

Covid-19 Risk Assessment for West Pinchbeck, St. Bartholomew's CE Primary School

3-5-21

**Operation Description:** COVID-19 Schools opening from 1<sup>st</sup> September 2020

**Operation Location:** All LCC-controlled School and educational settings – **St Bartholomew’s Primary School**

**Persons at Risk:** school employees, pupils, parents/carers

### Risk Assessment Guidance

**Hazard:** Something with the potential to cause harm.

The **tables below**, consider **Severity (S)** and **Likelihood (L) without** Control Measures. **Multiply (S x L)**

If applicable, **add** the **Weighting** figure.

**Control Measures:** Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

**Re-assess Risk**, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

**Multiply (S x L)** and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/child (4-11yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4					15 - 19
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1					1 - 3

HAZARD	Assessment of Risk <b>without</b> control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk <b>with</b> control measures			
	S	L	W	R		S	L	W	R
"Very High Risk" employees contracting COVID-19	5	3	1	16	<p><b>Applicable to all employees:</b></p> <ul style="list-style-type: none"> <li>• <b>MUST</b> maintain social distancing of 2m from every person.</li> <li>• <b>MUST</b> collect Personal Protective Equipment (PPE) from PPE station in Acorn before getting closer than 2m to another person or to bodily fluids.</li> <li>• Individual risk assessments <b>MUST</b> be in place for any child who is likely to spit or ignore instructions about social distancing.</li> <li>• Any pupil work to be marked <b>MUST</b> be left for 24 hours before being marked. It should then be left a further 24 hours before being returned to the pupil.</li> <li>• Any pupils or staff showing any signs of the virus <b>MUST</b> be tested and get a confirmed negative result before returning to school. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>. Essential workers should continue to apply for a test at <a href="http://www.gov.uk/apply-coronavirus-test-essential-workers">www.gov.uk/apply-coronavirus-test-essential-workers</a></li> <li>• Cleaning of the school strictly adheres to current government guidelines.</li> <li>• All staff are to be provided with Lateral Flow testing kits. Staff are strongly advised to test themselves twice a week on a Sunday and Wednesday evening at 6pm. Staff will notify AHT (XX) of results before 7pm. AHT (XX) will then notify XX/XX of the results. If there are any positive results, XX/XX will notify the parents of any bubbles affected via Parent Mail that their bubble will need to self-isolate for 10 days. LCC Health protection Team and Test and Trace will also be notified. Anybody with a positive test result will then need to confirm this result by taking a PCR test at a local test centre.</li> <li>• XX, XX, and XX, XX <b>MUST</b> not support children or adults where they need to be less than 2m away from them – even with PPE as they are considered to be in a higher risk category due to underlying health issues.</li> <li>• XX to have her own risk assessment to minimise risk of coming into contact with children and to ensure she does not need to attend to First Aid.</li> <li>• XX to have her own risk assessment to provide additional levels of protection. (must wear gloves and use a Perspex screen when working with children).</li> </ul>	3	1	0	3

<p>School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.</p>	4	3	0	12	<p>Daily checks will be made with:-</p> <ul style="list-style-type: none"> <li>○ Government websites (<a href="http://Gov.uk">Gov.uk</a>) or <a href="http://Lincolnshire County Council (LCC) website">Lincolnshire County Council (LCC) website</a></li> <li>○ Local/National news providers</li> <li>○ Local school networks/partnerships (if applicable)</li> <li>● Any changes in national/LCC advice and guidance to be shared with the Head, teachers and Board of Governors for appropriate action.</li> <li>● Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary.</li> </ul>	4	1	0	4
<p>COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.</p>	4	3	0	12	<ul style="list-style-type: none"> <li>● COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site.</li> <li>● Class Teacher display child friendly posters in Classrooms regarding hand washing etc.</li> <li>● Staff to reiterate to Parents and Students (via letter/email/classroom talks and Tapestry etc.) the importance of :- <ul style="list-style-type: none"> <li>○ Hand washing on a regular basis</li> <li>○ Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it)</li> <li>○ Trying to maintain 'social distance' wherever possible</li> <li>○ Children's desks to be placed 2m away from adults in Classrooms</li> <li>○ Not touching eyes/nose/mouth with unwashed hands</li> <li>○ Regular lessons regarding staying clean and teach in an age appropriate manner</li> <li>○ Lessons will take place outside where possible</li> </ul> </li> <li>● All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap and paper towels are available (hand driers to remain switched off and not in use)</li> <li>● Hand sanitiser to be provided to all classrooms</li> <li>● Pupils to wash their hands at the start of the day, after playtimes and PE etc.</li> <li>● When children have playtimes they will remain in their own class bubble and not mix with other classes. Timetables for each class group for use of the field and playground are provided to all adults in school.</li> <li>● When two bubbles are outdoors at the same time, they must remain on separate playgrounds (Main playground and Apple Playground)- Lunch time supervisors to position themselves between the two.</li> </ul>	4	2	0	8

- Bubbles to be separated at different stations in the hall. Key Stage Two to go outside first and not to come indoors until Key Stage One have left the hall.
- Pupils to leave the hall via the staff room and enter through the corridor to provide a one-way system.
- Supervising TAs to escort KS1 children to the hall in their separate bubbles.
- Supervising TAs to collect KS2 children from the hall in their separate bubbles.
- KS2 children to re-enter the school after playtime through their own classrooms and enter the hall separately while TC supervises from a 2M distance.
- Class teachers and TAs provided with anti-bacterial wipes or cloths and sprays to wipe down classroom surfaces and clean at regular intervals
- School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.)
- Outer toilet doors and corridor/classroom doors to be wedged open where possible so that there are fewer handles to touch.
- Cleaning to take place between sessions – such as wiping of tables, chairs, door handles, resources if required
- The adult supervising the class at lunchtime will wipe down toilet door handles and flush handles with anti-bacterial wipes at the end of the lunch break.
- Staggered drop off and collection times in place and each family told their times and drop-off/collection point.
- No toys are allowed into school from home
- Resources that have been used are to be cleaned at the end of the school day
- No more than 2 staff in the staffroom at any one time.
- Adults must wear a mask or visor if they leave their main room of work to visit another part of the school building. These do not need to be worn in the classroom unless a particular activity means they are closer than 2 metres to another adult or child.
- Registers to be collected and returned to the office by an adult.
- Only 1 adult may visit the office at any one time as it is a small room.
- Medication to be collected from the office by an adult.
- The lid on toilet seats must be closed before flushing the toilet.
- Windows and doors to be opened where possible but classrooms need to be warm enough for children to work.

					<ul style="list-style-type: none"> <li>During the winter, doors/windows to be opened 2 or 3 periods during the day where fresh air is allowed to circulate.</li> </ul>				
Not enough PPE equipment	5	3	1	16	<ul style="list-style-type: none"> <li>Staff considered to be a higher risk are assessed to see if there is any particular PPE required.</li> <li>Finance manager has a number of suppliers so that if one company runs out then other companies can be used for supplies.</li> <li>PPE ordered when stocks are running low.</li> <li>Staff inform the finance manager if equipment is getting low – half used</li> <li>PPE needed for working with particular children (as identified on their individual risk assessments) is kept in the classroom area.</li> <li>The caretaker has his own supply of PPE that is not to be shared with other staff. He will let the finance manager know when he needs more.</li> <li>Any adult who would like particular PPE contacts the head and/or the finance manager to discuss this if it has not already been purchased.</li> </ul>	2	1	0	2
Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	0	12	<ul style="list-style-type: none"> <li>Staff are aware of the importance of following national guidance, and to stay home and self-isolate.</li> <li>Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19.</li> <li>School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team, via a PO3, to assess if a RIDDOR report is required</li> </ul>	3	1	0	3
Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school	4	4	0	16	<ul style="list-style-type: none"> <li>Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting.</li> <li>Students to be moved to Acorn 'isolation area', until a parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. This area will be equipped with PPE and will be set up before school re opens.</li> </ul>	3	2	0	6

- If they need the toilet then they should go to the toilet area in Rowan. If they use the toilet then the office must be informed so that they can arrange for them to be cleaned before use by Kids club.
- If a child or adult at school is **confirmed** to have the virus then the whole group must stay at home and self-isolate for **10 days**. Parents will be told there is a confirmed case.
- Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place.

For Lincolnshire schools: Health Protection Team are actively supporting schools. Contact the LCC Health Protection Team on 01522 552993 or [HealthProtectionTeam@lincolnshire.gov.uk](mailto:HealthProtectionTeam@lincolnshire.gov.uk) between the hours of 8am and 8pm to report a positive case or an outbreak. The team will work with the school and conduct contact tracing if required to limit the impact on the school.

For general enquiries regarding interpretation of guidance, contact the DfE's helpline on 0800 046 8687. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.

- If there is a confirmed or suspected case, HSE guidance states you must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:
  - an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence: <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>
  - a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease
  - a worker dies as a result of occupational exposure to coronavirus

Schools need to complete a PO3 (as they would normally for day to day incidents) and send it through to LCC to be evaluated as to whether it needs RIDDOR reporting. The PO3 hard copy form has now been updated to include a COVID 19 option to select (confirmed COVID19 or Suspected COVID 19)

<http://www.lincolnshire.gov.uk/professionals/downloads/file/1516/hsa17-riddor-reporting-of-covid-19>

Contact your contractors and suppliers to check on any special interim arrangements in place due to coronavirus (COVID-19).

**Further information and contacts:**

**PHE Guidance:**

<https://www.gov.uk/government/organisations/public-health-england>  
[PHE guidance](#)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

- Track and trace system followed once this is in place – any contacts deemed at risk of infection i.e. those who have been in contact with someone who has been infected by Covid-19 MUST isolate for 10 days. They MUST stay at home even if they have no symptoms and even if they have already had the virus. The rest of the household does not have to isolate.



Staff or student is unwell (not Covid symptoms)	4	4	0	16	<ul style="list-style-type: none"> <li>If staff or students need support which requires a member of staff to be in close contact with them then PPE MUST be collected from Acorn and worn by the adult before coming into contact with the person who is unwell.</li> <li>If a child or an adult has an accident that does not need a 999 call then PPE must be collected from Acorn before coming into contact with the person. Another adult can talk to them/comfort them from 2m distance while this is being collected.</li> <li>If a child vomits or has a nose bleed then PPE must be collected before supporting the child to clean up. Any tissues/cloths must be double bagged before being disposed of.</li> </ul> <p>Our Employee Support and Counselling Service can offer support by telephone and video call. Waiting times are very short at the moment. Just email <a href="mailto:emp.supportandcounselling@lincolnshire.gov.uk">emp.supportandcounselling@lincolnshire.gov.uk</a> with your details and someone will call you back.</p>	2	1	0	2
Parents arriving at school to drop-off or collect children all at the same time and not maintaining social distancing.	5	5	0	25	<ul style="list-style-type: none"> <li>Apple class children to use the rear entrance to the school grounds and enter the classroom through the door from their outdoor area. Parents told not to enter the classroom.</li> <li>Palm class enter through the rear entrance to the school and enter the classroom through the door to the playground.</li> <li>Willow class children to use the front gate to enter the school grounds and enter the classroom through the door off the playground. Parents to be told to leave children at the gate so that there is one way traffic through the narrow pathway. Parents wait on the grassed area by the main drive to collect children at the end of the day.</li> <li>Oak class use the main gate and enter the playground through the side gate by the Oak playground door. Parents to collect children from the grassed area by the main drive.</li> <li>Parents and carers given individual time slots for dropping off and collecting.</li> </ul>	2	2	0	4

					<ul style="list-style-type: none"> <li>• An adult from each class group will stand outside to check that adults and children are maintaining social distances.</li> <li>• Letter to parents includes reminder to keep 2m apart from other families if they do meet.</li> <li>• Parents asked to make appointments to speak to someone in the office as the space outside is too small to maintain social distancing.</li> <li>• Only one person at a time may enter the bike shed. The only exception to this would be one additional adult who lives with the child using the bike (if they need assistance). Staff will not enter the bike shed area.</li> <li>• If parents are late arriving at school with their children then they should go to the usual gate for dropping off in the morning and then ring the school office. An adult will come to collect the child from the gate. They should not use the main entrance as this area is too small to ensure social distancing for each class bubble.</li> </ul>				
Children and adults mixing at break and lunch times	4	4	0	16	<ul style="list-style-type: none"> <li>• Teachers to arrange times for breaks so that they are at different times to avoid children crowding together. (See timetable).</li> <li>• Adults do not sit together in the staffroom and if they use any area in the staffroom to ensure it is wiped down before leaving e.g. work surface, taps</li> <li>• Lunch staff organise activities that mean children can still keep 2m apart.</li> <li>• Groups do not mix at break and lunch times but stay within their individual groups and in their designated areas.</li> <li>• Parents are reminded to bring in drinks for children as the drinking fountain will not be in use.</li> <li>• Parents are reminded to pack children with lunches they can open themselves as staff will not be able to help them.</li> <li>• If a child falls over and needs an ice pack an adult, or if one is not available at that moment, another child will be sent to their own classroom door to ask an</li> </ul>	3	1	0	3


					<p>adult to get one. The ice pack MUST be disinfected after use. If the adult needs to apply the ice pack then PPE MUST be worn before doing this.</p> <ul style="list-style-type: none"> <li>• XX to remain with <b>KEY Stage 2</b> at lunch times and not to attend to children who need assistance that requires adults to be closer than 2m (even with PPE)</li> <li>• Apple class use their class toilets, Palm class to use their class toilets, Willow and Oak use KS2 toilets. (Kids Club use Rowan toilets)</li> <li>• Only Willow and Oak use the corridor, other class groups do not enter that part of the building</li> <li>• Children use the toilets one person at a time.</li> <li>• Children regularly go to the toilets to wash hands but one person at a time.</li> <li>• All taps are wiped after use. Children are taught to wipe the taps after they have used them.</li> <li>• Fixed outdoor equipment is not used as this is difficult to ensure it has been thoroughly cleaned between each child using it.</li> <li>• Adults have a timetable for when they should be in school and for which groups they are supporting.</li> </ul>				
Children not maintaining 2m distance in the classroom.	5	3	0	15	<ul style="list-style-type: none"> <li>• Any equipment that is to be shared across class bubbles MUST be thoroughly disinfected before being given to anyone else.</li> <li>• Children identified as likely to find it difficult to maintain the 2m distance MUST have an individual risk assessment carried out to address this.</li> <li>• The behaviour policy is updated to reflect the current situation.</li> <li>• Children are regularly reminded about the 2m distance from adults and posters support this message.</li> <li>• Activities are planned that can be carried out without the teacher needing to give close support.</li> <li>• Children are taught outside wherever possible.</li> </ul>	2	2	0	4

					<ul style="list-style-type: none"> <li>• 2m tape placed in each class and corridor to emphasise what 2m looks like.</li> </ul>				
Children not understanding routines well enough and not maintaining 2m distance when not directly supervised e.g. toilets	5	3	0	15	<ul style="list-style-type: none"> <li>• Adults allow 1 child at a time to visit the toilet areas.</li> <li>• Only Willow and Oak children will need to use the corridors for toilets and this will be 1 at a time.</li> <li>• A timetable is in place so that all staff know where they are other staff should be each day.</li> </ul>	3	1	0	3

**Directorate:** Education

**School:** St Bartholomew's C.E.Primary School

**HeadTeacher Name** Alice Edwards

**Signature:** 

**Date:** 3-5-2021