**Risk Assessment for COVID-19**

**Indoor Spaces**

**(classrooms, offices, staff rooms, corridors, halls, reception, toilets)**

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| **Completed by:** | Claire Patton | **Date:**  | 20.05.2020 | **Approved by:** |  |
| **Version:** | 1.1 | **Review date:** | As per new guidance | **Applicable to:** | All adults & children |
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| Hazard / Risk (without controls) | **Who is at Risk?** | **Risk****Low – Medium – High***see risk matrix table* | **Control Measures** | **Residual Risk Score****Low – Medium - High** |
| Spread of infection | AdultsChildren | Extreme risk/ occurrence likelyExtreme risk/ occurrence likely | **Indoor Spaces*** All children to be briefed and reminded throughout the day on expectations regarding all control measures
* All changes to be shared with staff by SLT during daily debrief
* 2m guidance markings on floors/walls
* Where a safe 2m distance is not achievable in the corridor areas, a wait zone will be marked on the floor to ensure that only one person passes, and social distancing is maintained
* Apply catch it, bin it, kill it for coughs and colds. <https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be>
* Posters to be displayed throughout school to support the education of staff, visitors and children

**Classroom / Office Spaces*** Clear signs indicating number of people allowed entry to each room at any one time
* Reduce/space out the furniture to reduce congregation and maintain social distancing when working
* Tables and chairs in each room should not be moved
* Tape is available for 2m distance to be marked in individual classrooms
* Hang coat on the back of the chair
* Children to use the same school equipment
* Wipes/hand sanitiser available in every room to be used upon entry/exit and regularly throughout the day
* All staff to be responsible for the cleanliness of their own classroom in preparation for the next day.
* MS Teams to be used for all meetings, where possible

**Cleaning & Hygiene Arrangements*** Increase in general cleaning services throughout the week
* ‘Deep clean’ of the school prior to reopening
* The clear desk policy will be strictly adhered to, to enable staff to wipe down areas throughout the day and cleaning staff to thoroughly clean surfaces at the end of the day.
* Wash hands with soap and water for 20 seconds then dry thoroughly upon entry/exit to the building, before/after each rotation/session, before/after eating, after sneezing/coughing
* Increased cleaning throughout the building
* Cleaning products will be available in classrooms and shared areas.
* Classrooms will contain limited equipment so that limited resources can be accessed, hence reducing the transmission of germs
* All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly.
* All adults and children to wash hands frequently throughout the day. Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2) after AM playtime (3) before lunch time (4) after lunch time
* Increase the availability of hand washing and sanitising facilities throughout school, including reception.
* Reinforce good hygiene with the children through lessons and information to parents.
* Teachers to ensure children wash hands at key times throughout the day
* Adults and children are required to change clothing at the end of each day in school. This should be washed straight away.

**School Reception / Entrance*** Perspex screen to be created in the reception area if 2m cannot be guaranteed between desks
* Use of 2m line at reception area to reduce proximity to visitors and chairs to enable waiting in this area to be removed
* Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website

**Visitors*** Only necessary visitors will be allowed into school. This would include, but is not exhaustive; social workers, police, VENN central staff
* All staff and visitors to wash hands on entry and exit from the building. Hand sanitiser to be placed in reception and regularly restocked signage placed into reception area
* Ensure reception has hand sanitiser available for visitors into school. Display signs and reception staff to request that visitors do this.

**Moving Around the School*** Implementing a one-way circulation around the school, where possible, or placing dividers along corridors
* Where possible virtual methods and walkie talkies will be used to communicate. (see virtual communication technologies below)
* Staff in school will adhere to social distancing, where possible.
* Stagger break/lunch times to reduce number of people in corridors
* Non-contact PE lessons and break times
* Dedicated access zones to staff/children to limit movement throughout the school
* Doors will be propped open where possible
* Separate staff rooms in different areas to avoid cross contamination of personnel.

**Individual Pupil Risk Assessments / Behaviour Management*** Review of the current risk assessments individual pupils may have
* Risk assessments of other pupils
* pupils who have not previously been risk assessed but in the new circumstances may pose a risk; pupils who need specific care, which cannot be delivered whilst ensuring social distancing; or potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint
* Make provision for the school to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

**Photocopying/Stationery*** **Admin only to use photocopier until further notice**
* Copier to be sprayed and wiped in-between use. Staff to use ‘hold print’ when sending copying and only pick up own copying (admin).
* Limited use of photocopier.
* Necessary stationary to be kept in classrooms.

**First Aid / Medication*** Pupils to be treated in the classroom or corridor where appropriate
* Each hub has first aid kit.
* Each hub has registered first aider.
* Medication to be stored, signed for and taken in admin room/hub (digression of first aider).

**Children displaying COVID symptoms** * Removal of the child to the ‘medical’ at front of school
* PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing
* The child’s parents/carers will be contacted to collect the child
* The child will remain in the room (if possible) until parents/carers arrive.
* If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so, and then cleaned using standard cleaning equipment before being used by anyone else.
* A window will be opened to ventilate the room, if possible
* The child will be supported to leave at their designated hub entry/exit point and taken home by the parent/carer
* The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance)
 | Extreme risk/ occurrence possibleExtreme risk/ occurrence possible |
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| **Head of School:** | (insert name) | **Signature:** |  | **Date:** |  |
| **Executive Head:** | Claire Patton | **Signature:** |  | **Date:** | 20/05/20 |

