

[Updated] Coronavirus (COVID-19): risk assessment for pupils at school

Arnold Hill Academy, NG15 6WJ

Assessment conducted by: Matt Robertson, Joshua Beeson	Job title: Principal, Facilities Manager	Covered by this assessment: <u>pupils, staff</u> and <u>other relevant individuals</u> .
Date of assessment: 13/07/2020	Review interval: <u>In line with government updates</u>	Date of next review: <u>In line with government updates</u> .

Related documents
<u>Safe Systems of Work V2, Infection Control Policy, Health and Safety Policy, RIDDOR Policy</u>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term “coronavirus” to refer to coronavirus disease 2019 (COVID-19). Individual schools need to ensure this risk assessment reflects local arrangements. This document should be read in conjunction with the most up to date guidance which changes frequently and schools must ensure they are following the most recent version. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> ▪ All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ○ <u>Health and Safety Policy</u> ○ <u>Infection Control Policy</u> ○ <u>First Aid Policy</u> ○ <u>Accident Reporting Policy</u> ▪ All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ▪ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ▪ The Health Protection (Notification) Regulations 2010 ▪ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ ▪ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ ▪ The relevant staff receive any necessary training that helps minimise the spread of infection- Ihasco- infection control training is essential. ▪ All staff to have read and follow the SAT safe systems of work and follow the flow chart issued by SAT on how to deal with the confirmed and suspected cases of CV-19. <i>Copies of these can be found attached or online via the SAT website.</i> 	<u>Y</u>	<u>Principal</u>		<u>M</u>

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		<ul style="list-style-type: none"> ▪ The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ▪ DfE ▪ NHS ▪ Department of Health and Social Care ▪ PHE ▪ The school's local health protection team (HPT) http://www.gov.uk/health-protection-team ▪ Staff are made aware of the school's infection control procedures in relation to coronavirus via email. ▪ Parents / carers are made aware of the school's infection control procedures in relation to coronavirus via email and / or letter– they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. ▪ Staff have undertaken online training via i-hasco in accordance with the schools infection control policy which includes but not limited to; coronavirus awareness and infection control and prevention. ▪ Pupils are made aware of the school's infection control procedures in relation to coronavirus via a tutor session and are informed that they must tell a member of staff if they begin to feel unwell. ▪ Confidentiality of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus must be adhered to 				
Poor hygiene practice	H	<ul style="list-style-type: none"> ▪ Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. 	Y	<u>Principal</u>		M

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		<ul style="list-style-type: none"> ▪ Pupils will be encouraged throughout the day to wash or sanitise their hands with liquid soap or sanitising gel before eating and drinking for no less than 20 seconds. <p>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Sanitiser is found in all corridors where there are sanitising stations set up centrally to all rooms, each time tabled room will have its own sanitising equipment either internal to the room or external.</p> <ul style="list-style-type: none"> ▪ Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. ▪ Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. ▪ Sufficient amounts of soap (or hand sanitiser where applicable) clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Where possible these bins should have a lid and be operated by foot for opening to minimise touch points. ▪ Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary and where possible. ▪ The teacher will do a "classroom induction" to all students explaining any new classroom rules to the students such as: no turning around to face students on the other tables, do not stop between tables and walk a route that keeps the most distance between yourself and other people if leaving the room etc. Whilst this induction is being given at the start of the day staff are to remind the students about the importance of hand hygiene following toilet visits and to wash their hands to Covid guidelines (20 seconds or two happy birthdays). 				

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		<ul style="list-style-type: none"> ▪ Churchills cleaning has been put in place and enhanced cleaning routines are now between sessions to ensure that we clean all hard surfaces down to reduce the risk of spread from dirty hands. ▪ Pupils do not share cutlery, cups or food. ▪ All utensils are thoroughly cleaned before and after use using the correct methods of cleaning and by using any resources made readily available by Arnold Hill Academy. ▪ Cleaners are employed to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy via Churchills Services. ▪ The site manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Head of Estates and Facilities. 				
Ill health	H	<ul style="list-style-type: none"> ▪ Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. ▪ Any pupil who displays signs of being unwell is immediately referred to a first aider, the first aider is to be provided with PPE (Disposable gloves, apron and facemask, which can be located in the emergency PPE pack in the: room of requirements store (GF A-block), Nurses Room (Gf A-Block) PSU (B-Block)). ▪ Staff are to act in line with the Flow chart within the Infection Control Policy and ensure that any unwell pupils are moved to an empty room with a closed door depending on the pupil's age, with a window open if possible whilst they wait for their parent / carer to collect 	Y	<u>Principal</u>		M

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		<p>them. Nurses Room (GF A-Block) <i>The door leading into the admin office must be locked at all times to discourage access from the office to the nurses room. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</i></p> <ul style="list-style-type: none"> ▪ <i>If they need to use the bathroom whilst waiting to be collected they should use a separate bathroom (located in the nurses room) where this is not possible, the toilets should be cleaned and disinfected thoroughly before anyone else can use the facilities.</i> ▪ Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. ▪ The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. ▪ The parents / carer of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. ▪ Where contact with a pupil's parents / carers cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. ▪ Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. Where possible the room is left empty for 72 hours prior to cleaning. ▪ Parents / carers are advised to contact 999 if their child becomes seriously ill or their life is at risk. ▪ If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home 				

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		<p>unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The cleaning procedure after someone with a possible case of coronavirus can be found here- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>				
Spread of infection	H	<ul style="list-style-type: none"> ▪ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. PPE is spread throughout the school, but stores are in PSU and the room of requirements on the ground floor A-block. Contact the AHA site team for assistance. ▪ Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Following the prevention guidance – Catch it – bin it – Kill it. This should be promoted at all times – signage to this effect is being displayed throughout the site. ▪ Pupils must wash their hands after they have coughed or sneezed. ▪ Parent / carers are informed via e-mail and / or a letter home not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. ▪ Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. ▪ Classroom number are to be decided by individual settings, however, all desks must be forward facing and no students to site face to face. 	Y	<u>Principal</u>		M

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		<p>The class teacher should remain at a distance of 2 meters where possible.</p> <ul style="list-style-type: none"> ▪ Large items of furniture are to be removed from the classroom where possible to allow more space in order to adhere to social distancing. ▪ Pupils will have their own stationary and be designated to a specific desk. ▪ Windows in the classroom must be kept open as much as possible weather and safety dependent, Staff and pupils MUST NOT climb on desks or chairs to open windows. If a window cannot be reached a member of the site team must be informed. ▪ Visitors into the classroom must be kept to a minimum, the teacher and TA only where possible. ▪ Contractors and visitors must prearrange site visits with the school. The setting must engage with track and trace and take details of anyone who attends the site in line with current guidance. ▪ Visitors including parents / carers should make an appointment where possible before attending the site and will be advised to stand at a distance of 2 meters from any staff or other pupils at the school. Parents / carers will be reminded via e-mail and / or letter that they must social distance when dropping their children to school and only 1 member of each household where possible should drop their children off. ▪ Deliveries will be left in an allocated area outside reception, reception staff will liaise with the site team regarding the delivery. Fire exits should not be blocked by deliveries in any circumstances. A new large 				

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		<p>delivery area is to be used as much as possible externally to the main reception.</p> <ul style="list-style-type: none"> ▪ Sanitiser will be placed at several locations throughout the school and should only be used where handwashing facilities are not immediately available... Every classroom time tabled, all reception areas and all communal areas. ▪ Visitors must sign in using sign in booklet at the entrance to A-block and B-block and MUST sanitise their hands before and after use. Hand sanitiser must be available to use. Signage is clearly displayed in the receptions giving guidance of the signing in routine. Track & Trace must be completed. 				
Sharing classroom equipment	H	<ul style="list-style-type: none"> ▪ For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. ▪ Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. ▪ Resources that are shared between classes or bubbles, such as sports, art, science and technology equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. ▪ It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar 	Y	<u>Principal</u>		M

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		<p>rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <ul style="list-style-type: none"> ▪ Children and adults are encouraged to wash hands before and after handling books ▪ Wash hands before and after collecting book packs from shelves ▪ Pack of reading books to be taken from shelves by adults ▪ Limited number of adults collecting book packs from shelves ▪ Clean surfaces that children are touching more regularly <p>Considerations for returning reading scheme books/packs</p> <ul style="list-style-type: none"> ▪ Storage space or box for reading scheme books/packs being returned ▪ Books with a plastic cover to be left in the classroom for quarantine period of 72 hours before being handled again ▪ Books with a cardboard/paper cover to be left for 24 hours before being reused ▪ Rotating boxes can be used to house books so that there is a distinction between books that are ready to use, those that need to be isolated for 72 hours and those for 24 hours <p>Suggested action for sending books home</p> <ul style="list-style-type: none"> ▪ Implement quarantine period on the return of books ▪ Safely store the books and material while in quarantine ▪ Promote the use of e-books and audio books ▪ Resources that are to be shared to students only in the same year group (bubble) do not need to be quarantined for periods of times between uses. 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> ▪ Staff are vigilant and report concerns about a pupil's symptoms to a first aider. 	Y	<u>Principal</u>		M

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		<ul style="list-style-type: none"> ▪ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ▪ Social distancing measures are implemented as much as possible and PPE is worn where possible (PPE will be given out in accordance to the most up to date government guidance). ▪ The site manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with the Head of estates and facilities. 				
Lack of communication	H	<ul style="list-style-type: none"> ▪ Any staff member must report immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. ▪ The Principal contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. ▪ Schools put into place any actions or precautions advised by their local HPT. https://www.gov.uk/health-protection-team ▪ Schools contact their local HPT for specific recommendations for their school, e.g. boarding schools. ▪ Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y	Principal		M

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Emergencies	H	<ul style="list-style-type: none"> ▪ All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. ▪ Pupils' parents / carers are contacted as soon as practicable in the event of an emergency. ▪ Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. ▪ The schools fire risk assessment has been updated to show the new locations each year group (bubble) is to assemble. These assembly points are located away from other bubbles and follow the social distancing advice where possible. ▪ In the case of a fire, the Covid-19 risks assessment will no longer be the priority and the fire risk assessment will be. The fire risk assessment priorities the immediate dangers created by the possibility of fire over the risk of Covid-19. Once everything is under control and the threat to life has been removed, the school shall then place the Covid-19 risk assessment as a priority again. 	Y	<u>Principal</u>		M
Catering provision	H	<ul style="list-style-type: none"> ▪ Staff to work 1+ meter apart where possible or stand not facing each other. Gloves and aprons are to be worn. ▪ Staff uniforms must be washed taken home daily ▪ Disposable cutlery, cups and plates are to be used by pupils to avoid cross contamination. ▪ Kitchen areas will be thoroughly cleaned after use ▪ Pupils will have staggered lunch times to enable social distancing. ▪ 1 person in changing room at a time ▪ If facing someone less than 1 meter apart wear a mask, ensure you have tried all other methods of social distancing first. 	Y	Principal		M

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		<ul style="list-style-type: none"> ▪ Do not share equipment ▪ Do not leave clothes hanging next to someone else's ▪ Frequently wash hands for 20 seconds ▪ Only use PPE where no other option is available ▪ Sanitise work tops before, during and at the end of day ▪ If possible have a one way system ▪ Secondary's use disposables to enable to get them through quicker with volumes ▪ Ensure all finger scanning machines are wiped between bubbles 				
Break/lunch times	H	<ul style="list-style-type: none"> ▪ Pupils will have staggered lunch times ▪ Pupils will be supervised during break times and advised about social distancing where appropriate. ▪ Pupils must wash their hand on the return to the building and be supervised where possible. ▪ Each year group bubble will be allocated a toilet block or a selected toilet across the site. During lunch times, each year will be allocated a certain toilet area to use to ensure no cross contamination between bubbles. 	Y	<u>Principal</u>		M
Use of corridors/ walkways, sterile and communal areas	H	<ul style="list-style-type: none"> ▪ Large items will be removed from any corridor to allow maximum space for social distancing and air flow. ▪ Pupils will be staggered at all stages of the day to reduce traffic in corridors and communal spaces. Encourage one way systems as much as possible and where reasonably practicable. ▪ Doors will be kept open as much as possible to minimise touching surfaces. (Fire doors can only be held open if they are fitted with a recognised means to do so). ▪ Staff using staffrooms must social distance 2 meters where possible, Staff break times will also be staggered to reduce the number of staff 	Y	<u>Principal</u>		M

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		<p>using communal areas. Staff areas will have signage clearly displayed for staff to wash hands before and after use and for individuals to wipe down areas after use (wipes to be provided by the school).</p> <ul style="list-style-type: none"> ▪ Staff toilets are cleaned regularly (cleaning rota to be filled in by cleaner) 				
<p>Poor/ lack of cleaning could lead to the spread of infection</p>	<p>H</p>	<ul style="list-style-type: none"> ▪ Regular handwashing for pupils/ staff/ visitors using soap and water for at least 20 seconds. ▪ Sanitising products available in each classroom and disposable cloth/tissue. ▪ Additional handwashing outside in communal areas to be provided where possible whilst ensuring water hygiene is adhered to. ▪ Cleaning staff to clean regularly throughout the day. ▪ All cleaning of zones and communal areas such as staff rooms are to have a cleaning rota outside each room that the cleaner can sign to indicate the frequency of cleaning. ▪ Bins will be emptied regularly throughout the day. ▪ Rooms not in use will be kept locked so cleaners can focus on areas in use. 	<p>Y</p>	<p><u>Principal</u></p>		<p>M</p>

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Risk of fire spreading if doors are propped open	H	<ul style="list-style-type: none"> ▪ All staff to be aware of what doors are open – there must be a procedure in place to ensure that these doors are closed should the alarm sound (Dorgaurds have been installed, these shut the doors within 14 seconds). It is recommended that you only open doors where you feel it is necessary. (external doors are not fire doors and can all be open). ▪ All fire doors should NOT be propped open and must be kept closed unless a mechanical auto closer is fitted. ▪ In the event of a fire staff and pupils are to leave via the nearest exit closing doors behind. ▪ The fire risk assessment has been updated. 	Y	<u>Principal</u>		M
Additional information		<ul style="list-style-type: none"> ▪ All drink fountains out of use ▪ Lidded bins in classrooms where possible ▪ Limit use of lifts to essential use only 	Y	<u>Principal</u>		M
Air conditioning systems and Ventilation systems		<ul style="list-style-type: none"> ▪ Air conditioning unit use must follow HSE guidance as updated 17.6.2020 ▪ https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm ▪ That rooms where possible are cooled prior to use ▪ But those in use all day should have periods of time after every lesson where the room is vacated and ventilated by natural means – doors, windows open. ▪ Ensure that numbers are limited to those that comply with social distancing regulations. ▪ Ensure that all systems are serviced over the summer, as per PPM's on Every. 				

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		<ul style="list-style-type: none"> ▪ “All systems to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational.” 				
Transporting students to school including school minibuses		<ul style="list-style-type: none"> ▪ More information to follow. See separate risk assessments for individual trips. 	Y	<u>Principal</u>		
School Reception	H	<ul style="list-style-type: none"> ▪ Reception is not to be in use except via appointment or using intercom. Access will have to be given for 6th formers to gain entry to the green stairs. ▪ Encourage all visitors to use the hand sanitiser on arrival and fill in track and trace information ▪ Consideration is required on visitor sign in with the user asked to sign in and then use the sanitiser. ▪ On entering the reception we should have floor markings min 1 meter away from the reception front followed by all reception staff to stand back from reception to enable a total distance of 2M – signage as appropriate. 	Y	<u>Principal</u>		M

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		<ul style="list-style-type: none"> ▪ Schools that have glass shutters – to only open wide enough to enable conversation (150mm) – standing back to ensure a distance of 2M. ▪ Safe distance markings on the floors and walls where possible should be fitted working back from the reception to the door. ▪ Restrict the number of persons in the reception to 1 where possible. ▪ Consider use of barriers to enable an in/out system ▪ Signage as appropriate. ▪ Speak to you site manager about this as they have some good ideas. ▪ Retro fitting a screen is possible but please consult with your site manager or the head of estates as this may take time for order and delivery. ▪ Deliveries such as parcels and post should be left in a marked area for distribution. Always ensure correct hand hygiene prior to and after handling goods. 				