



General Details

Assessor	Julia Murray
Assessment Date	02/03/2021
Assigned Reviewer	Julia Murray
Next Review Date	04/01/2022

Signed Off By	Hazel Richardson
Signed Off On	04/03/2021

Operation Assessed	Covid-19 Cusgarne's response and controls- March 2021 full reopening (Cusgarne Primary School)
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Associated with specific area

Aspire Academy Trust Head Office

Primary

Cusgarne Primary School

Description of work area and/or activity assessed

To set out the hazards and controls arising from Covid-19 pandemic, updated due to full reopening of Cusgarne School.

Overall Current Risk

Medium



Persons Affected

Cleaners

Contractors

Kitchen Staff

Members of the Public




Pregnant Staff

Pupils


Site Management Staff




Staff


Visitors / Public

Current Rating	Hazard Information	Task Status
<p>Medium</p> 	<p> Infection Spread of Covid-19</p>	
<p>Measures Currently in place to prevent risk of injury</p>		
<p>Hands must be washed by pupils and staff for at least 20 seconds (or sanitiser used if using soap and water is not feasible) on entering the school, returning from breaks, before and after eating, after coughing or sneezing, when staff or pupils change rooms and whenever contact with others has taken place. Hand sanitiser and hand sanitiser machines are located by the main entrance and in each classroom.</p> <p>Hands must also be washed/ sanitised by staff before and after touching any external gates, padlocks or keypads.</p> <p>Coughs and sneezes must be caught in a tissue or the crook of your arm, catch it, bin it, kill it.</p> <p>Social distancing is to be encouraged, but young children are not expected to socially distance within their bubble. Adults socially distance between themselves and when appropriate, from children. We talk to them about 'hands, face and space' - washing/ sanitising their hands, not touching their faces and respecting each other's personal space.</p> <p>You must not enter or allow others to enter the building who are displaying symptoms.</p> <p>Anyone who develops symptoms whilst on site will be sent home and reminded of the need for isolation (see section below for managing this process.)</p> <p>Glen Cleaning will continue to provide a high-level enhanced cleaning daily to each school reducing the need for additional cleaning throughout the day.</p> <p>Shared rooms - Desks, door handles and any other high use areas should be wiped down with a disposable cloths or hot soapy water after use. Where access to hot soapy water is not available we will use the approved disinfectant spray which can be spray directly onto the surface and does not need to be wiped down.</p> <p>Classrooms with their own toilet facilities – No additional cleaning is required during the school day unless lunch is eaten in the classrooms. In which case tables should be cleaned using hot soapy water and disposable cloth.</p> <p>Classrooms with shared toilet facilities – Once a day clean frequently used touch surfaces with hot soapy water.</p> <p>Shared pupil toilets – Once a day frequently used touch surfaces should be cleaned using spray i.e. door handles and taps – toilet seats do not require cleaning.</p> <p>Staff toilets – Each member of staff should clean touched surfaces after use with spray.</p> <p>Staffrooms (including servery) - Each member of staff is responsible for cleaning down the area with hot soapy water following use.</p> <p>IT – Please do not clean down electrical items with spray or wipes, but ensure that hands are washed or sanitised prior to use.</p> <p>School reception areas should have hand sanitiser available for visitors to use on arrival.</p> <p>COVID Isolation Rooms – Must be cleaned after each use and bin emptied. All other bins do not need emptying until the end of the day.</p> <p>Any other items that are shared between bubbles should be cleaned with hot soapy water; sanitising sprays and wipes have also been provided.</p> <p>Items that cannot be cleaned between bubbles should be left out of use for 24 hours for cardboard, wooden or paper objects or 72 hours for plastic items.</p> <p>Children will not be allowed to bring in items from home apart from their packed lunch box, drinking bottles, their own reading folders with their reading book and record in, and their PE kit only for the days they have PE.</p> <p>PPE is required if pupils/staff are symptomatic in school or during intimate care settings, these are placed in three different locations within the school- in the office, in Robin classroom and in the toilet off the hall.</p> <p>All staff are required to wear a face covering at the school gate and in all communal areas, but are required to remove them once in the classroom. Vulnerable staff who have an individual risk assessment have been provided with clear visors to use with their mask. Staff who request a visor can also be issued with one. Our two admin staff will need to wear a mask as they work in a communal area. Pupils will be allowed to wear a face mask or covering at the school gate but must put them safely into a plastic bag once in the classroom. Parents are also now required to wear face masks or a face covering at the school gate or in the playground.</p> <p>Sneeze guards have been installed at all open Reception areas. Visitors are met at the gate wherever possible and are only allowed access to school if it is a prearranged appointment with the premises team. They will be reminded to stand behind the screen to talk to the office staff once they have been allowed access through the intercoms system, and their contact details will be taken for test and trace. All visitors will be required to also wear a mask in all communal areas. Our two members of admin staff will work on a rota so that they can maintain social distancing, no other staff are allowed behind the counter whilst a member of the admin staff are there.</p> <p>Doors can be propped open where safe to do so but these MUST be closed at night, when the room is unoccupied and when the fire alarm sounds to contain any fire or smoke spread. Where there are two doors into a toilet area, the door nearest the classroom/corridor can be wedged open. All windows should be opened in occupied rooms, and others where available to aid ventilation.</p> <p>Bins must be emptied at the end of the day by the cleaners from Glen cleaning.</p> <p>The photocopier is in a communal area, so admin staff will put photocopied or printed work into a drop tray, to reduce the risk of adults coming into contact (no children will be allowed to collect printing/photocopying). If the photocopier is used by any adult then they must sanitise their hands before and after using it using the hand sanitiser machine in reception. This also applies to the sign in ipad at reception.</p> <p>All deliveries must be sanitised or quarantined, depending on the covering or the nature of the package; if paper or card quarantine must be 24hrs.</p> <p>Children will move through the corridors only to access the toilets or a timetabled hall session. The use of staffrooms will be minimised as far as possible- we have two places in school to make hot drinks- the staff room and the kitchen. We have two staff</p>		

Current Rating	Hazard Information	Task Status
	toilets- one by the main children's toilets and one off the hall- these must be cleaned after use by all adults using the spray provided which should not be wiped down.	

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p> Access / Egress Risk of Covid-19 transmission</p>	
	<p>Measures Currently in place to prevent risk of injury</p> <p>Maintain social distancing for all people attending the premises including parents at drop off and pick up. Parents will not be allowed in to the building and are met at the gate/ in the playground at the beginning and end of everyday, appointments will be done remotely via teams if contact beyond emails or a phone call is needed.</p> <p>We have two entrances to the school (Lower Gate/Top Gate) and KS1 bubble use the top gate and the KS2 bubble use the bottom gate. All parents will be asked to wear a face mask when on the school site. No parents will loiter and will need to leave as soon as they have dropped their children off. The children will be met by an adult from their pod and enter and exit school through separate doors.</p> <p>Any visits to school are by prior arrangement/appointment only (such as through Plymouth Argyle and the Cornwall Music Service) and only when a risk assessment has been sent by them and agreed by ourselves. These visitors will be required to social distance and wear a face mask. Staff will endeavor to ensure all appointments are conducted by phone or via digital meeting platforms whenever possible. Any visitors must give their contact details for track and trace purposes.</p> <p>Children's internal movements of the building will be minimised to just their own classroom and the toilets.</p> <p>We will ensure all persons using the iPad for signing in will sanitise their hands before and after use. (Alternatively, sign in can be done on a persons own phone using the sign in app.)</p> <p>Only essential visitors, by appointment only, will be permitted, unless there is a need under safeguarding, child protection or medical. Wherever possible, they should visit the school building before the children/staff arrive in the morning or after the children/staff have left. Face coverings/ visors will be worn by visitors as detailed in their risk assessment, which is submitted before their attendance.</p>	




Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>


Current Rating	Hazard Information	Task Status
Medium 	Pupils Risk of infection transmission in schools	
Measures Currently in place to prevent risk of injury		
<p>We have two bubbles altogether- a KS1 and a KS2 bubble, however in the school building the classes will remain in their own learning areas. Weekly bulletins will remind parents of the need for pupils to stay at home if displaying symptoms. Any pupils arriving to school with symptoms or developing symptoms on site will be sent home.</p> <p>All pupils will frequently wash/ sanitise hands throughout the day, with help for younger pupils given as required, this has been timetabled in first thing in the morning and before and after any transition.</p> <p>The whole school will have morning breaks and lunchtimes together, however the playground will be zoned to minimise the mixing of the two bubbles. At lunchtime KS2 children will eat in their classrooms, however KS 1 will continue to eat together in the hall. Separate playground equipment will be provided for each bubble. The adults will ensure that they social distance from each other and wear a face covering in communal areas. They will not remain within 2m of any child for any length of time, wherever possible. All desks will face forward in KS2 and for the year 2s in the mornings whilst in the library and adults must social distance from the children wherever possible. In the KS1 classroom which includes EYFS children, there is no requirement to social distance and tables can be grouped.</p> <p>Adults and children will need to sanitise their hands before and after using any equipment that is shared between classes or quarantine it for at least 48 hours.</p> <p>External installed outdoor play equipment on the bottom field can be used by the children in the KS2 bubble only, who will continue to wash/ sanitise their hands before and after use.</p> <p>Number of pupils using toilets must be monitored and controlled, managed by the teacher/TA.</p> <p>Children will have their own water bottles which must be clearly name labelled. Wherever possible the children will have their own set of resources, such as stationary, to use.</p>		




Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>


Current Rating	Hazard Information	Task Status
Medium 	Biological Risks of infection transmission from people displaying symptoms.	
Measures Currently in place to prevent risk of injury		
<p>All staff or pupils displaying symptoms of Covid-19 must be sent home.</p> <p>If pupils develop symptoms whilst on site then they must be isolated, we will use the library first, then the Head's office for this purpose or our outdoor areas, such as the gazebo. If the library or the head's office is used then the door will need to be closed and a staff member as appropriate will be present, but kept 2 m from each other, and it will need to be cleaned after occupation. Covid-19 PPE will be worn by the staff member until the child is collected and taken home, this will then be double bagged and tied, then kept in a secure place and marked for storage until test results are known (if positive they will be disposed off after 72 hours.). Following a child being isolated and until cleaning, door to remain closed to prevent unintentional transmission. Should the pupil need the toilet then a separate toilet should be used if possible and cleaned thoroughly after use. The toilet in the wetroom would be used for this purpose.</p> <p>Any staff members who have helped the pupil will only need to go home if they begin to display symptoms.</p> <p>Aspire health and safety team must be notified immediately.</p> <p>In each classroom furniture must be minimised in classrooms to maximise space for the pupils. KS2 and the year 2s in the mornings will be expected to sit in rows facing forward, whereas our KS1 classroom can sit in groups. Glen cleaning will provide enhanced cleaning at the end of each day.</p> <p>Hand sanitiser will be provided where hand washing facilities are not available. There is hand sanitiser and wall mounted sanitiser units in each classroom and throughout the school.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	 Welfare Risk to mental health and wellbeing	
Measures Currently in place to prevent risk of injury		
<p>Mental health and wellbeing awareness will be promoted to all staff.</p> <p>Staff in the extremely clinically vulnerable group will be required to work from home if government guidance is issued to this effect, such as during local or national lockdowns. At present we do not have any staff in this category. Staff in the clinically vulnerable group have an Individual Risk Assessments which was completed ready for our return in September, these were reviewed in October, December and March and will continue to be reviewed on a regular basis. They will be required to wear a visor if they are unable to stay 2m+ from any one child for more than 15 minutes, but this should be avoided wherever possible. Visors can be given to any member of staff that requests it. All staff are required to wear a face covering in communal areas. All staff in school can continue to test with LFTs twice a week at home, as per existing guidance.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	 Equipment Use Lack of cleaning or PPE supplies.	
Measures Currently in place to prevent risk of injury		
<p>All stock of cleaning and sanitising products must be regularly reviewed.</p> <p>Emergency PPE has been supplied to each setting in case of any Covid -19 infection.</p> <p>Outdoor play equipment in the EYFS area can only be used by all the children in the KS1 bubble , and outdoor play equipment in the grassed area at the lower end of the playground can only be used by children in the KS2 bubble. Each bubble will have their own outdoor small play equipment, stored separately in the playground.</p> <p>In each classroom, coats and bags will be placed on cloakroom hooks or on the back of each child's chair and packed lunch boxes placed in a trolley/ on a shelf. Water bottles will be kept on each child's desk, except for the EYFS children.</p> <p>Individual reading books are kept in the pupils own reading folder. Books bought in from home will be quarantined- plastic covers 72 hours, paper or card covered books will only need to be rotated every 24 hours. We will aim to change reading books a minimum of 3 times a week on this basis. The adults will change the books for the children in each class. When finished with, each class will have a quarantine box to allow the books to be quarantined for 24/72 hours before replaced in the whole school book scheme area.</p> <p>All children will need to sanitise their hands before and after using any equipment shared used across the classes in each bubble, such as musical instruments or Chromebooks.</p> <p>Learning books will be kept in each child's tray under their desk wherever possible. KS1 all books will be stored in a central trays. All books should only be handled by pupil and adults, to a minimum. Pupils can self mark in pink/green pencil where possible and under direction of teacher. Teachers will sanitise their hands regularly whilst marking books, wherever possible this should be done in school.</p> <p>Hands must be washed/ sanitised before and after any transition (break/lunch etc) and as needed before and following outside learning/ playtimes.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Food Hygiene Virus transmission during food service	
Measures Currently in place to prevent risk of injury		
<p>Normal food hygiene procedures should be followed.</p> <p>Staff to wash hands before and after preparing food.</p> <p>Food and utensils should not be shared. Cutlery trays will not be available so cutlery must be given with each meal. KS1 children will eat in the hall. Adults will collect any KS2 children's meals from the Servery where appropriate, and the children will eat their meals in their classroom. Home packed lunches are taken and returned from the trollies/ shelves by the children themselves, this includes their water bottles.</p> <p>Food supplies to be regularly checked and food orders submitted as per Aspire procedures.</p> <p>Should food supplies become interrupted, alternative provision to be coordinated through the Aspire catering team.</p> <p>Where possible 2 m social distancing to be adhered to at all times when food is delivered by the catering staff.</p> <p>At break time the fruit and vegetables that are offered to the children are quarantined for 48 hours. If treats are bought in from home for a child's birthday, they must be shop bought, individually wrapped and bought into school at least 48 hours before their birthday.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Fire Safety Risk of injury and property damage from fire.	
Measures Currently in place to prevent risk of injury		
<p>All schools must complete fire evacuation drills as soon as they are able covering all the different groups and timetables. Assembly/muster points must be considered to ensure social distancing can be maintained. Cusgarne will use the lower playground, but the KS1 bubble will stand at least 2m from the KS2 bubble, and each class will stand in socially distanced locations. The KS2 bubble will line up on the court to the right of the lower gate. KS1 will line up to the left of the lower gate- Spots have been sprayed on the lower playground for lining up or playground markings may be used.</p> <p>PEEPS will need to be in place for any pupils or staff that require them. We have one pupil in attendance that has this which has been shared with all staff.</p> <p>Where possible, all doors and windows must be closed on exit of the building during a fire evacuation. Door wedges removed. Key staff to be made aware of how the fire panel works as Site Managers may not be available. TB/JM is aware of this and so is CH.</p>		

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Name	Job Title	Signature	Date
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