

Covid-19 Risk Assessment

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of COVID-19 has decreased and as a result of this schools will be reopening fully in September.

We must all remain alert, follow social distancing and follow strict hygiene protocols in order to reduce the risk of catching and spreading the virus. This document is vital in terms of planning and mitigating risks to the best of our ability in line with government guidance.

The risk assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff and children.
- The school will act as a whole school bubble, however we will continue to operate within our normal Key Stage zones and limit contact between pupils in different zones as much as possible
- We will have a reliable and adequate supply of suitable PPE for the small number of occasions where this is necessary (see below)
 - o If a child becomes unwell with the symptoms of COVID-19 and needs direct personal care until they can return home – in this instance a facemask should be worn by the supervising adult if a 2-metre distance cannot be maintained. If contact is necessary then gloves, apron and mask should be worn (Emergency PPE packs).
 - o Emergency PPE packs will be available if required for RPI

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Date reviewed & updated 03/09/2020

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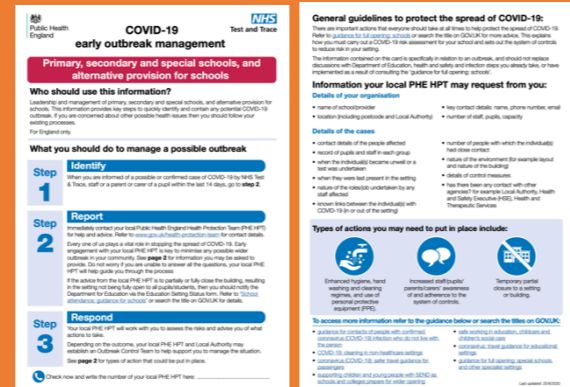
General Health and Safety - Sanitisation of building				
Risk Area/ Government guidance system of control	Hazard	Mitigation	Recording	Responsible Person
<p>Cleaning</p> <p>Prevention 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p>	<p>Virus could be present on hard surfaces in the school building which could be a source of transmission.</p> <p>If the virus is present and staff or children come in to contact with this, then they could become infected with COVID-19.</p>	<p>Tables and chairs backs to be wiped down before and after snack time and lunch time</p> <p>Staff to be provided with sanitising station (containing hand gel, appropriate cleaning sprays and cloths) in order to wipe down surfaces/door handles throughout the day. When empty bottles to be taken to premises supervisor at the end of the day and will then be fully refilled for the following day</p> <p>Surfaces that children are touching throughout the day such as doors, tables and chairs and resources such as toys, books, bikes and rackets are wiped clean by staff as regularly as possible.</p> <p>Enhanced cleaning regime to be in place at the end of each day. Particular attention given to all surfaces and areas such as sinks, toilets, door handles and light switches.</p> <p>Staff to vacate zones by 4pm to allow enhanced cleaning to take place. Staff will be able to work in the main office, meeting room or DT room after this time and this area of the school will be cleaned last.</p> <p>Electronic entry systems are only used by staff who have swipe card and do not need to touch the screen. Any visitors to be signed in and out by admin assistant using a paper sign in sheet rather than the usual electronic entry system.</p> <p>Tables, chairs and surfaces in shared spaces such as hall, Food Tech and DT rooms to be wiped down between different classes</p> <p>**If a child or member of staff display symptoms, Paul Dunwell must be notified immediately as bins/ rubbish for that day must be disposed of appropriately following the recommended guidelines**</p> <p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked by premises team and additional supplies requested as necessary.</p> <p>Consideration given to how play equipment is used ensuring it is wiped clean/sprayed at the end of play times.</p> <p>Unnecessary small items that cannot be easily cleaned removed from classrooms and other learning environments.</p> <p>Shared materials and surfaces are cleaned and disinfected more frequently.</p> <p>Pupils to have their own pack of equipment/resources in a tray/pot on their individual desk and these are not to be shared with others</p> <p>Pupils using electronic devices will keep the same device for the day and this will be wiped clean at the end of the day.</p>		<p>Admin</p> <p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p>
<p>Sanitisation practices of occupants / Visitors</p> <p>Prevention 2. Clean hands thoroughly more often than usual</p>	<p>Staff, pupils or visitors may be COVID-19 positive and not be aware of this.</p> <p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>All staff and pupils to wash hands on entering and exiting the building: Staff to use toilet in reception for hand washing as they enter the building. Hand sanitiser also available Pupils to use hand sanitiser as they get out of their taxi/arrive at school and then wash hands in the sink located in their classroom base.</p> <p>Ensure soap and water/hand sanitiser is available and that all ensure hand cleanliness on entry into classrooms.</p> <p>All staff and pupils to wash hands frequently throughout the day as part of the daily routine. This should include the following</p>		<p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p> <p>Parent/carers</p>

<p>3. Ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach</p>		<ul style="list-style-type: none"> • Entry to the building • Before eating • After eating • Before leaving the class base to access other areas of the school • When returning to the class base having accessed the outdoor area or other areas of the school • After using the toilet • Before exiting the building to get in the taxi <p>Staff to wash hands as they enter and exit each zone using the sink in the shared area</p> <p>All visitors to be asked to wash hands and/or use hand sanitiser on entry to the building and when leaving. Face mask/covering to be worn by all visitors whilst on site. This includes Wellspring central team staff and Springwell staff who travel to multiple sites.</p> <p>Staff may wear face mask/covering should they wish to but this is optional for staff who work at one site. Rules on face masks/coverings for staff will need to be revisited in the event of a local lockdown or a significant rise in cases per 100,000 at which point we would follow guidance and face masks/coverings could be mandatory for all staff and pupils aged 11 and over</p> <p>Any pupils arriving at school wearing face masks due to transport (bus/taxi) will follow guidance on removal of masks on entry to the building which includes sanitising hands before and after removing the mask Disposable masks – bins will be located at all entrance doors for pupils, staff or visitors to dispose of masks and sanitise hands Reusable masks – plastic bags will be available for pupils to place reusable masks in for storage until they go home. They will sanitise hands once they have placed the mask in the bag.</p> <p>Pupils will be reminded to ‘catch it, bin it, kill it’ Sneezing into a tissue, NEVER into hands. Wash hands immediately after. Used tissues to be put in a bin immediately. Catch it, bin it, kill it posters to be on display in all areas of the school</p> <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used but this not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION.</p> <p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p> <p>Lunch to be eaten in the classroom but adults to remain spaced 2m apart from pupils where possible</p> <p>Staff, children and visitors will be reminded to wash their hands on arrival at the premises and at points throughout the day (see bullet points above) and not to touch face with hands that are not clean.</p> <p>Pupils reminded of how to wash hands thoroughly with liquid soap & water for a minimum of 20 seconds. Posters displayed by all sink areas to act as reminders Staff should supervise young children to ensure they wash their hands for 20 seconds</p> <p>Some of our pupils, may need more frequent reminders to wash hands or/and how to do this properly. It is important staff remind and support such need. Also, indicate in the “Handover book”, any issues of this nature.</p> <p>Follow Hand Washing protocol below https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or</p>		
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		the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.		
<p>Spread of Coronavirus</p> <p>Prevention 5. Minimise contact between individuals and maintain social distancing where possible</p>	Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.	<p>Visits to the school to be limited to essential ones only. All visitors to follow strict handwashing/hand gel protocols and wear a face mask/covering for the duration of their visit.</p> <p>Maximum numbers of people identified for each room to ensure social distancing</p> <p>Children encouraged not to bring personal items in from home as this will reduce possible spread of the virus. Lunch boxes are permitted but these must be stored in the classroom and wiped down on arrival and after lunch. Any personal belongings that are brought to school will be collected and stored safely</p> <p>The majority of pupils and staff will remain in allocated Key Stage zones where possible to create contact clusters and reduce unnecessary contact between pupils and staff</p> <p>Briefings/meetings to be done in zones where possible. Any essential full staff meetings/briefings will take place in the hall where there is lots of space to follow 2m social distance</p> <p>The mini bus only to be used in class bubbles and to be cleaned by class staff when leaving the mini bus using sanitiser spray and wipes.</p>		Admin staff to communicate via intercom and only allow invited visitor into the building
<p>H&S and behaviour protocols</p>	<p>Staff may not have appropriate knowledge on virus transmission and risk.</p> <p>New systems in school that staff are unfamiliar with could cause confusion.</p>	<p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>All staff to be briefed on risk assessment and procedures on September inset days</p> <p>Pupils to be shown the new protocols for entering, moving around and leaving the school.</p> <p>Staff and pupils to be regularly reminded about social distancing, posters on display around the school</p> <p>Guidance shared with parents so that they can discuss/prepare pupils for routines in preparation for September.</p> <p>Use of RPI – staff have a duty of care and therefore normal practice to resume. Please see separate RPI Risk Assessment</p>		SLT All
<p>Fire procedures</p>	<p>Staff and pupils may not be able to maintain social distancing if required to leave the building in an emergency</p> <p>All staff and pupils gathering at fire assembly point could make social distancing more difficult</p>	<p>Updated Fire Evacuation Plan to be completed with identified areas for each Key Stage Zone</p> <p>Staff to try to maintain social distancing and remain within key stage zone</p>		All
<p>First Aid</p>	If First Aiders need to administer First Aid social distancing may not be possible	First Aider to risk assess each situation and act accordingly. PPE to be worn where identified as necessary		All
<p>Availability of safety equipment / supplies</p> <p>Prevention 6. Where necessary, wear appropriate PPE</p>	Staff member may come in to contact with a child who is displaying symptoms of COVID-19.	<p>Emergency PPE kits will be available and need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus in school when the pupil cannot be left alone in the designated isolation room</p> <p>Isolation room has been identified as the family room</p> <p>PPE should be worn by the staff if a distance of 2 metres cannot be maintained e.g. administering first aid (not Covid-19 related) or RPI is required to keep a pupil safe.</p> <p>If contact with the child is necessary, then gloves, an apron, a face mask and plastic goggles should be worn by the supervising adult.</p>		All

		Access to PPE (Emergency PPE pack- located in each Key Stage zone and reception)		
Physical Environment				
<p>Social distancing requirements - maximum occupancy/capacity in different parts of the building</p> <p>Prevention 5. Minimise contact between individuals and maintain social distancing where possible</p>	<p>We may have too many people in the building for social distancing practices to be observed and therefore increase the potential risk of transmission if a person is asymptomatic.</p> <p>Some of our pupils may not understand the social distance or forget when in close proximity to others (staff and peers)</p>	<p>Tables in classrooms to be spaced to ensure 2m distance between pupils and staff where possible</p> <p>Staff to maintain 2m social distance from other staff and pupils. This must be supported by very clear expectations and gentle reminders</p> <p>Maximum number of people for each space as follows</p> <ul style="list-style-type: none"> Classroom/class base – 12 Hall – 16 MUGA – 10 Office – 5 Staff wellbeing room – 2 Food Technology room – 6 Family room – 5 Meeting room – 4 <p>Poster with number to be displayed on each area to act as a reminder.</p> <p>Only one child at a time to go into the toilets. Staff to supervise sanitisation after use.</p> <p>Staff working in offices are adequately distanced.</p> <p>Avoid unnecessary staff gatherings.</p> <p>All non-essential visitors to be discouraged at this time.</p> <p>Assemblies not to go ahead until further notice.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p>		<p>All staff and pupils</p> <p>SLT to determine numbers</p> <p>Staff to encourage and aid pupil's social distance</p> <p>All staff to be mindful of their own distance.</p>
<p>Use of different entrances, exits, corridors, outdoor areas etc</p> <p>Prevention 5. Minimise contact between individuals and maintain social distancing where possible</p>	<p>Pinch points may cause people not to be able to maintain social distance; this could contribute to potential spread of COVID-19 if someone is carrying this.</p>	<p>Start and end of the day</p> <p>P1 and P2 pupils to enter and exit the school by the left-hand side gate (facing the school) and enter via the external classroom doors. P3 and S1 and 2 pupils enter and exit the school by the right-hand side gate (facing the school) and enter via the courtyard external door or by their own classroom external door if there is one. Key stage 4 pupils will enter and exit the school by the right-hand side gate (facing the school) and enter the building through the door at the bottom of the stairwell.</p> <p>External entrances to classrooms are used where practical.</p> <p>If pupils/groups want to access the hall pupils in the primary zone will access the hall from the play area adjacent to their classrooms. KS3 zone pupils will assemble in the courtyard and be escorted through the primary corridor to re-enter the building opposite the MUGA. Key stage 4 pupils will exit their zone from the stairwell to the west of the building assemble in the courtyard and be escorted through the primary corridor to re-enter the building opposite the MUGA.</p> <p>Pupils not to have access to the reception, office or main corridor area</p> <p>Consideration should be given to which lessons or classroom activities could take place outdoors.</p>		<p>All staff</p>
<p>Drop off/collection protocols</p> <p>Prevention</p>	<p>Parents/carers collecting pupils may break social distance guidance.</p>	<p>All parents and taxis to observe social distance protocols. Transport staff and pupils to wait in vehicles until asked to move to drop-off/pick-up area.</p> <p>Parents and taxi drop-off and pick-up protocols planned to minimise adult to adult contact.</p>		<p>All staff</p>

<p>5. Minimise contact between individuals and maintain social distancing where possible</p>	<p>Private taxi hire may not follow social distance guidance</p> <p>Pupils could try and leave site at drop off and pick up without staff guiding them in</p> <p>Pupils using public transport may arrive wearing masks</p>	<p>Staff member(s) to be present before drop off and pick up to remind those dropping off of social distancing measures and help direct the young people</p> <p>Staff to position in welcoming position in order to safely direct pupils through the correct entrance and discourage any pupils trying to leave site</p> <p>Visitors only allowed to enter reception, when social distancing can be maintained.</p> <p>Pupils to leave class base only when pick-up transport has arrived.</p>		
<p>Ventilation</p>	<p>Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.</p>	<p>Ventilate spaces with outdoor air</p> <p>Designated isolation room(s) to have windows open and to remain open if in use.</p>		<p>All staff</p>
<p>Timetabling</p>	<p>Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.</p>	<p>Pupils to remain at the same desk space within classrooms.</p> <p>Pupils to have their set of stationary/equipment (provided by school and not used by any other pupil).</p> <p>The majority of staff work with a set group of pupils</p>		<p>SLT</p> <p>All staff to follow instructions and support</p>
<p>Common space management</p>	<p>Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.</p>	<p>Ensure that common spaces (hall/DT room) and equipment are adequately cleaned between groups of pupils.</p> <p>Ensure common areas are cleaned thoroughly by Carlton at the end of each day.</p>		<p>All</p>
<p>Covid Symptoms</p> <p>Prevention</p> <p>1.Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend the setting</p> <p>Response to any infection</p> <p>1.Engage with the NHS Test and Trace process</p> <p>2.Manage confirmed cases of coronavirus amongst the settings community</p> <p>3. Contain any outbreak by following local health protection team advice</p>	<p>Individuals may develop symptoms of COVID-19.</p> <p>Individuals may not understand guidance or engage with the NHS Test and Trace procedure</p> <p>Parent/carers may not be able to collect a pupil with symptoms</p>	<p>Pupils, parents, carers or any visitors, such as suppliers, are told not to attend or enter the school if they are displaying any symptoms of coronavirus.</p> <p>Guidance has been sent to parents to remind them of the symptoms and the need to isolate and request a test if their child or anyone in their household develops symptoms</p> <p>If a member of staff develops symptoms of Covid-19 whilst at work they will be sent home immediately</p> <p>If a pupil develops symptoms of Covid-19 whilst at school they will be isolated immediately in the identified area. Parents will be contacted immediately to collect them. The identified isolation room is the family room</p> <p>Emergency PPE is available for staff supervising pupils</p> <p>Anyone displaying symptoms is now able to access a test. They will be advised to self-isolate for 7 days whilst awaiting test results. Their fellow household members should self-isolate for 14 days. Springwell have accessed an employer login to allow them to register any staff for a test should they be unable to do this themselves.</p> <p>In the event of any suspected or confirmed case we will follow the Covid-19 early outbreak management guidance.</p> <p>Action cards shared with all leadership teams. As per the action card below the EP/EVP/HOS will contact PHE HPT for advice and follow all guidance and advice. The contact number for Lincolnshire is 03442254524 (option 1)</p>		<p>All</p>



		<p>Where the children or staff member tests positive the Executive Principal will contact Wellspring Academy Trust (Wellspring Covid-19 flowchart) and the LA public health team and follow all advice</p> <p>**If a child or member of staff display symptoms, Paul Dunwell must be notified immediately as bins/ rubbish for that day must be disposed of appropriately following the recommended guidelines**</p>		
Staffing				
<p>Response to any infection 1.Engage with the NHS Test and Trace process 2.Manage confirmed cases of coronavirus amongst the settings community 3. Contain any outbreak by following local health protection team advice</p>	<p>Staff may come in to contact with many people thus potentially exposing greater risk if any of those people are COVID-19.</p>	<p>Staff are encouraged to maintain social distance protocols</p> <p>All to remain vigilant about potential symptoms of COVID-19 and highlight these if they have any concerns about pupils</p> <p>All to maintain all safety protocols in school and at home</p> <p>All staff MUST notify EVP immediately if they develop symptoms and follow the test, track and trace guidance</p>		All
	<p>Staff may be unwell, shielding and we may have insufficient numbers to be able to safely cater for the pupils on site.</p>	<p>Any concerns re. staffing levels to be discussed with the Executive Principal at the earliest opportunity</p> <p>Alternative education plans virtual/home learning and work packs to be prepared in case of key stage/full school closures.</p>		SLT
	<p>Staff may be classed as clinically, extremely vulnerable or may live in a household with someone who is clinically extremely vulnerable.</p>	<p>From 1st August 2020 staff who may have previously been advised to shield will no longer be required to do so</p> <p>Any staff who are pregnant will need an individual risk assessment completing</p>		All
Possible or confirmed infection				
<p>Response to any infection 1.Engage with the NHS Test and Trace process 2.Manage confirmed cases of coronavirus amongst the settings community 3. Contain any outbreak by following local health protection team advice</p>	<p>Someone on school site may develop symptoms</p>	<p>Everyone is advised not to attend school if they are displaying symptoms and that they must engage with the test and trace process</p> <p>If anyone develops symptoms, the EVP MUST be notified ASAP. The EVP will contact the EP who will notify Paul Dunwell</p> <p>If anyone develops symptoms of coronavirus, they are sent home and advised to self-isolate for 7 days.</p> <p>Where the test is negative, they can return to school and their household members can end their self-isolation.</p> <p>Where the test is positive, the EP will follow the Wellspring Covid flowchart</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a pupil is awaiting collection, they must be isolated in a designated isolation room, where possible adult supervision should be behind a closed door. If this is not possible and at least 2 metres cannot be safely achieved, PPE (PPE Emergency pack) must be worn by staff.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use the disabled toilet. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. If it cannot be cleaned, it must be closed, locked EVP informed and logged in the cleaning log.</p>		All

		<p>If a designated isolation room is used, this must be logged in the "Cleaning log" and cleaned thoroughly before it can be used again by someone else.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>		
Services				
Home-school transport	Less control over school transport and the arrangements of the private hire vehicles who may be transporting other passengers.	<p>Transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.</p> <p>Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupil and they remove seatbelt or demonstrate unsafe behaviour.</p>		LA Transport
Catering and food management	Risk of pupils not maintain social distancing during nurture breakfast and lunchtime.	<p>Nurture breakfast to be eaten at pupils' individual desks</p> <p>Pupils to have own identified cups for drink. If there are concerns of a mix up, then cup must be thoroughly washed.</p> <p>Lunchtime – food to be eaten at pupils' individual desks</p>		All staff
Estates and cleaning teams	There could be insufficient cleaners to keep the building safe.	Assurances sought that cleaners are available; early notification where this is not the case and a judgement call to be made by SLT about the safety or otherwise of the building in the absence of the cleaning.		Estates Team SLT