**Infection Control COVID-19 General Risk Assessment Form**

**This Risk Assessment for Wallsend Jubilee Primary School has been developed using LA and Government guidance.**

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| **Risk assessment carried out by:**  Rebecca Hawkins | **Job title:**  Deputy Headteacher | **Date of initial assessment:**  27tht May 2020. |
| **Review interval:**  Weekly | **Date reviews carried out:**  **3.6.2020 BH- additional info in red** | |

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| Staff covered by this assessment – All employees, visitors, pupils,parents and contractors |

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| The school has been closed to all pupils with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children’s Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). -[Critical Workers who can access schools occupational settings-Updated on the 5th May 2020.](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision)  From the week commencing 8th June the school will welcome back children in reception, year 1 and year 6, alongside priority groups as identified by the [DfE Guidance Coronavirus (COVID-19) Implementing protective measures in education and childcare settings-](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)11th May 2020.  The school are also following the DfE guidance : [Actions for schools during the coronavirus outbreak - 28th April 2020.](https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing)  The school have adopted the guidance provided in the DfE and PHE [Coronavirus (COVID-19) guidance for educational settings](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19) -Updated 7th April 2020.  The school have staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE[; Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) -Updated on the 5th May 2020.  Where need identified individual risk assessments have been completed for identified staff members.  The school have also identified staff and pupils that are clinically vulnerable and are following the guidance from the Cabinet Office; [Staying at home and away from others (social distancing)](https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others) (Point 6), updated on the 1st May 2020. Where need identified individual risk assessments have been completed for identified staff members.  The school are maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.  Staff, Parents and Carers who are in school are regularly reminded to stay at home if they are experiencing signs of illness out lined in the [guidance from the NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/). The school are maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.  Where need is identified for relevant pupils the school are following the DfE [Guidance for Conducting a SEND risk assessment during the coronavirus outbreak-](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance) Updated the 7th May 2020.  The school are following the guidance [COVID-19:Cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)- Updated 26th March 2020.  The school have considered the guidance provided by the DfE- [Opening schools for more children and young people :initial planning framework for schools in England](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england) - Updated 12 May 2020 and [Planning guidance for primary schools](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools) -Published 14 May 2020.  Staff, Parents/Carers have been advised that school uniform is to be worn to school, it is strongly advised that clean clothing be worn each day.  Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.  PHE have a dedicated helpline number for education and children’s social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday)  North Tyneside Council are working with partner agencies and following national guidance. |

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| 1.PEOPLE MANAGEMENT AND COMMUNICATION | | | | |  |
| **Hazard** | **Risk** | **Risk**  **Rating**  **H/M/L** | **Control Measures** | **By Whom** | **Site Comments** |
| Reopening a building following partial closure | Employees,parents, pupils, contractors, visitors.  Fatality, serious illness or injury due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas release, explosion, collapse, etc. | L | * All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation, is in place and deemed suitable prior to opening * All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. * All areas and surfaces have been cleaned and disinfected prior to reopening * Pest control for insect infestations have been contacted and remedied * Thorough clean of the kitchen prior to reopening before food preparation resumes. * Servicing and maintenance of kitchen equipment | * NW/RB * NW/RB * MAXIM * NW/RB * Catering Services * Catering Services | HB, Kitchen and school flushed 2.6.2020  Water supply confirmation given by Wayne Starke CAPITA 3.6.2020  Boiler Serviced 3.6.2020 |
| 2.Preventing spread of COVID-19 | Employees,parents, pupils, contractors, visitors.  Contracting Coronavirus | L | * Schools follows current government and HR advice on who can return to work and who should remain at home. * Members of the Senior Leadership Team to familiarise themselves with the COVID-19 guidance issued by the Engie Health and Safety Safe Systems Of Work (SSOW) * School will keep cohorts together and ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days * The same teacher and support staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. * Children use the same classroom throughout the day with a thorough cleaning of the rooms at the end of the day. * Students use same desk each day if they attend on consecutive days * Posters displayed to follow social distancing * School timetable has been reviewed to ensure lessons which can be carried out in wider spaces, (outside) do so and with a view to ensure movement around the school is kept to a minimum * Pupils to wear clean clothes each day * Ongoing communications (posters, emails, briefings, training) has been provided to all staff which includes:   + Risks and symptoms of COVID19   + Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis   + Social distancing measures   + Emergency procedures (i.e. first aid, fire)   + Effective infection control including hygiene measures * Ongoing communications (posters, emails, documentation/policies) has been provided to all parents which includes:   + Risks and symptoms of COVID19   + Advice regarding self-isolation of those showing signs or symptoms   + Social distancing measures   + Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)   + Not to enter the school if they are displaying any symptoms of coronavirus   + If their child needs to be accompanied to school, only one parent should attend   + drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact   + They cannot gather at entrance gates or doors   + Recommendations on transport to and from education or childcare setting (including where possible not using public transport) * Ongoing communications (posters, emails, inductions, policies) has been provided to all pupils which includes:   + Risks and symptoms of COVID19   + Advice regarding self-isolation of those showing signs or symptoms   + Social distancing measures   + Emergency procedures (i.e. first aid, fire)   + Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) * Only pupils in Reception, Y1 and Y6 or keyworker/vulnerable to access school site * Registers taken Daily and parents asked to follow usual school routines for sickness absence * Parents/Carers are not permitted into the school building unless there is an emergency | * DH/BH * SLT * SLT * All staff * All Staff * All staff/Pupils * SLT * SLT * SLT * SLT * SLT/Teachers * SLT/Class Teachers * SLT * All Staff * All Staff | Registers kept in class and attendance figures rang down to office |
| 3.Staff or pupil shows signs of COVID-19 while on school premises | Employees, pupils, parents, contractors, visitors.  Contracting Coronavirus | M | * If anyone becomes unwell with a new, continuous cough or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. If they test positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. * If a child or staff member is awaiting collection, they will be moved, to the isolation room and will be accompanied only by the SLT on duty * If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else. * PPE will be worn by staff caring for the child while they await collection. This includes disposable gloves, disposable plastic apron, fluid resistant surgical facemask (include eye protection if client is coughing or sneezing) * In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. * If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected area with normal a household detergent followed by a disinfectant | * All Staff * First Aiders * SLT * First Aiders * First Aiders * All Staff * All Staff |  |
| 4.Mental health and wellbeing |  | L | * The Governing board and senior leaders are working with staff to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders. * Where resource and curriculum planning needs aren’t able to be met, consideration will be given to ways of utilising extra resources * School wellbeing policy arrangements include Wellbeing groups. * Parents will be regularly updated of school procedures and policies | * SLT * SLT * Well Being Team * SLT |  |
| 5.Visitors to premises: Including Contractors, parents and deliveries | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Visitor access is restricted to essential visits only. * Where visits are essential school will look at alternative methods of working including:   + Elimination of the need for the visit   + Reduce the number of employees the visitor could potentially encounter   + Reduce the amount of time within our premises   + Limit the numbers of visitors , by appointment only * Communication in the form of letters, email, signage, has been provided to parents, visitors or suppliers:   + Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus   + Visitors must wash/sanitise their hands upon entering the premises.   + Reminding them of social distancing measures in place   + Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers   + communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times) * Entrance area furniture has been rearranged to ensure social distancing. | * SLT * SLT * SLT * SLT |  |
| 6.Adults or Children with (or living with) additional needs including those with EHCP’s, | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to not attend school * Staff who are clinically extremely vulnerable have been advised not to attend work * Pupils who are classed as clinically vulnerable and have been hospitalised will be asked to get GP approval before returning to school * Staff who are clinically vulnerable have been advised to work from home. * Children or staff members who live in a household with someone who is extremely clinically vulnerable have been advised to work from home. * The needs of children will be considered to ensure they get the right level of support to follow measures associated with COVID-19 transmission. * Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn * A risk assessment will be carried out for children who have an education health and care (EHC) plan to ensure that their needs can be as safely or more safely met in the educational environment. * School will carry out a risk assessment, if it is deemed that a child may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home. * For children who require it, staff will use simple language to explain safety measures, and reiterate and reinforce key messages. This will include safe routines for access to toilets and hand-cleaning. | * SLT * SLT * SLT * SLT * SLT * SLT * First Aiders * CM * CM/DH/BH/JD * SLT |  |
| 7.Emergency Procedures | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * School will ensure key posts are on site or contactable at all times, this includes   + First Aiders   + Safeguarding Lead   + Fire Wardens   + SLT   + Caretakers * Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers of fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. * Everyone will maintain 2 metre separation as far as possible during evacuation and at assembly points. * Regular practice drills to ensure pupils have awareness of actions to take including one within the first week back * Social distancing enforced where possible at assembly points. * Current first aid provision has been reviewed to ensure enough first aiders including Paediatric First Aid * First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available * First Aiders for the school have been issued with the current advice and guidance and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of | * SLT/RB * NW/RB * All Staff * SLT * All staff * SLT * SLT * SLT |  |
| Effective infection protection and control | | | |  |  |
| 8.Cleaning | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * School will follow the [***COVID-19: cleaning of non-healthcare settings guidance***](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * All cleaners will complete a daily checklist of responsibilities * School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser (at least 60% alcohol) in classrooms, access/egress points and other learning environments * Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal * Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. * Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms * All adults and children will:   + frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning   + clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing   + be encouraged not to touch their mouth, eyes and nose   + asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) * School will ensure that help is available for children who may not understand why; or have trouble cleaning their hands independently. Practise through observation, games, songs and repetition will be encouraged * Bins for tissues are emptied throughout the day * Where possible, all spaces should be well ventilated using natural ventilation by opening windows * When using alcohol-based hand sanitiser (at least 60% alcohol ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects. * Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours. * When purchasing/using substances a hierarchy of control is implemented which considers;   + Elimination   + Substitution   + Engineering Controls   + Administrative Controls   + Personal Protective Equipment * Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow. * Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff. * Staff to be instructed to refrain from bringing in their own cleaning products. * Caretaker to raise any stock level concerns with SLT | * SLT/MAXIM/Cleaners/RB * NW/RB * NW/RB * SLT/Cleaners/RB * SLT * SLT/RB * All Staff * All Staff * RB/Cleaners * All Staff * All Staff * SLT * NW/RB * NW/RB * SLT * SLT * RB |  |
| 9.PPE | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Staff will receive sufficient information and instruction on the use of PPE , dispose of as well as any limitations of the PPE * Single use PPE should be disposed of so that it cannot be used again * Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of. | * SLT * SLT * SLT |  |
| Premises | | | |  |  |
| Access including use of entrances and exits | Employees, parents pupils, contractors, visitors.  Contracting Coronavirus | L | * School SLT reviewed premises to ensure access is as safe as possible, this includes   + Sanitiser (at least 60% alcohol) available at all entrances and exits   + School entrance locked and visitors are buzzed through doors   + Unnecessary items and equipment have been removed from entrance areas   + Pick up and drop off times changed to ensure staggered arrival and departure of pupils * All children must be accompanied to school * Parents advised that only one parent/carer should accompany a child to an entrance * Parents asked to leave the site immediately after drop off and collection * Should a pupil refuse to come into school staff may only use verbal encouragement whilst maintaining social distance. | * SLT * SLT * SLT * SLT * All Staff |  |
| 10.Classrooms | Employees, pupils, contractors, visitors.  Contracting Coronavirus | M | * Senior leadership team have carried out physical examination of spaces to allocate numbers that’s can be safely accommodated in an area to maintain social distancing. * Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff * Removal of soft furnishings, soft toys and toys that are hard to clean * Staff to child ratios are appropriate with adherence to Early Years Foundation Stage (EYFS) where necessary * No more than 8 pupils per small group and one teacher (and, if needed, a teaching assistant). * Desks spaced as far apart as possible with sitting positions 2 metres apart. * Posters displayed to follow social distancing * All pupils to be issued a stationery pack and exercise book that is specific to them | * SLT * All Staff * SLT * JD * SLT * All Staff * SLT * All Staff |  |
| 11.Movement around the school, including use of corridors | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Staff and pupils advised to use elbow for opening door release where possible. * Posters displayed to follow social distancing * SLT have reviewed school setup considering movement around school and have implemented the following control measures   + One-way system in place   + Stick to the left-hand side.   + Tape to separate corridoors * Vision screens in door kept clear at all times * Floor markings/graphics on floor/wall/ceiling to indicate one-way system and social distancing * Doors should only be wedged open only where rooms are occupied * Unnecessary items and equipment have been removed, including soft furnishings, soft toys and toys that are hard to clean * All staff briefed to ensure that they are aware of these controls. | * All Staff * All Staff * SLT * All staff * SLT * All Staff * All Staff * SLT |  |
| 12.Toilets | Employees, pupils, contractors, visitors.  Contracting Coronavirus | M | * Senior leadership team have carried out physical examination of spaces to allocate numbers that’s can be safely accommodated in an area to maintain social distancing.(1 pupil at a time ) * Number of children who use the toilet facilities restricted to one at a time * Posters in toilets to follow social distancing and regular hand washing * Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. * Where a pupil is unable to complete their own intimate care with guidance from a teacher or TA their parent/carer will be asked to take them home to change | * SLT * All Staff * SLT * SLT/RB * All Staff | Soiled clothes will be double bagged and children sent home in clothes provided by school. These will be returned to school in a double bag for cleaning |
| RA13. Meeting Rooms | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Avoid use – virtual meetings to be conducted. * Senior leadership team have carried out physical examination of spaces to allocate numbers that’s can be safely accommodated in an area to maintain social distancing. | * SLT * SLT |  |
| RA14.Offices | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Senior leadership team have carried out physical examination of spaces to allocate numbers that’s can be safely accommodated in an area to maintain social distancing. * Posters displayed to follow social distancing * Staff should clean desk prior to working and leaving the area. They must also leave their desk as clear as possible to ensure that the desk can be easily cleaned. * Staff should work in separate offices and rota their use * Maximum occupancy communicated with staff and displayed on the door. * Natural ventilation/windows open encouraged * Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot. * Use of photocopiers: Photocopiers limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Cleaning regimes are stepped up to clean more frequent | * SLT/LH/LB/RB * SLT * LH/RB/LB/SLT * SLT * SLT * SLT * NW/RB * All Staff |  |
| 15.Staff rooms | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Posters displayed to follow social distancing and regular handwashing * Staff room accessed by one way system, shown by signs * Fridges to be locked and not used for food storage * Large classroom to be used for staff room to allow social distancing * Maximum occupancies (1 person every 2 metres) identified on the door. * Staff encouraged to bring in flask rather than using a tea point. * Disposable towels only – no multi use towels. * Suitably stocked hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished daily * Separate sinks for washing up and handwashing. * Spacing seats and tables to ensure social distancing. * Employees have been asked to bring their own food and eat at a designated desk.. * Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin * Staff encouraged to remain on site during lunch and breaks. | * SLT * SLT * All Staff * All Staff * All Staff * RB/NW * All Staff * All Staff * All Staff * All Staff * All Staff * All Staff * All Staff * All Staff | Staff to use bottled water rather tap water for drinking |
| 16.Lunchtimes, breaks. including use of play spaces and equipment | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Senior leadership team have carried out physical examination of spaces to allocate numbers that’s can be safely accommodated in an area to maintain social distancing. * staggered breaks to ensure social distancing * Social distancing rules enforced to reduce contact between employees and pupils / pupils with other pupils / segregating groups * Children have their lunch in their classrooms * Outdoor equipment should not be used unless school is able to ensure that it is appropriately cleaned between groups of children * Lines on yard marked with cones to ensure social distancing when lining up * Packed lunch boxes/water bottles from home to be stored under child’s desk | * SLT * All staff * All Staff * All Staff * All Staff * All Staff * All Staff | Pupils to use bottled water rather than tap water for drinking |
| 17.Movement of essential resources throughout the school | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Staff and pupils have been instructed not to bring any items or resources to school * Resources that are not easily wipeable or washable have been removed, cordoned off or limited in contact * The use of shared resources has been reduced:   + by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff   + by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently   + thorough cleaning of equipment and the classroom is occupied by the same children in one day | * All Staff * SLT * All Staff |  |
| 18.Transport to/from school | Employees, pupils, contractors, visitors.  Contracting Coronavirus | L | * Vehicle management expectations for school site and briefed to staff, this includes:   + The need to leave a space in between cars where possible   + Staff vigilance also important to assess environment prior to accessing/exiting car to ensure social distancing can be maintained * Transport arrangements have been amended where necessary including:   + Encouraging parents and children to walk or cycle to their education setting where possible   + Encouraging government best practice for travelling on public transport   + Staff asked not to share cars with work colleagues   + Parents asked not to car share when bringing children to school * All school trips have been cancelled | * SLT * SLT * SLT |  |