



## COVID-19 Risk Assessment

Version 4.3

**Woodhouse Primary School**

**Date of Risk Assessment: August 31st 2020**

This risk assessment has been completed in line with Government guidance for the challenges of reopening the school to a significantly larger number of children and staff. It supersedes the previous document and will continue to be reviewed regularly as and when circumstances change. All staff will be trained/issued with the risk assessments relevant to their work and this will be recorded. Each revised risk assessment is version controlled and saved as a new dated document so that it can be retrieved at any time if required in future for an investigation.

The risk assessment demonstrates how the school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. However, If the guidance cannot be achieved after plans have been put in place then the school will consider whether specific activities or parts of the school should be open.

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act.

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary and by whom?	Action by When?	Done
<p><b>General controls to prevent risk of infection.</b></p>	<p>Staff, visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the school:-</p> <ul style="list-style-type: none"> <li>- Children allocated their regular classrooms and remain in designated bubbles/groups as much as possible to prevent mixing</li> <li>- Where possible adults in school to maintain 2 meters distance from pupils and pupils and minimise time spent within 1m of anyone</li> <li>- Increase cleaning regime</li> <li>- All workspaces will be provided with a box containing some PPE equipment (in case a person becomes symptomatic) and a first aid kit. These boxes will be regularly checked by staff and replenished when needed.</li> <li>- Hand washing facilities in place and pupils directed to use these.</li> <li>- 'Catch it, bin it, kill it' promoted for all pupils</li> <li>- Staff or pupils who may become symptomatic to be reminded to stay home and self-isolate for 14 days.</li> <li>- Doors can be propped open to allow ventilation.</li> <li>- Windows to be opened each morning to allow adequate ventilation.</li> <li>- Staggered times for staff to use staff room and facilities to ensure social distancing</li> <li>- School will have gel dispensers at main entrance and exits and in classrooms</li> <li>- Gloves available for staff use where necessary</li> <li>- Regular cleaning of key touch points such as</li> </ul>	<p><b>SBM/ Site staff/Cleaning staff/Admin</b></p> <ul style="list-style-type: none"> <li>- Establish a record of cleaning</li> <li>- Make up cleaning bundles for each 'bubble' ICT suite, Study Centre and staff room with some PPE equipment</li> <li>- Advertise/recruit additional cleaning hours</li> <li>- Wedges to be used with doors that need to be kept open</li> <li>- Ensure First Aid kit in situ in each room</li> <li>- Regular cleaning throughout the day including toilets and annotate toilet cleaning record</li> <li>- Ensure hand sanitisers in each room and at main entrance and regularly replenished</li> <li>- Ensure PPE equipment and hand sanitiser in stock</li> <li>- Ensure staff dishwasher runs regularly on 60 degree programme</li> </ul> <p><b>Classroom staff</b></p> <ul style="list-style-type: none"> <li>- Reminders of regular hand washing and catch it, bin it, kill it'.</li> <li>- Regular cleaning throughout the day including sinks and tabletops</li> <li>- Establish regular hand washing regime throughout the day</li> <li>- Promote catch it, bin it, kill it approach</li> <li>- Staff to maintain social distancing in</li> </ul>	<p>7 Sept</p>	

		<p>door handles – will be continually done by the site manager/cleaning and classroom staff during the day</p> <ul style="list-style-type: none"> <li>- Minimal exchange of equipment between teachers and any equipment passed between teachers will be cleaned before use</li> <li>- Minimise materials being taken home by pupils or brought in to mitigate the risks –</li> </ul>	<p>staff room .</p> <ul style="list-style-type: none"> <li>-</li> </ul> <p><b>Leadership team/Admin</b></p> <ul style="list-style-type: none"> <li>- Parents informed of all procedures in relation to Covid</li> <li>- Staff and pupil groupings to be organised</li> <li>- Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school.</li> </ul> <p>Identify which resources can be taken home i.e reading books and PE kits</p>		
<b>Clinically vulnerable staff</b>	Staff	<ul style="list-style-type: none"> <li>- Risk assessment undertaken with staff who are clinically vulnerable or clinically extremely vulnerable</li> <li>- Clinically vulnerable (extremely) individuals will be allocated the safest available on-site roles, staying 2 metres away from others wherever possible.</li> </ul>	<p><b>Leadership team</b></p> <ul style="list-style-type: none"> <li>- Refer to National/LA guidance issued by Public Health</li> </ul>	7 Sept	
<b>Pupil attendance</b>	Pupils	<ul style="list-style-type: none"> <li>- School attendance will be mandatory from the beginning of the autumn term.</li> </ul>	<p><b>Leadership team</b></p> <p>Communicate to parents re attendance expectations and reminder of first day calling procedures</p>	July	
<b>Use of Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Desks arranged to seat pupils side by side and facing forwards where possible Y1- Y6.</li> <li>- For individual and very frequently used items eg pencils/pens, staff and pupils to have their own items</li> <li>- Year groups allocated to bubbles with minimal movement around school to prevent</li> </ul>	<p><b>Classroom staff</b></p> <ul style="list-style-type: none"> <li>- Create individual pupil packs with frequently used items</li> <li>- Y1 -Y6 arrange desks to face forwards side by side where possible and practical</li> <li>- Limit soft furnishings to be used in classrooms</li> </ul>	7 Sept	

		<ul style="list-style-type: none"> <li>- mixing and contact</li> <li>- Windows are opened every morning for good ventilation</li> <li>- Adults can operate across different classes and bubbles to facilitate the delivery of the school timetable and full educational offer.</li> <li>- Older children to be encouraged to keep their distance within groups</li> <li>- It is acceptable for younger children not to distance within their group</li> <li>- Classrooms to be accessed/egressed externally where possible</li> <li>- Classroom phones will be wiped down after every use</li> </ul>	<ul style="list-style-type: none"> <li>- removed to storage and labelled</li> <li>- Remove surplus equipment from classroom to limit cleaning demand</li> <li>- Staff to open/close windows and doors each morning/afternoon</li> </ul> <p><b>Leadership Team/Admin</b></p> <ul style="list-style-type: none"> <li>- Parents informed of drop off/collection</li> <li>- Inform staff of their responsibilities incl. sanitising phones, equipment etc</li> </ul>		
<b>Provision in Reception</b>	Staff, Pupil Visitors	<ul style="list-style-type: none"> <li>- Personal contact cannot be avoided in the setting</li> <li>- Minimise the use of resources which have soft furnishings</li> </ul>	YR team to consider use of resources whilst ensuring the full educational offer can be implemented	7 Sept	
<b>Use of Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Children can pass in corridors as this is low risk but where possible this is to be avoided.</li> <li>- Children to be accompanied in groups by adult</li> <li>- Discourage pupils from undertaking errands unaccompanied</li> </ul>	<p><b>Leadership Team</b></p> <ul style="list-style-type: none"> <li>- Draw up rota for staggered lunches/breaks</li> </ul>	7 Sept	
<b>Use of toilets and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Allocate specific toilets for bubble use to be used ONLY by designated group(s)</li> <li>- Pupil to access toilets individually and wash hands thoroughly after use</li> <li>- Available hand washing facilities within all toilet spaces and encouragement to use these facilities</li> <li>- Pupils shown how to discard paper towels appropriately</li> </ul>	<p><b>Site Staff/Cleaning staff</b></p> <ul style="list-style-type: none"> <li>- Regular cleaning and emptying of bins</li> <li>- Regular cleaning of toilets throughout the day</li> </ul> <p><b>Classroom staff</b></p> <ul style="list-style-type: none"> <li>- Regular reinforcement of handwashing</li> <li>- Establish expectations and responsibilities for toilet use and cloakroom tidiness</li> </ul>	7 Sept	

		<ul style="list-style-type: none"> <li>- Regular emptying of bins</li> <li>- Classes to use usual cloakrooms and to be taught routines/expectations re tidiness and responsibilities</li> </ul>	<b>Leadership team/Admin</b> <ul style="list-style-type: none"> <li>- Allocate toilet facilities and label</li> </ul>		
<b>Use of the playground and outdoor play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Stagger break/ lunchtimes and allocate play spaces and times to bubbles and groups</li> <li>- Continue to encourage pupils to keep their distance where possible.</li> <li>- Toys and equipment should not be shared between groups unless cleaned in-between.</li> <li>- Contact sports such as football and basketball have temporarily been prohibited</li> </ul>	<b>Site Staff/Cleaning staff</b> Trim Trail and Pirate ship to be sanitised and cordoned off – NOT IN USE  <b>Leadership team</b> Establish rota for lunchtimes and playgrounds  <b>Classroom staff</b> Pupils to be provided with opportunities for non-contact activities – ABa to co-ordinate	7 Sept	
<b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>- Parents/ carers informed of their pickup/ drop off times and points</li> <li>- One way system for drop off and collection from Daisy Rd (DR) AND Ashlea Ave (AA) entrance</li> <li>- Parents/pupils to be encouraged to walk to school</li> <li>- Parents/carers to be encouraged to arrive punctually but not too early and NOT to gather at the gates</li> <li>- Staff to supervise DR and AA entrance/exits</li> </ul>	<b>Leadership team</b> <ul style="list-style-type: none"> <li>- Establish a plan for drop off and collection, staggering start and finish times</li> <li>- Establish rota for start and end of the day</li> </ul> <b>Site staff</b> <ul style="list-style-type: none"> <li>- Mark 1m+ distance points at entrance points</li> <li>- Create cordon from AA entrance to create one-way system</li> <li>- Close school car park from 8.30am – 3.45pm to create one way system from DR entrance</li> </ul>	7 Sept	
<b>Catering and use of exiting food hall</b>	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>- Deliveries to be contactless where possible.</li> <li>- Hygiene standards to be maintained</li> <li>- Staggered school mealtimes for each 'bubble'</li> <li>- Sandwich option only in first instance to be offered as school meal option</li> </ul>	<b>SBM/Site staff</b> <ul style="list-style-type: none"> <li>- Agree procedures for deliveries with Site Manager</li> </ul>	7 Sept	

		<ul style="list-style-type: none"> <li>- School meals to be delivered to and eaten in classrooms</li> </ul>			
<b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>- Parents informed first point of contact is to call/email the school instead of face to face.</li> <li>- Children to enter the school via designated entrances and avoid main reception</li> </ul>	<b>Leadership Team/Admin</b> <ul style="list-style-type: none"> <li>- Communicate face to face procedures with parents and put up signs as a reminder</li> </ul>	7 Sept	
<b>Critically vulnerable and extremely critically vulnerable</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- See above for staff</li> <li>- From 1.8.20 children still on the shielded list can return to their setting.</li> <li>- People who live with those who are clinically extremely vulnerable or clinically vulnerable can now attend the setting unless a doctor confirms that it is unsafe for them to do so</li> </ul>	-		
<b>Administering of medicines</b>		<ul style="list-style-type: none"> <li>- -must be brought to school in a clearly labelled see-through plastic bag and be in the original dispensed packaging.</li> <li>- Parent to wear disposable gloves</li> <li>- bag to be wiped with anti-viral wipes and stored safely.</li> <li>- Admin to inform the child's bubble that medication needs to be administered and it will be an adult in the bubble who administers it. Should the medication need to be sent home at the end of the</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Admin</b></li> <li>- Ensure staff familiar with procedures for administering medicine</li> </ul>	8 Sept	

		day it will be given to the child.			
<b>Staff contingency arrangements</b>	Staff, pupils	- Ensure staff are aware of the reporting procedure if they are unable to attend work	-		
<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	- The Medical Room has been Identified as the appropriate area which will be used for isolation of children or staff showing symptoms. The disabled toilet adjacent has been identified for use in this situation.	-		
<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- Children displaying symptoms to be taken immediately to the Medical Room – Medical Room door to be opened; Reprographics door to be closed and sign to be placed barring entry to everyone. If weather is fine, supervise pupil outdoors as per health and safety advice</li> <li>- Parent to be contacted to collect child immediately and strongly encouraged to arrange a test.</li> <li>-</li> <li>- Staff supervising can enter the space - child to wear a face mask; all other staff or anyone else present to wear gloves, apron and face mask as a minimum requirement which will be kept in the Medical Room.</li> <li>- Disabled staff toilet to be used by child if necessary. The toilet, Medical Room and all</li> </ul>	<b>Leadership team /SBM/Admin</b> <ul style="list-style-type: none"> <li>- Communicate procedure to cleaning down the medical room following use by anyone showing symptoms</li> <li>- Ensure contact information up to date</li> <li>- Follow guidance issued by Public Health Calderdale (27/8/20)</li> </ul>	7 Sept	

		<p>door handles to be sanitised immediately after child has been collected.</p> <ul style="list-style-type: none"> <li>- Parents asked to inform school of test result</li> <li>- School to seek advice from Public Health in the event of a positive result</li> </ul>			
<b>Contingency/ remote learning</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Remote learning to be readily accessible in event of closure to pupils</li> </ul>	<b>Leadership team</b> -Plan for capacity to offer immediate access to remote learning	End of Sept	
<b>Assembly &amp; gatherings</b>	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>- There will be no gatherings beyond the class groupings.</li> </ul>			
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for intimate care only.</li> <li>- PPE readily available to all staff</li> <li>- Policy and procedures already in place for children with intimate care need (PPE to continue to be used in usual way)</li> <li>- <i>Public Health does not recommend the use of face coverings in schools for pupils under the age of 12 as misuse inadvertently increases the risk of transmission</i></li> </ul>	<b>Leadership team</b> <ul style="list-style-type: none"> <li>- Ensure staff aware of the requirements for PPE and provide information for their safe usage and availability.</li> <li>- Ensure PPE equipment for staff dealing with those with symptoms readily accessible</li> </ul>	7 Sept	
<b>Home visits into the property</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Home visits only to be carried out in extenuating circumstances and to be approved by member of SLT</li> <li>- No home visits to be conducted for those who are currently shielding or those who are symptomatic.</li> </ul>	-		



		<ul style="list-style-type: none"> <li>- Hand sanitiser provided for staff required to conduct home visits</li> <li>- Visits can be conducted 2m from outside the front door (any concerns will be directed to social services in the normal manner)</li> </ul>			
<b>Visitors &amp; Contractors in schools</b>		<ul style="list-style-type: none"> <li>- Where possible avoid visitors and contractors from attending the school</li> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19.</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 1m+.</li> </ul>	<b>Admin staff (SBM to set up)</b> <ul style="list-style-type: none"> <li>- Aspects relating to COVID to be included in the contractor rules for the school.</li> <li>- Contractors and visitors to sign a 'non-symptom' declaration when signing in.</li> </ul>		
<b>Physical restraints/ comforting, first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure team teach training has been achieved by teachers who are required to carry out physical restraining.</li> <li>- Ensure wash facilities are available after a close contact event.</li> <li>- No child or member of staff should be in school if they are symptomatic.</li> </ul>	<b>Leadership team</b> <ul style="list-style-type: none"> <li>- Ensure staff know to log 'close contact' incidents</li> </ul>		
<b>Waste</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins.</li> </ul>	<b>Admin Team</b> Any tissues/waste from those with symptoms to be bagged up and stored in named wheelie bin for 72 hours prior to collection		
<b>Health and Safety general considerations</b>	Staff and pupils	<ul style="list-style-type: none"> <li>- School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc.</li> <li>- No whole school fire drills conducted to</li> </ul>	<b>Site Staff/HT/DHT</b> <ul style="list-style-type: none"> <li>- Usual checks to continue</li> <li>- SLT to establish lockdown /fire evacuation procedures and disseminate to staff</li> <li>- Staff to train and demonstrate individual</li> </ul>	7 Sept	

		<p>prevent congregations of people</p> <ul style="list-style-type: none"><li>- Security on external gates and perimeter to be monitored by senior management and the site manager as the school will be more accessible with staggered starts etc.</li><li>- Lockdown/Fire procedure to reviewed and the new arrangements to be shared with staff</li></ul>	<p>bubbles in evacuation procedures</p> <ul style="list-style-type: none"><li>- School car park closed from 8.30am – 3.45pm to enable safe evacuation of building</li></ul>		
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**Assessors Name:**.....

**Assessment Review Date:**.....