



## RISK ASSESSMENT (Coronavirus Outbreak)

**Risk Assessment of:** Provision for Children of Key Workers and those identified as being vulnerable

**Date:** December 31<sup>st</sup> 2020

**Assessor(s):** Deputy Headteacher (Behaviour, Safety and Wellbeing) and Headteacher

Task/ Activity/ Situation	What are the hazards?	Who might be harmed and how?	What control measures are in place to prevent or manage the risk?	Level of Risk	Further action needed/ Comments
<b>Entering the Setting from Home</b>					
<b>Children entering the setting at the beginning of the day for supervision</b>	<p>Transfer of infection between home and school onto equipment/surfaces</p> <p>Transfer of infection between home and school through close physical contact with people other than household members</p>	All children/Staff	<ul style="list-style-type: none"> <li>One member of the Senior Leadership team to be on duty at the gate by 8.40am to ensure that parents/carers do not enter the setting (ensure that 2 metre distance is maintained at any time if parents/carers should wish to ask a question)</li> <li>Students to enter via C23, wash their hands thoroughly with soap and then enter their work space (C24) through the interconnecting door and corridor. Children to have allocated seats (2 metres apart) that they use each day. If there are more than eight children, the work space should be shared between C22 and C24</li> <li>NO OTHER CLASSROOMS SHOULD BE ENTERED.</li> </ul>	Medium	
<b>Staff entering the setting at the beginning of the day to oversee supervision</b>	<p>Transfer of infection between home and school onto equipment/surfaces</p> <p>Transfer of infection between home and school through close physical contact with people other than household members</p>	All children/Staff	<ul style="list-style-type: none"> <li>All staff should enter through the front gate only, walk through to the staff toilet allocated in the technology block and wash hands thoroughly with soap BEFORE signing in in main reception. All staff should limit what they bring into the building from home – any personal items from home should be stored inside classroom cupboards to limit contact with any other individual/surface. Wash hands again - sign in immediately that hands have been washed</li> </ul>	Medium	
<b>Working in the Designated Classrooms</b>					

<b>Seating for supervision</b>	Risk of cross contamination with children sharing resources  Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> <li>• All children to be allocated a seat (spaced 2 metres apart), children not to work at alternative work stations for any reason. New children entering the setting each day to be allocated a new work space.</li> <li>• Limit the need for the children to move around the classroom unless they are leaving the room to go to the toilet/another location.</li> </ul>	Medium	
<b>Equipment for supervision</b>	Risk of cross contamination with children sharing resources  Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> <li>• No teacher pens from the classroom should be used by the adults in the room – all adults on the rota should bring their own pen/pencil that they can take responsibility for cleaning with disinfectant wipes throughout each day.</li> <li>• Students to use their own personal headphones if required for a specific task</li> <li>• Students bring their own writing equipment</li> </ul>	Medium	
<b>Teacher Computers/ Keyboards used during supervision</b>	Risk of transfer of infection between staff	Staff	<ul style="list-style-type: none"> <li>• Use the disinfectant wipes/spray provided to clean the keyboard, mouse, power button/monitor button/visualiser controls BEFORE you use any equipment. All cloths must be disposed of – use the wipes or blue paper roll provided and then throw away after EACH use. Clean the keyboard, mouse, power button/monitor button/visualiser controls after your use at the end of the day as well (or at any point there is a different person using the equipment). Site staff to provide equipment for this</li> </ul>	Medium	
<b>Tables/ surfaces/ Light switches used during supervision</b>	Risk of cross contamination with children sharing spaces	All children/Staff	<ul style="list-style-type: none"> <li>• Despite the fact that the children do not share desks, the tables, door handles, light switches should be wiped down after the children have left for lunch using the wipes or spray and blue towel provided. Site staff will do this regularly throughout the day and the cleaners will deep clean the workspace each evening but it is good practice to do this as much as possible</li> </ul>	Medium	
<b>Moving Between Rooms – this should be as limited as possible and CAN ONLY include going to the toilet or collecting work from the printer in the tech corridor</b>					

<b>Toilets Used during supervision</b>	Risk of cross contamination with children sharing sinks/taps etc.  Risk of transfer of infection between children	All children	<ul style="list-style-type: none"> <li>• Students should use the toilets allocated in the tech link corridor. They are to wash their hands at regular intervals throughout the day</li> <li>• At regular intervals throughout the day (not when the children are using the toilets) the site staff will be responsible for regularly cleaning taps, handles, door plates, surfaces and toilet seats using gloves, disinfectant spray and disposable blue roll. This will be disposed of each EACH use.</li> </ul>	Medium	
<b>Outdoor Activities</b>					
<b>Spacing of Children/ Use of Equipment during supervision</b>	Risk of cross contamination with children sharing resources  Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> <li>• Whenever students use the outdoor space, they must remain at least 2 metres apart at all times. They can play games that are spread across the courts and field where they do not come closer than 2 metres together.</li> <li>• After every physical session everyone is to enter C23 to wash their hands thoroughly</li> </ul>	Medium	
<b>Lunch Provision</b>					
<b>Preparing children for lunch during supervision</b>	Risk of cross contamination with children eating with infected hands  Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> <li>• Students to wash their hands thoroughly in C23 prior to lunch and eat their lunch at the tables in C24 with at least 2 metres between anyone else</li> </ul>	Medium	
<b>Eating Lunch during supervision</b>	Risk of cross contamination with children eating with infected hands  Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> <li>• All food hygiene processes and procedures will be followed as usual – see kitchen manuals for details (led by our Catering Team Pabulum who all have appropriate qualifications)</li> </ul>	Medium	
<b>Leaving the Setting at the End of the Day</b>					
<b>Children leaving the setting following supervision</b>	Transfer of infection between home and school onto equipment/surfaces  Transfer of infection between home and school through close	All children/Staff/ Parents	<ul style="list-style-type: none"> <li>• Students to wash hands before leaving the building in C23 and then collect their things and exit the building from their designated route (see entry to the setting)</li> <li>• Supervising team members to ensure that students maintain at least 2 metres apart from each other</li> </ul>	Medium	

	physical contact with people other than household members				
<b>Staff Leaving the setting following the oversight of supervision</b>	Transfer of infection between home and school onto equipment/surfaces  Transfer of infection between home and school through close physical contact with people other than household members	Staff	<ul style="list-style-type: none"> <li>Staff to wash their hands thoroughly before leaving the setting and sign out in the main reception. Only take items that are completely necessary outside of the building</li> </ul>	Medium	
<b>Cleaning the Setting</b>					
<b>Throughout the day</b>	Risk of cross contamination with children/staff using the setting and sharing resources  Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> <li>Site staff on duty to regularly clean all door handles, door plates, worktops, surfaces, key pads, keyboards, taps, light switches etc. throughout the day using gloves, disposables cloths and disinfectant spray – cloths and gloves to be disposed of after EACH use.</li> <li>Staff using key shared areas (office/staff room etc.) to ensure that they practice safe hygiene rules and not touch surfaces/cutlery/crockery/pens without washing their hands thoroughly first.</li> <li>All staff to wash up their own crockery/cutlery in the sinks in C23 to ensure that other people do not have to touch it.</li> </ul>	Medium	
<b>At the end of each day</b>	Risk of cross contamination with children/staff using the setting and sharing resources  Risk of transfer of infection between children & between staff and children	All children/Staff	<ul style="list-style-type: none"> <li>The cleaning contractors have been informed which rooms are being used each day and instructed to thoroughly clean all surfaces, floors, toilets and clean surfaces on central routes to and from those rooms.</li> <li>The other rooms throughout the school will be deep cleaned on a rota basis to ensure that the whole school is deep cleaned throughout this process.</li> <li>Cleaning company to produce their own regulations/risk assessments to protect their members of staff but all cleaning</li> </ul>	Medium	

			staff to follow our staff rules on entering and leaving the building (see above).		
<b>Minimising Risk to Staff – in addition to all measures outlined above</b>					
<b>Staff to practice social distancing throughout the day</b>	Risk of transfer of infection between children & between staff and children and between members of staff	All children/Staff	<ul style="list-style-type: none"> <li>Staff to ensure that they remain at least 2 metres away from all students (where is at all possible – see first aid below) and adults.</li> <li>No more than two members of staff should be present in each classroom (with no more than 10 children), ensure that regular handwashing is practised using the soap/blue towel in the classroom sink.</li> <li>Staff to ensure that there are no ‘gatherings’ of staff and if staff need to speak to each other, ensure that there is a distance of at least two metres between.</li> </ul>	Medium	
<b>Staff Rota</b>	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/Families	<ul style="list-style-type: none"> <li>In order to limit the contact for each member of staff and ensure that they need to leave their house as little as possible, only the minimum number of staff to operate safely will be requested to enter the setting each day. The rota will be adjusted to reflect the actual number of children present so that the staff numbers can be reduced as needed each day so that the minimum only are required. All other members of staff will work from home.</li> </ul>	Medium	
<b>Staff at High Risk</b>	Risk of transfer of infection between children & between staff and children and between members of staff	Staff/Families	<ul style="list-style-type: none"> <li>Any member of staff meeting the high risk criteria outlined by the Government should be self-isolating</li> <li>Any member of staff (or member of their family) showing symptoms of a continuous cough or high temperature or loss of taste or appetite should immediately self-isolate with their whole household for a period of 10 days</li> </ul>	Low (as they will not be in the setting)	
<b>Staff Wellbeing</b>	<p>Staff being split apart for long periods of time could lead to mental health/anxiety amongst members of staff</p> <p>Staff who are self-isolating for a long period of time may feel more detached from the rest of the staff and not feel as though they have a purpose or key role throughout this situation</p>	Staff/Families	<ul style="list-style-type: none"> <li>Ensure that all members of staff can access their emails easily from home to ensure that they can stay in daily contact and receive regular updates.</li> <li>Ensure that all staff know the EAP Health Assured Helpline number (0800 0305182) and can log on to the app (User name: Chelmsford; P/word: Learning) and understand that they can access this for themselves and their spouses and dependents.</li> <li>Members of SLT and HOFs to regularly check in with any members of staff who are self-isolating and allocate them tasks to do at home if they are able and want to contribute to work</li> </ul>	Low	

	Staff managing concerns from their partners/spouses/dependents throughout this time as well as work pressures		<p>being carried out in school.</p> <ul style="list-style-type: none"> <li>Where possible, ask if any members of staff, via HOFS, would like to volunteer on a rota basis to help members of staff who are self-isolating and have no family members to support them with shopping/prescriptions etc.</li> <li>Ensure that all members of staff understand that they can contact SLT at any time via email or by phone. All HOFS have Cheryl Nobles mobile 07766482162 who can cascade the number to any member of their team if required and all members of the Leadership team have shared their numbers. Cheryl Noble has also provided a landline number to SLT 01245 348264</li> </ul>		
<b>Safeguarding</b>					
<b>Accounting for the correct children each day</b>	Children could be absent and have come to harm, risk of abduction etc.	Children	<ul style="list-style-type: none"> <li>Children's attendance to be recorded on daily spreadsheet that is then uploaded to the DfE each day.</li> <li>Any student who we have received prior notification of attending who does not arrive by 9am must be contacted on the emergency numbers provided</li> </ul>	Medium	Weekly updates
<b>Medical Needs</b>	Staff will be working with children that they are not familiar with which could pose a risk that a child's medical condition is not treated correctly	Children	<ul style="list-style-type: none"> <li>Staff in each classroom setting to familiarise themselves with the children's medical needs using information provided on sims.</li> <li>Catering staff to familiarise themselves with the dietary needs of the children on the list each day requiring a lunch. Adopt all usual procedures to ensure that these are catered for. If menus are changed due to lack of supplies etc. ensure that the allergens list is changed and re-checked against the list of medical needs before meals are prepared each day.</li> </ul>	Medium	
<b>First Aid</b>	<p>Children could sustain an injury in the courtyard or on the field</p> <p>Due to the Coronavirus outbreak, staff administering first aid could be at increased risk</p> <p>Children becoming ill could be at risk of having the</p>	Children	<ul style="list-style-type: none"> <li>When compiling the staff rota each day, ensure that there is always at least one qualified first aider on the list (this can include a member of the premises team)</li> <li>First Aid kits are available in the tech link corridor. Any child with a minor injury/ailment should be encouraged to manage the situation themselves supervised by a member of staff maintaining a safe distance. Parents should be informed immediately.</li> </ul>	Medium	

	Coronavirus – specific guidelines must then be followed (See Essex guidelines already circulated)		<ul style="list-style-type: none"> <li>• All staff administering first aid should immediately wear gloves before touching any child due to the risk of cross infection (as is usual practice)</li> <li>• All emergency first aid procedures to be followed as usual – it is essential that mouth guards are used should resuscitation be required.</li> <li>• Any child suspected of having the Coronavirus should NOT be taken to the medical room – the child should sit in C25 where possible be left alone with the door closed (depending on the age/anxiety level of the child) If an adult does need to stay with the child, ensure that they are at the other side of the room. Ask another member of staff to call home and ask the parent to come and collect their child immediately. Ensure that all surfaces that the child came into contact with are cleaned with disinfectant – refer to Site Staff to carry this out. C25 will then be deep cleaned once the child has left the building.</li> </ul>		
<b>Site Security</b>	All usual risks associated with intruders entering the premises etc. still apply Visitors to site pose additional risk of transferring infection to those in the school provision	Children/Staff	<ul style="list-style-type: none"> <li>• All usual site security and visitors to school measures should remain in place throughout this time. Ensure that external doors are closed and that each member of staff has access to a walkie talkie</li> <li>• Ensure the front gate is shut fully at 8.50am</li> <li>• During this situation, no additional visitors will be permitted to enter the school building (unless in the case an unrelated emergency). Post should be delivered to the drop box outside of reception rather than people coming through the internal doors.</li> <li>• In the case of an emergency, visitors to undertake all hygiene measures outlined in ‘staff entering the setting’ above. No visitor should enter the class bases where the children/staff are working.</li> </ul>	High	Update as more guidance is shared from health professionals
<b>Safeguarding Concerns</b>	Children attending the setting, or children/parents contacting the teacher may highlight a new safeguarding risk for a child	Children	<ul style="list-style-type: none"> <li>• All staff to follow usual safeguarding procedures and enter concerns on CPOMS immediately.</li> <li>• An extensive procedure has been emailed to all staff about how to report concerns and who to contact</li> <li>• ANY member of staff can make a referral to social care if you feel that a child is at risk of significant harm using the Children and Families Hub (0345 603 7627) and asking for the Priority Line or calling the police. The Duty DSL should always be the first port</li> </ul>	Medium	

			of call however.		
<b>Vulnerable Children</b>	Children who are classed as vulnerable and are living in high risk family situations are at a higher level of risk due to prolonged school closure	Children	<ul style="list-style-type: none"> <li>• Lists of vulnerable children have been drawn up (including all those with a Social worker or an EHCP Plan) and allocated to a member of staff to make contact at least weekly to speak to the parent and preferably the child as well.</li> <li>• Expectations of what needs to be addressed in the phone call include: <ul style="list-style-type: none"> <li>- General wellbeing of the household</li> <li>- Child mental health</li> <li>- Childs physical health</li> <li>- Levels of physical activity</li> <li>- Engagement with the set work</li> <li>- Communication from multi agencies eg. Family Solutions, EWHMS</li> </ul> </li> <li>• Conversations to be logged and any additional actions required recorded</li> <li>• Anyone not answering the call to be contacted later in the day or the following day</li> <li>• If concerns are raised within the phone call an action plan needs to be constructed and Line Manager informed</li> <li>• There may be cases where students will be invited to attend school for their wellbeing</li> </ul>	Medium	
<b>Face Coverings</b>					
<b>Selection of covering</b>	Risk of contamination from respiratory droplets from travelling in the air and on to other people from surfaces	All staff and students	<p>Your face covering should:</p> <ul style="list-style-type: none"> <li>• Go over your nose and mouth while allowing you to breathe comfortably</li> <li>• Fit comfortably but securely against the side of the face</li> <li>• Be secured to the head with ties or ear loops</li> <li>• Be made of a material that you find to be comfortable and breathable such as cotton</li> <li>• Ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)</li> </ul> <p>Unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without the face covering to be damaged</p>	Medium	
<b>Putting the face covering on and</b>			<ul style="list-style-type: none"> <li>• Clean your hands thoroughly with soap and water or use hand sanitiser before removing</li> <li>• Only handle the straps, ties or clips</li> </ul>		



<p><b>removing it</b></p>			<ul style="list-style-type: none"> <li>• Do not give it to someone else to use</li> <li>• If single – use, dispose of it carefully in a residual waste bin and do not recycle</li> <li>• Wash your hands thoroughly with soap and water or sanitiser once removed</li> </ul>		
<p><b>How to wear your face covering</b></p>			<p>When wearing your face covering you should:</p> <ul style="list-style-type: none"> <li>• Avoid wearing on your neck or forehead</li> <li>• Avoid touching part of the face covering in contact with your nose and mouth as it could be contaminated with the virus</li> <li>• Change the face covering if it becomes damp or if you've touched it</li> </ul>		
<p><b>When to wear your face covering</b></p>			<p>We strongly recommend you wear your face covering when:</p> <ul style="list-style-type: none"> <li>• Walking in close proximity to friends on the way to or from school</li> <li>• On arrival to school and when walking to a designated area</li> <li>• Walking from one area of the school to another</li> <li>• If walking around a classroom</li> <li>• Waiting in a queue e.g. For hand washing or when entering a classroom</li> <li>• When using the toilet facility</li> <li>• During a lesson if desired – this is not compulsory</li> </ul> <p>Students whose parents have contacted the school to inform of exemption will be provided with a pass which they can show staff when prompted about the need to wear face coverings.</p>		