



## COVID-19 risk assessment – Nancealverne School

**Company name: Nancealverne School**    **Assessment carried out by:** Ruth Carpenter (Headteacher)

**Date assessment was carried out: July 2020**

**reviewed : 07.01. 2021**

### Introduction

We have consulted the following government guidance in the preparation of this risk assessment and action plan:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- <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/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people> <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>  
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

**Implementing social distancing with young children is not possible and therefore the government are referring to a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.**

**These are the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined below.**

### Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
2. clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered

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 and bleach
5. minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
6. where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 5 applies in specific circumstances.

**Response to any infection:**

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

**Risk assessment and action plan. This is a dynamic risk assessment and working document which will be updated as necessary.**

What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	Is this satisfactory?	When is the action needed by?	When will this be reviewed?
Getting or spreading coronavirus by not washing hands or not washing them adequately	pupils Staff parents contractors Drivers coming to the school Drivers leaving the school Visitors	<ul style="list-style-type: none"> <li>➤ Hand washing facilities in each toilet area and in each classroom.</li> <li>➤ Children will wash hands and sanitise on arrival and regularly throughout the school day including before lunch and after using the toilets. Hand washing will be supervised. Verbal and visual reminders will support children to wash their hands for 20 seconds using the effective hand washing technique in accordance with government guidance- As an additional measure, barrier sanitiser has been purchased which</li> </ul>	SLT Site Team	Yes	September 2020	September 2020

		<p>offers 24 hours protection. Dispensers installed across the school and replenished regularly.</p> <ul style="list-style-type: none"> <li>➤ Posters will be displayed in each toilet and around the school. Symbols and visuals will also be used.</li> <li>➤ All staff, visitors, and contractors will be asked to use hand sanitizer on arrival and wash hands regularly throughout the day. All staff and visitors will be required to wear a mask in corridors and communal areas of the school.</li> <li>➤ Track and Trace in place for any visitors to the school (there will be no non-essential visitors to the school during the lockdown period).</li> <li>➤ The site team will regularly check handwashing areas to replenish soap, sanitiser and paper towels. Paper towels will be available in all toilets and all classrooms.</li> <li>➤ All staff will be notified of when and where they need to wash their hands.</li> <li>➤ Welfare facilities and washing facilities will be available for visiting drivers.</li> <li>➤ All staff and regular visitors to the school will be tested weekly.</li> <li>➤ Secondary pupils will be tested weekly</li> </ul>				
Skin reactions from use of school soap.		<ul style="list-style-type: none"> <li>➤ Staff / pupils with sensitive skin to be permitted to bring in their own dermatological handwashing products.</li> <li>➤ Ask staff to check their skin for dryness and cracking and to report any issues to SLT</li> </ul>				

Over-use or mis-use of hand sanitiser		<ul style="list-style-type: none"> <li>➤ School have sourced a non-alcohol sanitiser/protectant dispensers. This alcohol free hand sanitiser provides maximum 99.9% antibacterial protection for up to 24 hours. This hand sanitiser will only need to be used once a day- on entering the school building.</li> <li>➤ Staff will supervise the use of hand sanitiser.</li> </ul>				
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What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	Is this satisfactory?	When is the action needed by?	When will this be reviewed?
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Pupils Staff Parents Visitors Contractors Drivers coming to the school Drivers leaving the school	<ul style="list-style-type: none"> <li>➤ All communal areas will be cleaned after each use.</li> <li>➤ Visitors to the school will be asked to wear face coverings. (Only essential visitors will be permitted in the school during the lockdown period).</li> <li>➤ Visitors will be asked to use the track and trace App when signing in.</li> <li>➤ Classes will use separate entrances and exits to reduce the number of people in high traffic areas. Hand sanitiser dispensers wall mounted beside each separate entrance and exit point.</li> <li>➤ The staff room will be set up to ensure social distancing of 2metres. Chairs will be removed and there will be no more than 8</li> </ul>	SLT Site team Staff teams	Yes	September 2020	September 2020

		<p>members of staff accessing the staff room at any one time. Staggered lunch breaks minimises staff accessing communal areas at any one time.</p> <ul style="list-style-type: none"><li>➤ Tables and chairs spaced out to ensure social distancing</li><li>➤ Shared condiments will be removed and equipment/surfaces will be cleaned in between each use. Equipment that cannot be cleaned effectively will be removed. Posters will be displayed to remind staff to wash surfaces and handles after use.</li><li>➤ Cleaning log in place and displayed to monitor the frequency of cleaning.</li><li>➤ Staff will be asked to bring in own mug/plates/bowels and cutlery and these will be washed after use.</li><li>➤ Windows will remain open in all communal areas.</li><li>➤ Staff meetings will move to virtual meetings</li><li>➤ Staff will be asked to wait to use the kitchen area- no more than one person using this area at any one time. There will be additional tea and coffee facilities set up in the therapy room office.</li><li>➤ There will be additional seating set up in the hall and outside areas for staff lunches to ensure social distancing.</li><li>➤ Toilet facilities will be single use. Signs clearly displayed on all toilets outlining health and safety information.</li></ul>				
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		<ul style="list-style-type: none"> <li>➤ There will be an increased use of online meeting facilities, to reduce the number of visitors and people moving around the school. The hub/hall will be an additional space for meetings and staff PPA.</li> <li>➤ Signage will be displayed to notify maximum capacity of any room or office.</li> <li>➤ All staff and pupils will need to adhere to social distancing across the school. Staff and pupils will need to wait until corridors are clear before use in order to manage the flow of people moving around workplaces and to allow social distancing rules to be met. The external doors will be used throughout the school day where safe and appropriate to do so. The external doors will be supervised when being used and will be locked after use.</li> <li>➤ Toilets will be single use only. Clear signage will signpost the safe use of the toilets.</li> <li>➤ Non-fire doors to be left open to reduce the amount of contact with doors and also potentially improve workplace ventilation</li> <li>➤ All surfaces/floor spaces and toilets will be kept clear in classrooms/ communal areas to make cleaning easier for staff and the cleaning team.</li> <li>➤ Signs displayed to remind people to wash and sanitise hands and not touch their faces</li> </ul>	SLT Site team	Yes	September 2020	September 2020
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What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	Is this satisfactory?	When is the action needed by?	When will this be reviewed?
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Pupils Parents Staff Visitors Contractors PAs Drivers coming to the school</p> <p>Drivers leaving the school</p>	<ul style="list-style-type: none"> <li>➤ All surfaces in classrooms will be cleaned regularly throughout the day. All shared resources will be cleaned after each use</li> <li>➤ Staff and pupils will remain in class bubbles throughout the day and will not move around the school site unless moving to use the playground space or timetabled facility such as the sensory room.</li> <li>➤ Cleaning logs in place to monitor the clean in each classroom. Cleaning logs and classrooms will be regularly checked by SLT.</li> <li>➤ Cleaning logs will be used to monitor cleaning in each communal area. Communal areas and cleaning logs will be regularly checked by SLT.</li> <li>➤ All non-essential resources and equipment will be removed and there will be no unnecessary items left on surfaces or floor space to ensure the classrooms can be cleaned effectively.</li> <li>➤ Frequently touched surfaces e.g. handrails, door handles will be cleaned regularly throughout the day by staff teams and the site team.</li> <li>➤ Fabric furniture/cushions etc. will be removed from communal areas.</li> <li>➤ Cleaning products will be provided to each class team and will be replenished daily by the site supervisor. All disinfectant bottles will be returned to</li> </ul>	<p>All staff Site team Cleaning team SLT</p>	<p>Yes</p>	<p>September 2020</p>	<p>Weekly</p>

		<p>the foyer at the end of each school day to be checked and replenished. Single use Paper towels and cloths will be provided- the class teacher will be responsible checking the supply of cleaning equipment in each classroom. Disinfectant sprays will need to be taken to any areas used throughout the day and each area cleaned after use.</p> <ul style="list-style-type: none"><li>➤ The seats and door handles of the school car and minibus will be cleaned after each use by the member of staff who has used the vehicle.</li><li>➤ Books can be used from the library, but these will need to be wiped clean after class or spontaneous use and left for 72 hours in the classroom before replacing.</li><li>➤ School phones will be cleaned with an antibacterial wipe after use. Antibacterial wipes will be available in all shared.</li><li>➤ Staff will be encouraged to use school laptops during PPA to limit shared use of the computers. Computers will be cleaned with antibacterial after each use.</li><li>➤ All staff informed how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</li><li>➤ All pupils will eat lunches in the classrooms and the classroom will be cleaned after the children have finished eating. The children will not share water bottles.</li></ul>				
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What are the Hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	Is this satisfactory?	When is the action needed by?	When will this be reviewed?
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<ul style="list-style-type: none"> <li>➤ The whole school risk assessment will be shared with all stakeholders. Any questions or concerns can be raised.</li> <li>➤ Staff wellbeing team to actively support staff and consider staff wellbeing events/strategies/support throughout the academic year. This will be regularly reviewed.</li> <li>➤ Virtual class team meetings will identify any issues or concerns from staff. Regular line management meetings will raise any concerns with SLT.</li> <li>➤ All staff to have adequate time for breaks/lunchtimes.</li> <li>➤ Vulnerable staff risk assessments updated.</li> <li>➤ Any clinically extremely vulnerable members of staff will not access school during the lockdown period. Regularly check in with staff who are at home.</li> <li>➤ No after school or lunchtime continues for the spring term. This will be regularly reviewed.</li> <li>➤ Signpost to relevant external agencies such as  <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a>  <a href="https://www.silvercloudhealth.com/uk">https://www.silvercloudhealth.com/uk</a></li> </ul>	SLT TLR team Teachers	Yes	September 2020	Weekly

		<ul style="list-style-type: none"> <li>➤ Ensure clear lines of communication to request support.</li> <li>➤ Supervision available for all staff during the lockdown period.</li> <li>➤ Tier 3 guidance states that all staff and pupils will be expected to return to school, this will be regularly reviewed in line with government guidance. In the case of any member of staff who still needs to shield – ensure that they are kept up to date so they feel part of the team and identify work that they can do to contribute. Have regular in touch meetings/calls with staff working from home (lockdown 3- see above). Children and staff within the clinically extremely vulnerable groups will not access school during lockdown 3.</li> <li>➤ Governors will continue to monitor the wellbeing of staff follow our guidance on stress and mental health.</li> </ul>				
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<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Controls</b>	<b>Who needs to carry out the action?</b>	<b>Is this satisfactory?</b>	<b>When is the action needed by?</b>	<b>When will this be reviewed?</b>
Contracting or spreading the virus by not social distancing	Pupils staff parents Contractors Delivery drivers to/from the school Visitors	<ul style="list-style-type: none"> <li>➤ Symptomatic Pupils and staff will not access the school unless they have received confirmation of a negative Covid test result. Pupils and staff with symptomatic family members will not access the school until the individual family member has received a negative Covid 19 test result.</li> </ul>	SLT Staff teams	Yes	September 2020	September 2020

		<ul style="list-style-type: none"><li>➤ PPE available for all staff to use when social distancing cannot be maintained for a prolonged period of time and for personal care. Each class will be provided with their own PPE supply.</li><li>➤ No whole school or inter-class events to take place such as assemblies/choir/mixed phonics groups. PE sessions will take place in class bubbles. Lunches will be eaten in classrooms.</li><li>➤ Where required, those using RPE will be fit-tested.</li><li>➤ Staff will be supported if they wish to wear PPE for additional protection.</li><li>➤ Staff will collect pupils from parents and individual transport vehicles in the morning. Staff will take pupils to parents and individual transport vehicles/PAs at the end of the school day. This will limit the number of people accessing the school building.</li><li>➤ Staff and pupils will wait until the corridor is clear before use.</li><li>➤ Tables and chairs front facing and distanced to maximise opportunities for social distancing.</li><li>➤ Class bubbles will access the playground at different times during the school day. Play equipment will be cleaned after each session.</li><li>➤ PE equipment will be cleaned between each use. No contact sport. There will be no class swimming sessions at the leisure</li></ul>				
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		<p>center for the first half term.</p> <ul style="list-style-type: none"> <li>➤ Class bubbles will access the soft play and sensory studio at different times during the school day and the rooms/equipment will be cleaned between each use.</li> <li>➤ avoiding contact with anyone with symptoms</li> <li>➤ Frequent hand cleaning and good respiratory hygiene practices (cough/sneeze into tissues). Used tissues to be placed in a pedal bin (with closed top)</li> <li>➤ regular cleaning of classroom/toilet areas/door throughout the day box or tissues and a cleaning kit (cloths and spray) to be stored in each classroom to clean handles and rails throughout the day</li> <li>➤ Windows to be kept open to maintain good ventilation. For the wider security of the school, doors to the outside should not be left open. These will be locked after use.</li> <li>➤ Children to be reminded to avoid touching their faces and putting their fingers in their mouths</li> <li>➤ Limit the number of people on site at one time. External meetings will be held online where possible.</li> <li>➤ Staff meetings/briefings will be held in the main hall with social distancing in place.</li> <li>➤ Staff rooms and work areas have been rearranged to allow people to meet social distancing rules.</li> </ul>				
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		<ul style="list-style-type: none"> <li>➤ The door to the main office will be locked and staff will use the hatch to communicate with the office team. The window at the hatch by the front door will remain closed for additional protection.</li> </ul>				
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Controls</b>	<b>Who needs to carry out the action?</b>	<b>Is this satisfactory?</b>	<b>When is the action needed by?</b>	<b>When will this be reviewed?</b>
A pupil or member of staff displaying symptoms of COVID 19 during the school day		<ul style="list-style-type: none"> <li>➤ Immediate isolation of affected pupil supported in the designated room by staff in full PPE. Staff will be sent home.</li> <li>➤ Any individual displaying symptoms will self-isolate for 10 days and request a test. The school will be informed of the result of the test as soon as possible. The individual can return to school with a negative test result and is well enough to do so.</li> <li>➤ Parent/guardian to be called to collect the pupil.</li> <li>➤ Home school agreements will be signed by all parents/guardians.</li> <li>➤ Classroom to be set aside for affected pupil and thoroughly cleaned after use.</li> <li>➤ If dry and warm weather the pupil and member of staff will sit outside (rather than in the classroom) until their parent/guardian arrives.</li> <li>➤ Staff providing support to be provided with PPE (fluid repellent face mask, apron and gloves)</li> </ul>	SLT Admin team Staff teams	Yes	Information shared with all stakeholders prior to the start of term.	Weekly

		<ul style="list-style-type: none"><li>➤ Most up to date government advice to be followed. If there is a confirmed case all pupils/adults within that class bubble to self-isolate for the next 14 days (and any person who has had close contact with the individual). School to identify contacts.</li><li>➤ Deep clean of any 'contaminated' areas.</li><li>➤ Any rooms/equipment used by that pupil to be deep cleaned.</li><li>➤ School to follow guidance and contact HTP to report confirmed case.</li></ul>				
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What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	Is this satisfactory?	When is the action needed by?	When will this be reviewed?
Failure to maintain supervision levels if staffing levels drop.	Pupils Parents	<ul style="list-style-type: none"> <li>➤ Staff levels to be checked daily. Agency staff to be used where necessary. Agency staff will adhere to the whole school risk assessment. Agency staff will follow the whole school Covid protocols. Agency staff will be tested on the morning they arrive to cover.</li> </ul>	SLT	Yes	September	Daily

What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	Is this satisfactory?	When is the action needed by?	When will this be reviewed?
Increased risk of infection and complications for vulnerable workers	Workers	<p>The school has identified all pupils and staff who in fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable</li> <li>• Vulnerable</li> <li>• Shielding</li> </ul> <p>Tier 3 guidance states that individuals who are clinically extremely vulnerable will no longer need to continue to shield – unless the transmission of COVID-19 in the community starts to rise significantly. However, it is important that we are aware of pupils/staff who are clinically vulnerable with health conditions that make them more at risk of getting infections and individual risk assessments will be carried out where</p>	SLT	Yes	September 2020	Weekly

		<p>necessary. Government guidance will be followed if the transmission of COVID-19 continues to rise.</p> <ul style="list-style-type: none"> <li>➤ Return to work interviews held with all vulnerable staff.</li> <li>➤ Staff informed to notify SLT if health circumstances change e.g. becoming pregnant, starting chemotherapy.</li> <li>➤ Regularly review risk assessments</li> </ul> <p>During lockdown 3- vulnerable staff and pupils will not access the school. Risk assessments will be reviewed and updated for all vulnerable staff and pupils.</p>				
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#### Additional health and safety information

Provision of first aid (including pediatric first aid where appropriate) support to pupils	<ul style="list-style-type: none"> <li>• Disposable gloves, apron and surgical masks/visors to be available in all first aid kits.</li> <li>• All staff will wear PPE when administering first aid to pupils where close contact is required</li> </ul>
Providing care for pupils with specific care needs (support for toileting/changing)	<ul style="list-style-type: none"> <li>• PPE to be worn when providing intimate care for any pupil (mask, apron, gloves)</li> <li>• Update Individual risk assessment and care plans where necessary.</li> </ul>
Use of the hydro pool	<ul style="list-style-type: none"> <li>• The hydrotherapy pool will only be used for a very small number of individual pupils where it is necessary to meet the pupil's EHCP targets. Groups or whole classes will not access this facility. Individual risk assessments for each pupil will be in place supporting the child 2:1 ratio when accessing the pool. The pool will be cleaned thoroughly after each use and a cleaning log will be signed by staff.</li> </ul>

Catering	<ul style="list-style-type: none"> <li>• Hot lunches will be provided by Chartwells</li> <li>• All Lunches will be collected and eaten in the classroom</li> <li>• All health and safety regulations in place</li> </ul>
Providing care for pupils with specific emotional or behavioural needs	<ul style="list-style-type: none"> <li>• Individual risk assessments/wellbeing plans/care plans to be reviewed and updated.</li> <li>• PPE to be provided where required – where socially distancing cannot be maintained for prolonged periods of time</li> </ul>
Evacuation procedures	<ul style="list-style-type: none"> <li>• Fire risk assessment is up to date</li> <li>• PEEPS are up to date</li> <li>• Evacuation procedures to be updated to enable as much social distancing as possible</li> <li>• Separate checklist to be placed in each classroom – e.g. checking that all doors are closed and not wedged open</li> <li>• Fire drill to take place within the first couple of weeks – procedures to be amended if necessary</li> </ul>
Track and Trace	<ul style="list-style-type: none"> <li>• The school will engage with the government ‘Track and Trace’ system and will take contact names and numbers of all visitors onsite.</li> </ul>

Updated 7.01.2021