



St Clement Danes CE Primary School - Risk Assessment Coronavirus (Covid-19)

Updated June 2021

Children					
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Control Measures	Risk Rating without control measures	Risk rating with control measures in place
Transmission of Coronavirus / spread of COVID-19 (GENERAL)	Staff / pupils / wider contacts	Coronavirus infection spread	<p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2) clean hands thoroughly more often than usual. 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 4) enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 5) minimise contact between individuals and maintain social distancing wherever possible (acknowledging this will not be possible with younger children). 6) in communal areas and when moving around the building, staff are encouraged to wear masks. This includes the PPA room and school office when using the photocopier as well as the staff room (when not eating or drinking) and the inclusion room. 7) Parents of pupils encouraged to wear masks at drop off and pick up <p>Response to any infection:</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process. 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community. 9) contain any outbreak by following local health protection team advice <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <ul style="list-style-type: none"> • All government guidance will be followed • Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Self isolation guidance https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Keep up-to-date risk assessments for children on EHC plans, carried out with school and parents/carers, to ensure child is at no more risk 	Medium	Low



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			<p>in the school setting than at home. All children expected to be in school unless:</p> <ul style="list-style-type: none"> ○ They have Covid symptoms or have had a positive Covid test result ○ They live with someone who has symptoms or has tested positive and are a household contact ○ Are a close contact of someone who has Covid <ul style="list-style-type: none"> ● Ensure clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. ● Keep attendance registers and follow up any non-attendance in the normal way. ● Minimise the number of visitors on site and risk assess before a visitor is permitted on site. ● Supply staff take lateral flow Covid test before starting work ● FFS staff and kitchen staff do twice-weekly lateral flow Covid tests ● Ensure that any visiting staff are aware of, and adhere to, distancing and hygiene measure and minimise contact to only pupils who need to be taught. ● Wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained. ● Wear PPE where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. 		
<p>Transmission of Coronavirus / spread of COVID-19 through person-to-person contact/coughing etc.</p>	<p>Staff / pupils / wider contacts</p>	<p>Coronavirus infection spread</p>	<ul style="list-style-type: none"> ● Ensure that children and staff, where possible, only mix in consistent groups and that contact is limited to those within the group (known as a 'bubble'). ● Designate areas for staff breaks that maintain social distancing and hygiene. ● Adults should maintain a 2 metre distance from each other, wherever possible. ● Staff are strongly encouraged to wear masks in communal areas. ● Staff working with younger children should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. ● For pupils who have complex needs or who need close contact care: these pupils' educational and care support should be provided as normal. ● 'Unnecessary' equipment and furniture removed from classrooms and stored suitably. 	<p>Medium</p>	<p>Low</p>



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			<ul style="list-style-type: none"> • Classrooms have been set up as to take account of social distancing, in accordance with Government guidance. • Floor marking has been put down to help pupils visualise 2 metre distancing. • Rooms to be kept as well ventilated as possible (opening windows) • Doors at the top and bottom of the stairways to be kept open as appropriate. • Windows in the school hall to be opened where possible. • Teachers encouraged to keep classroom doors open where possible. • Sharing resources will be closely controlled and resources will be cleaned more regularly than normal. • Regular handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet. • Do not hold any event or activity where groups will be required to mix (e.g. collective worship). Collective worship to happen in bubbles. • Breakfast and afterschool clubs run as normal. Fit For Sport and Dragon Hall have been made aware of the bubble system and will maintain this in their clubs. • Consider opportunities for outdoor learning on site. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. Wearing masks strongly encouraged. • Limit face-to face-meetings to those which are essential. Ensure 2 metre distancing in meetings. • Movement around school to be carefully controlled and managed. • Enhanced cleaning of all facilities throughout the day and at the end of each day. • Restrict the number of children using toilet facilities at any one time. • Reduce use of outdoor equipment and ensure it is cleaned regularly. • Keep doors open, where possible, and clean door handles regularly • Encourage pupils to bring in their own water, in a named bottle. 		
Transmission of Coronavirus / spread of COVID-19 from access to & exit from site	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> • Monitor site access points to facilitate social distancing. • Discourage parents picking up their children from gathering at the school gates. • Use visual aids/floor markings to help parents socially distance. • Communicate expectations to parents (including only 1 parent to attend at drop off / collection). 	Medium	Low



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Indirect transmission of Coronavirus / spread of COVID-19 through surface contamination and ineffective personal hygiene practices	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Ensure proper handwashing and hand sanitiser technique are prominently displayed. Cleaners to regularly clean the hand washing facilities. Alcohol hand sanitiser provided at Reception office / entrance/exit and should be used by everyone when entering/leaving. Tissues provided for classrooms. Staff to replenish as needed. Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class as well as 'hands, face, space'. Staff / pupils to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. 	Medium	Low
Transmission of Coronavirus / spread of COVID-19 due to insufficient / ineffective cleaning and hygiene practices	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> A cleaning schedule in place throughout the site, ensuring that frequent contact points, e.g. door handles are cleaned and disinfected regularly. Thorough cleaning of rooms at the end of the day. <p><u>Cleaning guidelines:</u> PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p><u>When cleaning a contaminated area</u></p> <ul style="list-style-type: none"> Wear disposable gloves and apron. Wash their hands with soap and water once they remove their gloves and apron. 	Medium	Low



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Transmission of Coronavirus / spread of COVID-19 from contact points and equipment use; printers, workstations, apparatus, machinery etc.	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> • Parents to ensure children have their own, named, water bottles in school. • Regularly clean and disinfect common contact surfaces. • Staff and pupils should have their own frequently used items, such as pens and pencils. • Classroom-based resources, such as books and games, can be used and shared within the group, along with all frequently touched surfaces. • Resources that are shared between groups, such as sports, art, music and science equipment should be cleaned frequently. • Outdoor playground equipment, including inside and outside resources used by wraparound care providers, should be frequently cleaned. • Limit the amount of equipment pupils bring into school each day to essentials such as bags, lunch boxes, hats, coats, books, reading records, water bottles. 	Medium	Low
Transmission of Coronavirus / spread of COVID-19 due to failure to adhere to rules within school	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> • Behaviour policies reviewed to ensure they are in line with updated Department for Education guidance. • Communicate the new rules to staff, pupils and parents. 	Medium	Low



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Transmission of Coronavirus / spread of COVID-19 during lunchtimes	Staff / pupils / wider contacts	Coronavirus infection spread	Lunch hall use <ul style="list-style-type: none"> Children are to enter lunch hall in their allocated 'bubble'. Food distribution to be closely monitored. All areas used for eating to be thoroughly cleaned between bubbles and at the end of lunch time. 	Medium	Low
Transmission of Coronavirus / spread of COVID-19 due to travel off site	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> No residential/overnight trips at present. Everyone encouraged to consider other forms of transport before public transport. If public transport cannot be avoided, individuals must wear a non-medical face covering. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission. 	Medium	Low
Transmission of Coronavirus / spread of COVID-19 from contractors	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in the Reception office regarding social distancing, wearing a mask and good hygiene. Any contractors who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, is not to be on site. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wear a mask and wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2 metre gap between adults). Schools to seek confirmation of the contractors method statement / risk assessment. Visitors to school will be asked to take a Covid Lateral Flow Test when they arrive on site. One-to-one meetings between parents of pupils and members of staff will continue to take place remotely. Some essential meetings may take place on site, this must first be checked with the Headteacher. 	Medium	Low
Transmission of Coronavirus / spread of COVID-19 due to lack of awareness of school controls	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> Posters are displayed in suitable places around site. Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. Clear and regular communications with parents/carers. 	Medium	Low



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Transmission of Coronavirus / spread of COVID-19 via provision of first aid	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> Physical contact should be kept to a minimum whilst administering first aid e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. Schools should make arrangements for one child to be treated at a time. Ensure the space is cleaned thoroughly after use, as appropriate. 	Medium	Low
Transmission of Coronavirus / spread of COVID-19 via provision of personal care	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> Monitor stock monitoring and ordering systems to ensure there is an adequate supply of PPE. Ensure staff know the whereabouts of PPE, and are trained to use it safely. PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. PPE is required if a child or staff falls ill and requires direct personal care on site: Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) Review PPE protocols for routine provision of intimate care and ensure adequate supply. 	Medium	Low
Transmission of Coronavirus / spread of COVID-19 through emergency procedures (e.g. Fire alarm activations)	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> Fire drills at St Clement Danes mean that the whole school evacuates by leaving the school building, crossing a road and walking to the Peabody Estate car park. Fire drill will continue at this time, but will be carried out in bubbles, rather than the whole school. Where emergency evacuations are necessary, the focus should be on evacuating the building quickly and in an orderly manner without the focus on social distancing. Personal Evacuation Emergency Plans (PEEPS) reviewed regularly as normal to ensure that arrangements are still adequate and relevant. 		



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Transmission of Coronavirus / spread of COVID-19 from deliveries & waste collection	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> • Do not approach delivery staff, keep a 2 metre distance. • Hands are to be thoroughly washed after handling all deliveries or waste materials. • Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). 	Medium	Low
Unsafe premises (general)	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> • Ensure all routine tasks and compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, fire risk assessments. • Flush all water outlets thorough in areas of the school which have been closed for period of time. 	Medium	Low
Transmission of Coronavirus / spread of COVID-19 due to suspected case on-site	Staff / pupils / wider contacts	Coronavirus infection spread	<ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow ‘stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection’ which sets out that they must self isolate according to Government guidance and should arrange to have a test (PCR) immediately to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate according to Government guidance. • A waiting area for the symptomatic child will be allocated while they wait to be collected and this room will be cleaned afterwards. • Ensure all children are reminded daily to inform their teacher if they feel unwell. • Establish clear communication protocols in school, for quickly notifying key staff and parent/carer. Emergency contact numbers for parents/carers cross-checked to ensure they are up to date. • Keep COVID-19 records, for oversight by the safeguarding governor and further debrief/ training • Child/ staff member with symptoms should go home as soon as possible and get a test. • While waiting for collection, the child should wait in a well-ventilated room with a closed door if possible, or if they cannot be isolated then move them to an area which is at least 2 metres away from others. • PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained. 	Medium	Low



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			<ul style="list-style-type: none">○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary.○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)● Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help.● Tests can be booked online here or ordered by telephone via NHS 119 for those without access to the internet.● Safe disposal of PPE, areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance.● Clean the affected area with normal household disinfectant.● Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.● Headteacher follow up if test result is not received.● Incident recorded <p><i>Always call 999 in an emergency.</i></p> <p>If someone who has attended has tested positive for COVID-19:</p> <ul style="list-style-type: none">● School will contact the DfE Helpline/ local health protection team. These teams will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.● The DfE Helpline/ health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.● The DfE Helpline/health protection team will work with schools in this situation to guide them through the actions they need to take.● Based on the advice from the DfE Helpline/health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.● The DfE Helpline/health protection team will provide definitive advice on who must be sent home. To support them in doing so, school will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.		
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			<ul style="list-style-type: none"> • A template letter will be provided to schools, on the advice of the DFE Helpline/health protection team, to send to parents and staff if needed. • Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ . They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>If a school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with our local health protection team who will be able to advise if additional action is required.</p>		
Insufficient number of staff for number of pupils attending/safety measures to be adhered to	Staff/pupils/school community	Safety of children at risk due to insufficient staff to pupil ratios	<ul style="list-style-type: none"> • Audit the health status and availability of staff and regularly review and update this. • Establish how many staff will be available to work based in government guidance. Carry out individual staff risk assessments where appropriate. • Based on available staffing and any cover secured, decide how many pupils and how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises and maintain online education platform as a contingency. • Make full use of all qualified teachers and take a flexible and responsive approach to the use of teaching assistants and pastoral staff in supervising groups. 	Medium	Low



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			<ul style="list-style-type: none"> • Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils will need to be supported by the same adults, where possible. Update individual risk assessments for children with an EHCP. • Make full use of test and trace to inform staff deployment i.e. ensure staff get a test immediately so that they are able to attend work as soon as possible. • Ensure there is adequate delegation of staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home). • Ensure a clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels are adequate. • Regularly review the school Covid-19 contingency plan. 		
Clinically vulnerable employees at risk of infection	Clinically vulnerable employees	Could become ill with Coronavirus	<ul style="list-style-type: none"> • Pregnant staff who have notified the school in writing of their pregnancy will do an individual risk assessment with the Headteacher. Government guidelines and medical advice will be followed closely. 	Low	Low

Relevant links

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=5%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>



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<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>