchtime | Pupils, staff, lunch staff | <ul style="list-style-type: none"> Lunchtimes as timetabled Handwashing / sanitising before lunch and on return to the classroom | 2 | 1 | 2 |
| D2 | The spread of the infection during transition times | All site users | <ul style="list-style-type: none"> Groups to use classrooms and agreed areas in school where possible, all areas to be cleaned following group work. Areas in use to remain the same each day where possible Walk on the left side of the corridors | 2 | 1 | 2 |
| D3 | Staff communicating without safety measures | All site users | <ul style="list-style-type: none"> Radios to be used between gates and classrooms Classroom phones to be used if children need to go anywhere else in school other than the toilet. Messages to be shared using phones or email, not face to face unless essential | 1 | 1 | 1 |
| D4 | The office becoming an area for infection to spread | Any staff or children who use the office | <ul style="list-style-type: none"> Mag lock is on so children can't go in Limited use of the office photocopier Children only in the office for medicine or first aid Non office staff to avoid going in the office unless essential | 1 | 2 | 2 |
| D5 | Breakfast Club | Pupils, staff children | <ul style="list-style-type: none"> Children to use dinner hall entrance Children to sanitise on entry KS1 toilets used and cleaned afterwards Tables spread out in both halls and children split into 2 groups to minimise contact time | | | |

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| | | | <ul style="list-style-type: none"> • Cleaning to take place during and after breakfast club | | | |
| E. Health and Wellbeing | | | | | | |
| E1 | Anyone with significant vulnerabilities coming into contact with the infection | All site users | <ul style="list-style-type: none"> • Follow government guidelines | 1 | 2 | 2 |
| E2 | Child displaying symptoms | The child, group and group staff | <ul style="list-style-type: none"> • Follow D1 use family room to isolate child(ren), siblings taken to same room • Adult family member picks up from there • Staff member to remain socially distant unless contact is needed – staff should then consider wearing a mask, gloves and apron • If the child uses a toilet – the area will be cleaned immediately • Room then cleaned with Selgiene+ | 1 | 1 | 1 |
| E3 | Child with confirmed case | The child, group and group staff | <ul style="list-style-type: none"> • Follow current Government guidance | 1 | 2 | 2 |
| E4 | Staff Wellbeing becomes a concern | Staff | <ul style="list-style-type: none"> • Employees' individual circumstances taken into consideration and reasonable adaptations to working patterns or conditions considered • SLT to monitor wellbeing and be available to staff • Risk assessment shared with all staff | 2 | 1 | 2 |
| F. Site Readiness | | | | | | |
| F1 | Preparing the site in readiness for return | All site users | <ul style="list-style-type: none"> • Fire alarms/smoke alarms/panic and accessible-toilet alarms tested • Fire-door mechanisms tested • Emergency lighting tested • Gas supplies into kitchens tested • Kitchen equipment tested • Ventilation systems including in kitchens and classrooms tested • Water systems tested including flushing through in accordance with your legionella risk assessment and policy • Water systems checked for leaks and ensure there is provision of hot water • Windows, doors and gates including electronic gates and doors tested | | | |

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| | | | <ul style="list-style-type: none"> Equipment used on site tested e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements). | | | |
| F2 | Ensure statutory inspections are up to date | All site users | <ul style="list-style-type: none"> Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months); Gas supplies (if the scheduled inspections have not taken place in the last 12 months); Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); | | | |
| F3 | Cleaning | All site users | <ul style="list-style-type: none"> If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening. | | | |
| F4 | Supplies | All site users | <ul style="list-style-type: none"> Ensuring you have adequate supplies of soap and hand towels / drying facilities in kitchens, toilets and at sinks. Ensuring you have adequate supplies of cleaning materials. | | | |

This risk assessment is in conjunction with the Building Statutory Inspection List

Infection information D1

3. Implementing protective measures in educational and childcare settings

1. If a child displays COVID symptoms family should be sent home from the setting by contacting parent/carer immediately

2. Isolate child with appropriate adult supervision until collection – PPE should be worn if social distancing cannot be maintained (care needs or age of child)

3. You should move children and staff from affected area to enable cleaning
COVID-19: cleaning of non-healthcare settings

4. If life at risk or injury call 999

5. Members of staff who support children who are unwell do not need to go home unless they display symptoms or the child subsequently tests positive

6. Members of staff should wash their hands following contact with the child
[guidance on hand cleaning](#)

7. You do not need to inform other parents and carers of suspected cases

8. The child should isolate for 7 days and immediate household members for 14 days and advice should be given to access testing

