

# Coronavirus (COVID-19): risk assessment for pupils / staff at school

## Arnold Hill Academy. NG5 6NZ

Assessment conducted by: Matt Robertson / Joshua Beeson	Job title: Headteacher / Facilities Manager	Covered by this assessment: <b><u>pupils, staff and other relevant individuals.</u></b>
Date of assessment: 29/06/2020	Review interval: <b><u>in line with government updates</u></b>	Date of next review: On - Going

### Related documents

**Infection Control Policy, Health and Safety Policy**

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> 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). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.**

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	<b>H</b>	<ul style="list-style-type: none"> <li>• 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"> <li>- <b><u>Health and Safety Policy</u></b></li> <li>- <b><u>Infection Control Policy</u></b></li> <li>- <b><u>First Aid Policy</u></b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up to date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via <b><u>email</u></b>.</li> <li>• Parents / carers are made aware of the school's infection control procedures in relation to coronavirus via e-mail 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.</li> </ul>	Y			<b>M</b>

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		<ul style="list-style-type: none"> <li>Staff have undertaken online training via i-hasco in accordance with the schools infection control policy- coronavirus awareness and infection control and prevention. <b>Policy is going to be delivered to staff in person w/c 8<sup>th</sup> June 2020.</b></li> <li>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.</li> <li>Confidentiality of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus must be adhered to</li> </ul>				
Poor hygiene practice	<b>H</b>	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>Pupils wash their hands with soap before and after break times_for no less than 20 seconds.</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. In all corridors there are sanitising stations set up centrally to all rooms, each time tabled room will have its own sanitising station.</li> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>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 touching unnecessary surfaces.</li> <li><b>Bar soap is not used</b>, in line with the <b>Infection Control Policy</b> – liquid soap dispensers are installed and used instead. Extra dispensers have been installed through the site to ensure availability under the extra demand.</li> </ul>	<b>Y</b>			<b>M</b>

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		<ul style="list-style-type: none"> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary and where possible.               <ul style="list-style-type: none"> <li>- Each classroom will have a table with a hand sanitiser dispenser for everyone to use before entering the room. Pupils can disinfect on their way into the room then fill up from the rear desks first.</li> <li>- We have chosen classrooms close to, in some cases directly across from, the rest room area, for extra supervision.</li> <li>- The students will have numerous reminders via COVID-19 hygiene posters to maintain good practices throughout the school in communal areas, restroom facilities and in each classroom.</li> <li>- 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).</li> <li>- Churchills cleaning is putting in an enhanced cleaning routine between sessions to ensure that we clean all hard surfaces down to reduce the risk of spread from dirty hands.</li> </ul> </li> <li>• Pupils do not share cutlery, cups or food.</li> <li>• 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.</li> <li>• Cleaners are employed by the school to carry out daily to ensure thorough cleaning that follows national guidance and is compliant with the <b><u>COSHH Policy</u></b> and the <b><u>Health and Safety Policy</u></b> via Churchills Services.</li> </ul>				

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		<ul style="list-style-type: none"> <li>The <b>site manager</b> arranges enhanced cleaning to be undertaken where required by inspecting the site constantly – advice about enhanced cleaning protocols is sought from the Head of Estates and Facilities</li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>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.</li> <li>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 ground floor room of requirement (ground floor A-block) and the PSU in B-Block. The first aider can be contacted via an e-mail to the reception staff who will then send for the relevant staff on duty at the time.</li> <li>staff are to act in line with the <b>Infection Control Policy</b> and ensure that any unwell pupils are moved to an empty room (<b>Food technology rooms</b>) with a closed door depending on the pupils age, with a window open if possible whilst they wait for their parent to collect them. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> <li>If they need to use the bathroom whilst waiting to be collected, they should use a separate bathroom where this is not possible, the toilets should be cleaned and disinfected thoroughly before anyone else can use the facilities.</li> <li>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.</li> </ul>	Y			M

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		<ul style="list-style-type: none"> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. First aiders are to be summoned via an e-mail to the reception staff and they will alert the duty staff to go and collect. SLT will also be circulating on duty.</li> <li>The parents / carers of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>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 <b><u>Infection Control Policy</u></b>.</li> <li>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>Parents / carers are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning teams will then clean the area with disinfectant supplied by Churchills Services after someone with symptoms has left to reduce the risk of passing the infection on to other people. The school will act dynamically on actions going forward if this event was to occur.</li> </ul>				
Spread of infection	<b>H</b>	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <b><u>Infection Control Policy</u></b>, 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.</li> </ul>	<b>Y</b>			<b>M</b>

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		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents / carers are informed via e-mail and/or letter 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.</li> <li>• <b>Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.</b> Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. Site pathways have been sprayed every 2.5 metres and never less than 2 metres apart to encourage social distancing and to aid in distance monitoring. Reception has a one way in/out system and signage to instruct users that it is a one in one out area. If a visitor has to wait to be collected by a member of staff, they have a dedicated waiting area inside the room with a distance &gt; 2 meters from the main reception desk.</li> <li>• Classrooms are limited to a maximum of 15 pupils and will be seated 2 meters apart where possible. Tables will be spaced to follow government, any spaces not to be used have been identified by clear markings on the tabletops and excess seating has been removed from the room.</li> <li>• Large items of furniture are to be removed from the classroom where possible to allow more space in order to adhere to social distancing.</li> <li>• Pupils will have their own stationary and be designated to a specific desk.</li> <li>• Toys/ games and books that cannot be disinfected after use will be removed from the classroom. Any other fabric furniture that cannot be removed without it effecting a department or a member of staff /</li> </ul>				

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		<p>pupil has been removed. Fabric disinfectant sprays have been ordered and will be used to clean any fabrics that are in circulation.</p> <p><b>NO HOT DESKING OR CHAIR SHAIRING</b></p> <ul style="list-style-type: none"> <li>• <del>Children will have an apron each that must not be shared, this must then be washed after use.</del></li> <li>• <del>Where there is an exit door to the classroom that leads outside this must be used as much as possible.</del></li> <li>• 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.</li> <li>• Visitors into the classroom must be kept to a minimum, the teacher and TA only where possible.</li> <li>• Contractors must prearrange site visits with the site Manager or facilities manager. Catering Contractors (deliveries etc.) will be dealt with via the catering manager on the day, not the site manager unless extra guidance is needed. This is to reduce the number of people in the smaller catering environment.</li> <li>• Visitors including parents / carers should make an appointment where possible before attending the site and will be advised to stand at a distance of metres 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.</li> <li>• 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</li> </ul>				

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		<p>delivery drop zone has been created specifically for deliveries external to the A Block reception.</p> <ul style="list-style-type: none"> <li>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.</li> <li>The A Block reception sign in book will be left on a table &gt; 2 metres distance from the front desk, visitors will be asked to use the hand sanitiser provided prior to using any stationary given to sign the book. The same visitor will then sign a separate book when leaving the reception (to ease the flow of people and prevent crossing paths). Again, sanitising prior to using any stationary.</li> </ul>				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to a first aider.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible and PPE is worn where possible. See the spread of infection section of this risk assessment. PPE will be given out in accordance to the most up to date government guidance.</li> <li>The <b>site manager</b> 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.</li> </ul>	Y			M
Lack of communication	H	<ul style="list-style-type: none"> <li>Any staff member must report immediately to the <b>headteacher</b> about any cases of suspected coronavirus, even if they are unsure.</li> </ul>	Y			M

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		<ul style="list-style-type: none"> <li>• The <b>headteacher</b> 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.</li> <li>• Schools put into place any actions or precautions advised by their local HPT.</li> <li>• Schools contact their local HPT for specific recommendations for their school, e.g. boarding schools.</li> <li>• Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>				
Partial school closure	H	<ul style="list-style-type: none"> <li>• The school communicates with parents / carers via e-mail and/or letter regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>• Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene at the start of their lessons.</li> <li>• Pupils continuing education at school are seated at least two metres away from their peers where possible.</li> <li>• Pupils working from home are assigned work to complete to a timeframe set by their teacher.</li> <li>• The <b>headteacher</b> maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.</li> <li>• The <b>Behaviour Policy</b> and <b>Staff Code of Conduct</b> are adhered to at all times, even while working remotely.</li> <li>• The <b>headteacher</b> ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure.</li> </ul>	Y			M

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		<ul style="list-style-type: none"> <li>The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> <li>The school manages the use of parents' and pupils' contact details in line with the <b>Data Protection Policy</b> e.g. collecting emails to send school work to pupils.</li> <li>The <b>headteacher</b> accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.</li> </ul>				
Emergencies	H	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Y			M
Catering provision	H	<ul style="list-style-type: none"> <li>Staff to work &gt; 2 metres apart where possible or stand not facing each other. Gloves and aprons are to be worn when required.</li> <li>Staff uniforms must be washed daily</li> <li>Disposable cutlery, cups and plates are to be used by pupils to avoid cross contamination.</li> <li>Kitchen areas will be thoroughly cleaned after use. <b>Catering leads</b> should prepare to allocate more time in the schedule to perform deeper cleans than those normally performed pre Covid-19.</li> <li>Pupils will have staggered lunch times to enable social distancing.</li> </ul>	Y			M

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Break/lunch times	H	<ul style="list-style-type: none"> <li>• Pupils will have staggered break times</li> <li>• Pupils must not use play equipment unless <b>Headteacher</b> advises to do so, but they must ensure cleanliness between uses.</li> <li>• Wooden play equipment must not be used as this cannot be cleaned properly. All wooden external benching is removed from use. All Physical Education equipment that is either wooden or has a form of fabric on is labelled out of use.</li> <li>• Pupils will be supervised during break times and advised about social distancing where appropriate.</li> <li>• Pupils must wash their hand on the return to the building and must be supervised using the sanitising stations at each entry point.</li> <li>• A member of SLT will be out on the corridors for each of the 3 floors of A Block to ensure social distancing and support staff. This will include regular circulation around the toilet areas on each floor. We have chosen classrooms close to, in some cases directly across from, the rest room area, for extra supervision. The students will have numerous reminders via COVID-19 hygiene posters to maintain good practices throughout the school in communal areas, restroom facilities and in each classroom.</li> </ul>	Y			M
Use of corridors/ walkways, sterile and communal areas	H	<ul style="list-style-type: none"> <li>• Large items will be removed from any corridor to allow maximum space for social distancing.</li> <li>• Pupils will be staggered at all stages of the day to reduce traffic in corridors and communal spaces.</li> <li>• Doors will be kept open as much as possible to minimise touching surfaces.</li> <li>• Staff using staffrooms must social distance. Staff break times will also be staggered to reduce the number of staff using communal areas. The staffroom has had all fabric seating removed from use and replaced with plastic seating and spaced &gt; 2 metres apart. Use of the staffroom will be for collecting refreshments rather than a breakout room for long periods. Cleaning material is left in the staff room to be accessed by all users. Routine cleaning in the staff room throughout the day supplied by Churchills.</li> </ul>	Y			M

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Poor/ lack of cleaning could lead to the spread of infection	H	<ul style="list-style-type: none"> <li>Regular handwashing for pupils/ staff/ visitors using soap and water for at least 20 seconds.</li> <li>Sanitising products available in each classroom and disposable cloth/tissue.</li> <li>Cleaning staff to clean regularly throughout the day covering high intensity touch areas, these areas will be labelled with specific labels from sitemark. These labels allow a focus for cleaning staff and to alert pupils and staff they are high touch areas and to use caution.</li> <li>Bins will be emptied regularly throughout the day.</li> <li>Rooms not in use will be kept locked so cleaners can focus on areas in use.</li> </ul>	Y			M
Risk of fire spreading if fire doors are propped open	H	<ul style="list-style-type: none"> <li>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. 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)</li> <li>All fire doors to be closed at the end of each day, or at the earliest possible opportunity.</li> <li>Where classrooms have an exit door that leads outside this door can be kept open, this will also allow additional airflow into the classroom.</li> <li>In the event of a fire staff and pupils are to leave via the nearest exit closing doors behind them and removing any stoppers that prevent the door from closing.</li> </ul>	Y			M
Additional information		<ul style="list-style-type: none"> <li>Air conditioning units off where possible, this includes desk top fans in multi-use offices. This has been amended 29/06/2020 to allow the use of A/C and fans but please do not use if alternative methods of cooling are available.</li> <li>All hand air dryers disconnected - replaced with paper towel dispensers</li> <li>All drink fountains out of use</li> <li>Lidded bins in classrooms where possible</li> </ul>	Y			

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		<ul style="list-style-type: none"> <li>Limit use of lifts to essential use only. Key access only, keys kept at A-Block reception</li> </ul>				
School Reception	M	<ul style="list-style-type: none"> <li><del>Reception powered doors to be set to manual (or locked where appropriate/if possible) once all pupils are in the building – each school is different. n.b. Some site may not be able to do this due to the door and access controls.</del></li> <li>Reception is not to be in use except via appointment or using intercom.</li> <li>Encourage all visitors to use the hand sanitiser on arrival at the sanitation tables in the lobby.</li> <li>Consideration is required on visitor sign in – if a screen is in use this must be sanitised often, with the user asked to sign in and then use the sanitiser.</li> <li>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 2 metres – signage as appropriate.</li> <li>Schools that have glass shutters – to only open wide enough to enable conversation (150mm) – standing back to ensure 2 metres</li> <li>Schools with no shutters to ensure the front desk is not used as a work station – any person allowed to enter must then stand back allowing a safe distance of 2 metres between all people.</li> <li>Safe distance markings on the floor where possible should be fitted working back from the reception to the door. AHA has used</li> </ul>	Y			M

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		<p>wall labels rather than floor labels due to the trip / slip hazard the labels created on a carpeted floor finish.</p> <ul style="list-style-type: none"> <li>• Restrict the number of persons in the reception to 1 where possible.</li> <li>• Barriers are used to enable an in/out system</li> <li>• Signage as appropriate.</li> <li>• 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.</li> <li>• Refer to update from SAT – ACU and Use Risk Assessment 25.6.20 version 1</li> </ul>				