

## COVID-19 Protective Measures in Education Settings – Risk Assessment

**Please note:** The school is following guidance and information provided by Public Health England and the Department for Education. This risk assessment aims to reduce risk wherever possible but cannot ensure that it is completely removed.

### Greenwood School – Update 16<sup>th</sup> March 2021

Hazard	Action to be taken	Who?	When?	✓
<b>Underlying health conditions</b>	<ul style="list-style-type: none"> <li>• Identification of staff/students who are extremely clinically vulnerable</li> <li>• Identification of staff/students who are clinically vulnerable</li> <li>• Identification of staff/students with underlying health conditions</li> </ul> <p>In all incidents of the above the government's advice can be found below; this advice <u>must</u> be followed.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</a></p>	VES/YST/ CRI	5th June	✓
<b>Group transmission</b>	<ul style="list-style-type: none"> <li>• Identify students who should be attending on site and those that should be accessing online learning (or combination of both).</li> <li>• Continuation of online (Sam Learning) or virtual classroom (A21) in instances where student cannot attend setting.</li> <li>• Small group (no greater than 6 students) or one-to-one teaching for individual students.</li> <li>• Further assessments will be made in practical subjects in light of capacity to maintain good standard of cleaning/sanitizing between groups</li> <li>• Organise small group teaching spaces ensuring social distancing (as best possible). (Removal of extra tables, chair etc.)</li> <li>• Students to be encouraged to use allocated seating (signage needed).</li> <li>• Students to use individual pens, pencils, ruler, rubber etc (Named pencil case to be provided for each lesson).</li> <li>• Students to arrive at staggered timings reduce 'pinch points' for example in reception.</li> </ul>	PWA/TWE  KJE/CRI  SCU YST/FLE	5th June  10 <sup>th</sup> June  5 <sup>th</sup> June ASAP	✓  ✓  ✓ ✓



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	<ul style="list-style-type: none"> <li>• Reinforce the Government's 'Catch it, kill it, bin it' message (Posters highly visible around school).</li> <li>• Encourage school community not to touch their mouth, eyes or nose.</li> <li>• Provision of tissues to catch coughs or sneezes.</li> <li>• Provision of bins to collect discarded tissues and these bins to be double bagged and emptied throughout the day as necessary.</li> <li>• Encourage the washing of clothes between each attendance on-site.</li> <li>• Ensure signage clearly reminds students to wash hands when entering the building</li> <li>• Provide face masks for students who have not arrived in school with one.</li> </ul> <p>Consider the use of online informational videos such as <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>			
<p><b>Transmission on journey to school</b></p>	<ul style="list-style-type: none"> <li>• Encourage staff and students to walk or cycle to school wherever practical/possible.</li> <li>• Remind students that they must wear a mask on public transport.</li> <li>• Hampshire County Council Passenger Transport have issued specific guidance to taxi and transport companies; check that this is being followed.</li> <li>• Communicate revised travel plan clearly to contractors, local authority and parents/carers.</li> <li>• Identify clearly to parents and carers expectations with altered arrangements for drop off points.</li> <li>• Consider implementing a 'ride and stride' policy so that students can walk the remainder of the journey into school on foot.</li> </ul> <p>Setting should ensure that staff, students, parents and carers follow the Governments advice on safer travel to be found here <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>	VES/JST	5 <sup>th</sup> June	✓
<p><b>CYP behaviour</b></p>	<ul style="list-style-type: none"> <li>• Clearly articulate increased expectation with regard conduct and behaviour to all students their parents and carers (letters home reinforced by texts and website).</li> </ul>	All Staff	On going	

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	<ul style="list-style-type: none"> <li>• Create and circulate a code of conduct that must be signed before students can return to school.</li> <li>• Support students to understand the purpose of these expectations and engage students in decision making (Specific lessons planned and delivered).</li> </ul>			
<b>Staffing for emergency evacuation</b>	<ul style="list-style-type: none"> <li>• Re-visit emergency evacuation procedures with a view to implementing social distancing.</li> <li>• Consider specifically muster points.</li> <li>• Ensure that staff on each team are clear about the new policies.</li> </ul>	YST/TBO	5 <sup>th</sup> June	
<b>Staffing for first aid</b>	<ul style="list-style-type: none"> <li>• Ensure adequate cover for first aid to (a) students and (b) staff.</li> </ul> <p>Ensure that designated first aiders are aware of procedures for accessing Emergency Departments during the COVID-19 pandemic advice here <a href="https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/when-to-go-to-ae/">https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/when-to-go-to-ae/</a></p>	YST/CRI/FE	5 <sup>th</sup> June	✓
<b>Staffing for safeguarding</b>	<ul style="list-style-type: none"> <li>• Ensure that supplementary information has been added to Child Protection and Safeguarding policies (as necessary). Particularly with regard to distance learning.</li> <li>• Support staff to engage with all child protection processes via telephone and video conferencing wherever possible. Ensure training for these methods of communication include safeguarding expectations.</li> </ul>	VES/SCU	On going	✓
<b>Students/staff who become symptomatic whilst in school</b>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature whilst at school they must be sent home and advised to follow the Governments guidance for households with possible coronavirus infection which can be found here <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	VES to share flow chart.	5 <sup>th</sup> June	✓
	<ul style="list-style-type: none"> <li>• If a child or staff member is waiting to be collected they should, if possible, be moved to a room where they can be isolated behind a closed door (as appropriate).</li> <li>• Ideally a window should be opened for ventilation.</li> <li>• If they need to go to the bathroom they should use a separate bathroom if possible.</li> <li>• The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	YST rebrand meeting room as first aid space	5 <sup>th</sup> June	✓

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	<ul style="list-style-type: none"> <li>PPE should be worn by the staff caring for the child/adult while they wait to be collected if a 2-metre distance cannot be maintained.</li> </ul> <p>In the event that the child/adults condition deteriorates significantly 999 should be called. If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature they do not need to go home unless they develop symptoms themselves in which case they should apply for a coronavirus test; information on how to do that is here <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p>The Government has issued specific guidance for education settings which can be found here <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	First Aid Staff	Ongoing	
<p style="text-align: center;"><b>There is a confirmed case of coronavirus in school</b></p>	<ul style="list-style-type: none"> <li>Where a student or adult tests positive the rest of their class or group should be sent home and advised to self-isolate for 10 days.</li> <li>SLT Lead should contact Public Health England for further guidance following track and trace protocols.</li> </ul> <p>The Government has issued specific guidance which can be found here <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	VES/SLT Lead	On going	
<p style="text-align: center;"><b>Access to site for contractors</b></p>	<ul style="list-style-type: none"> <li>Visits to the school site by contractors should be limited to only those that are absolutely necessary.</li> <li>Information with regards school's expectations should be provided to contractors with regards personal hygiene and what to do in the event that the contractors becomes unwell whilst on site.</li> </ul>	YST/TBO	5 <sup>th</sup> June	✓

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	<ul style="list-style-type: none"> <li>Contractors visits to schools must (a) previously notified to the school and (b) agreed with the school.</li> </ul>			
<b>Access to site for parents/carers</b>	<ul style="list-style-type: none"> <li>Visits to the school site by parents and carers should be limited to only those that are absolutely necessary and where a telephone call or video conference cannot be achieved.</li> <li>If a visit to site is absolutely necessary these visits should be time-limited preferably less than 15-minutes and social distancing must be maintained.</li> <li>One space within the setting should be allocated for essential meetings and this should be of a size necessary to establish social distancing.</li> <li>The one space within the setting should (if possible) be well ventilated.</li> <li>Usual cleaning processes should be undertaken between each visit.</li> </ul>	All staff	On going	
<b>Parents/carers possible misunderstanding of matters relating to standard national advice</b>	<ul style="list-style-type: none"> <li>Parents should be made aware of the school's risk assessment (as far as it pertains to their child).</li> <li>Children who are thought to be symptomatic must not attend school.</li> <li>Parents should monitor their child's health and where they suspect that their child may have contracted the coronavirus they should follow the Government's advice which can be found here <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>Regular updates should be provided to parents in a manner that makes the information accessible and understandable to them.</li> </ul>	All staff	On going	
<b>Negative impact on staff wellbeing</b>	<ul style="list-style-type: none"> <li>Social distancing should be maintained as best as possible at all times including in the staffroom.</li> <li>The staffroom should remain well ventilated (weather permitting). Restrictions will be needed to maintain social distancing.</li> <li>Staff will be encouraged to bring their own cutlery and mug and this will no longer be provided as shared resource.</li> <li>Items stored in the fridge should be wrapped or in a sealed container and labeled with the owners name.</li> <li>Staff should use their own lidded cup/mug.</li> </ul>	YST/VES  All staff	5 <sup>th</sup> June  On going	✓

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	<ul style="list-style-type: none"> <li>• On arrival at work staff sign in at reception.</li> <li>• Upon arrive at work staff will need to wash/sanitise their hands. Hand sanitizer should be used on entering and leaving the staffroom.</li> <li>• Where possible (weather permitting) staff should be encouraged to take break times outdoors or in own classrooms.</li> <li>• All staff have differing circumstances with regard their own caring commitments, as far as is reasonable possible, these circumstances will be taken into account when organising rotas.</li> <li>• Staff will be encouraged to sanitise their own workspaces throughout the school day e.g. keyboards, mouse, light switches, door handles etc. Staff should be provided with a cleaning pack for their classroom.; full daily cleaning will continue to be undertaken by the site team.</li> <li>• Displays will be covered by sticky back plastic to make them easier to clean.</li> <li>• Students will be encouraged to use folders rather than exercise books. If exercise books are used these should be placed in plastic wallets. Students should be encouraged to wipe these clean at the end of a lesson.</li> <li>• All classroom will need to have tissues to hand.</li> <li>• Protocols will be written for reception to reduce contact with students (including procedure for handing in belongings and a line that students should not cross when in reception).</li> <li>• If a staff member becomes symptomatic whilst at work the same procedure will be followed as above (for students).</li> <li>• Face to face meeting with parents and carers for the purpose monitoring, target setting and review will, for the time being, be undertaken via the telephone or video link.</li> <li>• System to reduce the number of staff in office area will be implemented.</li> <li>• A phone will be allocated for general staff use and appropriate cleaning procedure will be in place.</li> <li>• Staff will be expected to wear face covering when moving around the school and when in communal areas where social distancing is difficult to achieve.</li> </ul>	JST	10 <sup>th</sup> June	
<b>Risk Assessor</b>	<p style="text-align: center;">Signature _____ Date: _____</p>	All staff	Ongoing	

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	Role		
<b>Responsible Manager</b>	Signature: V Essex	Review date: 16.03.2021	
	Role: Head Teacher		