




**Knowleswood**  
Primary School

# Risk Assessment

## SCHOOL RISK ASSESSMENT –COVID 19

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: 24/9/20	

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"> <li>Employees must maintain a minimum distance of 2 metres apart from parents and planned visitors</li> <li>Different access points into the building for different groups</li> <li>Communication with parents to not gather at places and around school and maintain 2 metre distance from other parents – <b>new signage in place.</b></li> <li>Information provided to parents about possible symptoms and to stay away if this is the case – <b>resent 25.9.20</b></li> <li>If anyone in the household has symptoms – family must isolate</li> <li>Information posters around school – <b>handwashing and catch it posters around school</b></li> <li>Limited movement around school / i.e. No unnecessary movement</li> <li>Break and lunch times as timetabled</li> <li>No unplanned visitors</li> <li>Pupils to remain within class / year group, parents and children aware of expectations</li> <li><b>Staff to remain in their hub except in exceptional circumstances, eg a child in crisis</b></li> </ul>	2	2	4

A2	Staff not following policies, risk assessment and Covid 19 procedures	All site users	<ul style="list-style-type: none"> <li>• Staff reminded of procedures – <b>email sent 23.9.20</b></li> <li>• Risk assessment sent to all and displayed around school</li> </ul>	1	2	2
A3	Not maintaining social distance due to poor communication	All site users	<ul style="list-style-type: none"> <li>• Only essential people on site i.e. no unplanned visitors</li> <li>• Social distancing signage outside school</li> </ul>	2	1	1
A4	Unplanned visits	Visitors and staff in contact	<ul style="list-style-type: none"> <li>• No access past office reception,</li> <li>• Hand washing and hand sanitiser available in office reception area.</li> <li>• Communication of access arrangements to visitor</li> </ul>	2	2	4
A5	Planned visits	Visitors and staff in contact	<ul style="list-style-type: none"> <li>• Follow school Covid 19 social distancing and hygiene procedures</li> <li>• Essential visits only</li> <li>• Visitors know timings and essential points in the day</li> <li>• <b>Visitors wear PPE</b></li> </ul>	2	1	2
A6	An evacuation or invacuation is required	All site users	<ul style="list-style-type: none"> <li>• Teacher reminds children of evacuation and invacuation procedures, and of the route they will take</li> </ul>	1	2	2
<b>B. Equipment, Facilities and Resources</b>						
B1	Shared devices become source of infection	All site users	<ul style="list-style-type: none"> <li>• IPADS/LAPTOPS are cleaned after each use with wipes</li> <li>• Laptops and ipads shared within each phase</li> <li>• <b>Wipes to be provided next to photocopiers.</b></li> </ul>	1	2	2
B2	Shared resources become a source of infection	All site users	<ul style="list-style-type: none"> <li>• Shared resources are regularly cleaned</li> <li>• No play dough/sand/soft furnishings</li> </ul>	2	1	2
B3	Items used regularly by staff spread infection	All site users	<ul style="list-style-type: none"> <li>• Items several staff use are included in the 3x daily spot cleaning, for example microwave, kettle, and staff clean after use.</li> </ul>	2	1	2
B4	Light switches / exit buttons become source of infection	All site users	<ul style="list-style-type: none"> <li>• All touch points cleaned 3x per day</li> </ul>	2	1	2
B5	Infection is spread through poor ventilation	All site users	<ul style="list-style-type: none"> <li>• All ventilation equipment turned on</li> <li>• All recirculation equipment turned off i.e. A/C with signage in place</li> <li>• Windows are open wherever possible</li> </ul>	1	1	1
B6	Inventory screen becomes an item that spreads infection	All site users	<ul style="list-style-type: none"> <li>• Staff to use hand sanitiser after signing in on inventory</li> <li>• Screen to be cleaned 3x daily</li> </ul>	2	1	2
<b>C. Cleaning and Hygiene</b>						

C1	Infection spread due to incorrect cleaning	All site users	<ul style="list-style-type: none"> <li>• Correct chemicals used to clean school</li> <li>• 3 x daily cleaning of all touch points i.e. door handles / toilet flushers / light switches</li> <li>• Clear cleaning routine each day</li> <li>• Cleaning staff to use PPE</li> <li>• Cleaning audit each week</li> <li>• All surfaces cleaned with Selgiene + (agreed locked cupboards)</li> <li>• All shared equipment sterilised / cleaned</li> <li>• <b>Additional cleaners during the school day.</b></li> <li>• <b>Toilets cleaned throughout the day</b></li> </ul>	2	2	4
C2	Site users not following good hygiene practices	All site users	<ul style="list-style-type: none"> <li>• Site users must carry out good personal hygiene as per government guidance. To help prevent the spread of COVID-19, employees must: -</li> <li>• 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.</li> <li>• Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.</li> <li>• 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.</li> <li>• Avoid touching your eyes, nose and mouth with unwashed hands.</li> <li>• Teachers to communicate this through circle time, communicated to staff through emails</li> </ul>	1	2	2
C3	<b>Site supervisor accessing all areas of school</b>		<ul style="list-style-type: none"> <li>• <b>Handwashing/sanitising before entering different areas of the building.</b></li> <li>• <b>Maintain 2m social distancing whenever possible</b></li> <li>• <b>PPE – mask, to be worn when 2m distancing not possible</b></li> <li>• <b>PPE – gloves to be worn for deliveries to class areas</b></li> <li>• <b>PPE – gloves and plastic apron to be worn when resupplying sanitiser, soap, paper towels. A mask also if the area is occupied.</b></li> </ul>			
<b>D. Different Times and Areas in the Day</b>						
D1	The spread of the infection during lunchtime	Pupils, staff, lunch staff	<ul style="list-style-type: none"> <li>• Lunchtimes as timetabled</li> <li>• Handwashing / sanitising before lunch and on return to the classroom</li> <li>• <b>Children to sit on class table</b></li> </ul>	2	1	2
D2	The spread of the infection during transition times	All site users	<ul style="list-style-type: none"> <li>• Groups to use classrooms and agreed areas in school where possible, all areas to be cleaned following group work.</li> </ul>	2	1	2

			<ul style="list-style-type: none"> <li>• Areas in use to remain the same each day where possible</li> <li>• Walk on the left side of the corridors</li> <li>• Children who are late being picked up at home time will remain with a hub adult and at a distance from other hubs until picked up (unless they are a same household family)</li> </ul>			
D3	Staff communicating without safety measures	All site users	<ul style="list-style-type: none"> <li>• Radios to be used between gates and classrooms</li> <li>• Classroom phones to be used if children need to go anywhere else in school other than the toilet.</li> <li>• Messages to be shared using phones or email, not face to face unless essential</li> <li>• Meetings that involve more than one hub to use Zoom/Google Meet</li> </ul>	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"> <li>• Mag lock is on so children can't go in</li> <li>• Limited use of the office photocopier</li> <li>• Children only in the office for medicine or first aid</li> <li>• Non office staff to avoid going in the office unless essential</li> </ul>	1	2	2
D5	Breakfast Club Closed 24/9/20	Pupils, staff children	<ul style="list-style-type: none"> <li>• Children to use dinner hall entrance</li> <li>• Children to sanitise on entry</li> <li>• KS1 toilets used and cleaned afterwards</li> <li>• Tables spread out in both halls and children split into 2 groups to minimise contact time</li> <li>• Cleaning to take place during and after breakfast club</li> <li>• Breakfast club will be closed if staffing levels are too low</li> <li>• Children who arrive hungry will still be fed</li> </ul>			
D6	SLT visiting classrooms		<ul style="list-style-type: none"> <li>• Monitoring will be limited to essential work and SLT members will remain socially distant, not be touching anything in the classroom or spending longer than 10 minutes in any one class/bubble</li> </ul>			
E. Health and Wellbeing						
E1	Anyone with significant vulnerabilities coming into contact with the infection	All site users	<ul style="list-style-type: none"> <li>• Follow government guidelines</li> </ul>	1	2	2
E2	Child displaying symptoms	The child, group and group staff	<ul style="list-style-type: none"> <li>• Follow attached flowchart use family room to isolate child(ren), siblings taken to same room</li> <li>• Adult family member picks up from there</li> <li>• Staff member to remain socially distant unless contact is needed – staff <b>must</b> wear a mask, gloves and apron</li> <li>• If the child uses a toilet – the area will be cleaned immediately</li> <li>• Room then cleaned with Selgiene+</li> </ul>	1	1	1

E3	Child with confirmed case	The child, group and group staff	<ul style="list-style-type: none"> <li>Follow current Government guidance</li> </ul>	1	2	2
E4	Staff Wellbeing becomes a concern	Staff	<ul style="list-style-type: none"> <li>Employees' individual circumstances taken into consideration and reasonable adaptations to working patterns or conditions considered</li> <li>SLT to monitor wellbeing and be available to staff</li> <li>Risk assessment shared with all staff</li> <li>Staff may wear a mask around school and should consider wearing gloves when marking books.</li> <li>Individual risk assessment as needed</li> </ul>	2	1	2
E5	PE teacher works across school		<ul style="list-style-type: none"> <li>PE teacher to wait outside the classroom and then walk to hall or outside space (a mask may be worn)</li> <li>PE teacher to maintain social distance in lessons</li> <li>PE teacher to be part of the Y3/4 hub.</li> </ul>			
F. Site Readiness						
F1	Preparing the site in readiness for return	All site users	<ul style="list-style-type: none"> <li>Fire alarms/smoke alarms/panic and accessible-toilet alarms tested</li> <li>Fire-door mechanisms tested</li> <li>Emergency lighting tested</li> <li>Gas supplies into kitchens tested</li> <li>Kitchen equipment tested</li> <li>Ventilation systems including in kitchens and classrooms tested</li> <li>Water systems tested including flushing through in accordance with your legionella risk assessment and policy</li> <li>Water systems checked for leaks and ensure there is provision of hot water</li> <li>Windows, doors and gates including electronic gates and doors tested</li> <li>Equipment used on site tested e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).</li> </ul>			
F2	Ensure statutory inspections are up to date	All site users	<ul style="list-style-type: none"> <li>Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);</li> <li>Gas supplies (if the scheduled inspections have not taken place in the last 12 months);</li> </ul>			

			<ul style="list-style-type: none"> <li>• Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);</li> <li>• PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)</li> <li>• Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);</li> <li>• Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);</li> </ul>			
F3	Cleaning	All site users	<ul style="list-style-type: none"> <li>• 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.</li> </ul>			
F4	Supplies	All site users	<ul style="list-style-type: none"> <li>• Ensuring you have adequate supplies of soap and hand towels / drying facilities in kitchens, toilets and at sinks.</li> <li>• Ensuring you have adequate supplies of cleaning materials.</li> <li>• <b>Ensuring adequate supplies of PPE</b></li> </ul>			

*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



