

<b>Task / Activity:</b>	<b>Schools - Covid-19</b>
-------------------------	---------------------------

*This risk assessment should be produced in conjunction with the current government guidance as highlighted below:*

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do>

<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>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/news/update-on-face-coverings-in-schools>

<b>Service Area/Division:</b> North Huddersfield Trust School	<b>Assessed by:</b> Lorna Wright / Andrew Fell	<b>Date of Assessment:</b> 25 <sup>th</sup> August 2020	<b>Ref No:</b>
--	---	--	----------------

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Case / suspected case of coronavirus	Infection of coronavirus	<ul style="list-style-type: none"> <li>No person must attend the school site where a member of their household has tested positively in the last 10 days</li> </ul> <p>Where a case is suspected for either staff or student:</p> <ul style="list-style-type: none"> <li>Person must leave the premises as soon as practicably possible with all their personal belongings, if possible wiping down their work surfaces before they leave. If in doubt, call an ambulance. If a student needs to wait for a parent / carer to collect, they must wait in</li> </ul>		ALL

		<p>the seminar room with the doors and window open and the doors of the neighbouring offices closed. Where toilet facilities are needed, use the medical room provision.=</p> <ul style="list-style-type: none"> <li>Any staff member tending to a suspected case must use PPE from the emergency grab bag available from the Coach House kitchen, the main reception or the medical room, and maintain social distancing. Training on how to don / doff PPE given to all staff September 2020 however it is acknowledged that this role is on a voluntary basis and staff cannot be directed to actively attend to a suspected case</li> <li>Any staff member tending to a student must wash their hands immediately with soap and hot water for a minimum of 20 seconds and may subsequently leave the school site after dealing with a suspected case to go home and shower / change clothes</li> <li>Inform SPIE to deep clean the seminar room and any other known locations that the person has used that day</li> <li>Suspected case must refer for a coronavirus test on first day of absence and self-isolate until results are known.</li> </ul> <p>Where results are positive:</p> <ul style="list-style-type: none"> <li>Person must self-isolate for at least 10 days, until they are no longer displaying symptoms (other than cough and loss of, or change to, sense of smell) and inform the Headteacher, Deputy or other member of the leadership team</li> <li>All members of person's household including any members of the school community from the same household must self-isolate for 14 days</li> <li>Class / relevant staff who have been in close contact to self-isolate for 14 days (confirmed in writing) – see Gov.uk for definition of close contact</li> <li>School contacts Kirklees Health Protection Team and follows advice accordingly</li> <li>Communication to all parents and staff for information including warning to look out for symptoms in others</li> <li>Medical Officer (students) / Business Manager (staff) updates school record</li> <li>Regardless of the number of cases reported, the school will always contact the Kirklees Health Protection Team and follow advice accordingly</li> </ul> <p>Where results are negative:</p> <ul style="list-style-type: none"> <li>Person returns to school</li> <li>Medical Officer (students) / Business Manager (staff) updates school record</li> </ul>		
Student attendance	Loss of learning	1. Parents' duty to ensure their child attends school regularly still stands	1. School continues its recording of student attendance and follows school policy in	MAL

			<p>following up any concerns around non-attendance</p> <p>1. Identify students / families where there is anxiety about students returning to school and offer appropriate support to encourage good attendance</p> <p>1. Where appropriate, personalised risk assessments may be required (via SEN, pastoral and medical staff)</p> <p>1. Remote learning to be available where student groups are unable to attend the school site due to mass self-isolation</p>	
Staff attendance	<p>Low staff attendance</p> <p>Impact on teaching and learning</p>	<p>1. All staff to attend school in adherence with the Kirklees Attendance Policy and current government guidance on self-isolating or shielding.</p>	<p>1. Attendance management policy applies unless medical or written evidence of Covid-related conditions apply</p> <p>1. Any decision to close the school due to untenable levels of staff absence is at the discretion of the Headteacher or the Chair of Governors</p> <p>1. All cases of self-isolation or confirmed Covid cases should be reported to the Cover Manager and notified by the school to Kirklees HR</p>	ALL
School premises	<p>Personal injury</p> <p>Fire</p> <p>Legionella</p> <p>Infection of coronavirus</p>	<p>1. Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place.</p> <p>2. Fire Risk Assessment to be reviewed and the Fire log-book is up to date.</p> <p>3. Legionella checks are to be up to date.</p> <p>4. Electrical, gas and ventilation systems checks are up to date.</p> <p>5. Increased cleaning regime.</p>	<p>1-5. SPIE responsible for all checks. School has been open every day since lockdown began therefore all standard checks are up to date</p> <p>5. SPIE cleaning team is carrying out daily deep cleans. Additional cleaning staff are onsite during school day to clean door handles, bathrooms and other public areas</p>	LWR / SPIE

<p>Infection Control</p>	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ol style="list-style-type: none"> <li>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</li> <li>2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> <li>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>4. Cleaning frequently touched surfaces often using standard products (such as detergents and bleach).</li> <li>5. Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> </ol>	<ol style="list-style-type: none"> <li>1. Posters displayed around school (You must not be in school if you or a member of your household..., Catch it, Kill it..., don / doff face coverings). 2m floor signage in place on main corridors</li> <li>1. Visitors to the school are permitted by appointment only; signage supports this</li> <li>1. Staff must delay or re-arrange any non-essential appointments</li> <li>1. Meetings with 3<sup>rd</sup> parties to be by remote media (e.g. Microsoft Teams) where possible</li> <li>1. Seminar room to be used as a holding room for any suspected cases of Coronavirus. This room is large enough to allow social distancing and can house more than one case if necessary and will be deep cleaned after any suspected case. Where the room has been used for this purpose, it is out of bounds as a meeting room until a deep clean and 72 hours have passed</li> <li>1. Medical room bathroom to be used for any any suspected cases</li> <li>1. Staff and students to adhere to social distancing; signage supports this</li> <li>2. Staff and students encouraged to wash hands with hot water and soap as often as is practicably possible. Hand sanitisation is available across the school and all staff are responsible for reporting where refills are needed</li> <li>2. Included in induction for students and regular reminders</li> <li>3. Tissues available in classrooms, with disposable nappy sacks to enable the double</li> </ol>	<p>All staff / Kitchen staff / SPIE team</p>
--------------------------	---	---	--	--

			<p>bagging of tissues where an individual is displaying symptoms of coronavirus. All staff are responsible for reporting where replacements are needed.</p> <p>3. Where practicable, doors and windows must be kept open for ventilation; these must be closed where rooms are being vacated (e.g. at the end of the session). If the temperature is cold and a classroom has several opening windows, some of these may be closed during lesson time based on the professional judgement of the teacher. The door should remain open and all windows should then be opened during break / lunchtime to improve airflow.</p> <p>4. Classrooms are equipped with anti-bacterial wipes to wipe books and equipment. All staff are responsible for reporting where replacements are needed.</p> <p>4. Where possible, staff and students should avoid sharing stationery, books and other equipment. Where equipment is shared, it should be wiped down thoroughly with anti bacterial wipes before and after use or left unused for 72 hours (24 hours for cardboard / paper)</p> <p>4. Where students from different bubbles are using the same space (i.e. at different times) they should be asked to wipe down any surfaces (e.g. desks and chairs) before and after use</p> <p>4. Where possible, marking should be completed onsite, after a 24 hour quarantine of student books. Staff must sanitise hands before and after each marking session</p> <p>4. The whole school site is thoroughly cleaned daily by SPIE.</p>	
--	--	--	--	--

			<p>4. Cleaning staff are onsite throughout the school day to clean common surfaces (e.g. door handles), public areas (e.g. bathrooms) and classrooms where required</p> <p>4. Dining area is thoroughly cleaned by kitchen and cleaning teams after use</p> <p>4. Clear desk policy applies at all times to minimise unnecessary handling of items</p> <p>5. All classrooms laid out as forward facing; in most cases teaching staff will be able to facilitate this but help is available on request. Students to stick to allocated seating plans</p> <p>5. Temporary timetables and zoned areas within school to accommodate year group 'bubbles' with staggered breaks, lunchtimes and finish times to minimise contact. This is documented separately</p> <p>5. Where possible, students remain in one place for learning and staff move around the building. Staff to use hand sanitiser and anti-bacterial wipes on shared staff equipment at the start and end of each session</p> <p>5. Lunches are served in grab bags only; these are to be eaten outside unless inclement weather prevents this, in which case, suitable indoor accommodation (i.e. classrooms) will be made available and staffed accordingly</p> <p>5. Staff communal areas are closed. Other than for duty staff, no food or drink will be provided for staff although access to drinking water remains. Vending machines are switched off. Staff are expected to make their own arrangements to find a suitable space to eat lunch; this could be an empty classroom, outdoor space or offsite. Staff leaving the site must sign out.</p>	
--	--	--	---	--

			<p>5. Student water fountains are out of use. Students who require a drink and do not have the money to purchase one from the dining room should ask a member of staff and drinking water will be provided</p> <p>5. Staff and student numbers in bathroom facilities are temporarily limited</p> <p>5. Teachers are allocated designated spaces for non-teaching time and are encouraged to use personal laptops during these times to minimise the sharing of equipment. Departmental shared offices should not be used other than for the storage of equipment</p> <p>5. Administration offices to provide drop boxes where possible to minimise entry of staff into office areas</p> <p>5. Staff should remain in their designated areas of school as much as is practicable and keep visits to other areas of the building to a minimum. If communication to other staff can be by phone or email then either of these methods should take precedence.</p> <p>5. Where internal (e.g. departmental) meetings take place, a suitable space should be sought which allows meeting attendees to socially distance and feel comfortable in their environment. Suggested meeting rooms are classrooms, seminar room, library or theatre</p>	
PPE (including face masks/coverings)	Spread of infection (coronavirus)	<ol style="list-style-type: none"> <li>1. PPE, including face coverings, is applied in accordance with national guidance</li> <li>2. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>• Children whose care routinely already involves the use of PPE due to their intimate</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Face coverings and any other PPE will be applied in accordance with national guidance</li> <li>1. Visors are available to staff on request</li> <li>2. No intimate care needs for students however where this is applicable, individual risk assessments are required, in consultation</li> </ol>	ALL

		<p>care needs should continue to receive their care in the same way.</p> <ul style="list-style-type: none"> <li>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>	<p>with the Medical Officer and appropriate pastoral / SEN staff</p> <p>2. Medical grab bags containing disposable apron, mask, gloves, hand wipes and sanitiser are available from the medical room, reception area and the Coach House. Staff training on how to don / doff PPE to be given in September 2020 on the understanding that no member of staff will be specifically directed to carry out this duty in the event of a suspected Covid case</p> <p>2. The Medical Officer, who deals with the majority of first aid cases, will be provided with appropriate PPE and first aid materials</p> <p>2. Any specific first aid training required to deal with cases will be delivered to first aid staff in Autumn 2020</p>	
Shielded and clinically vulnerable children	Infection of the coronavirus to vulnerable children	<ol style="list-style-type: none"> <li>For the vast majority of children coronavirus is a mild illness. However children <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield.</li> <li>These children are not expected to attend school, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</li> <li>Children should not attend school if they have symptoms or are self-isolating due to symptoms in their household.</li> </ol>	<p>1-3. Dealt with on case by case basis in communication with parents</p> <p>1-3. Free school meal vouchers in line with the national scheme will be provided where appropriate</p>	AFE / MSC
Shielded and clinically vulnerable adults	Infection of the coronavirus to vulnerable adults	<ol style="list-style-type: none"> <li>The school supports clinically extremely vulnerable employees (advised by their clinician or the NHS and confirmed to the school by</li> </ol>	<p>1-2. Staff survey last completed June 2020 allowing staff to declare medical vulnerabilities, backed by formal notification.</p>	AFE



		<p>official letter) in following national government guidance.</p> <p>2. Employees must not attend school if they have symptoms or are self-isolating due to symptoms in their household.</p>	<p>1-2. Although all staff are being protected through the measures outlined in this risk assessment, the school is aware of increased vulnerabilities for certain groups, including BAME colleagues. Individual concerns of any staff member, including BAME colleagues, should be raised with the Headteacher and where necessary, personalised risk assessments will be drawn up</p>	
Living with a shielded or clinically vulnerable person	Transmission of the coronavirus	<p>1. If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, they can continue to attend school and should follow current government guidance.</p>	<p>1. Dealt with on case by case basis. Personalised risk assessments are advised where individuals declare their vulnerabilities to the Headteacher</p>	AFE
Class/groups sizes	Infection of the coronavirus	<p>1. Reduce contact between people as much as possible e.g. only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>2. Between general groups, students should be kept apart. Brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>3. Avoid contact with anyone with symptoms</p> <p>4. Frequent hand cleaning and good respiratory hygiene practices</p> <p>5. Regular cleaning of settings</p> <p>6. Minimising contact and mixing</p>	<p>1. Temporary timetable based around year group 'bubbles' where students stay in situ wherever possible in order to reduce traffic around school.</p> <p>1. Staggered lunch and finish times are in place.</p> <p>2. Social distancing signage is in place around school and movement is limited in accordance with the temporary timetable. Where site geography allows, corridors and stairs operate on a one-way or one-group system. Signage supports this</p> <p>2. Each staircase will be used by a single year group to minimise mixed spaces, in accordance with the temporary timetable</p>	ALL

			<p>2. Face coverings and any other PPE will be applied in accordance with national guidance.</p> <p>2. Student numbers in bathroom facilities are limited through signage and specific facilities being designated to no more than three year groups whose access is staggered by the timetable arrangements</p> <p>3. Anyone displaying symptoms will be sent home immediately – see page 1</p> <p>4. Hand cleaning facilities available in classrooms, at sanitising stations and in bathroom facilities</p> <p>4. Classroom doors and windows to be open at all times when the room is in use, and closed when the room is vacated</p> <p>5. All classrooms to be left in a neat and tidy condition and any keyboard and mouse to be cleaned with an anti-bacterial wipe by the user at the start and end of the day / session. Desks must be cleared at the end of the day.</p> <p>5. Additional cleaning staff onsite during the school day are working to a strict cleaning timetable, including the cleaning of bathroom facilities, door handles and other common areas</p> <p>6. See above</p>	
Student wellbeing	Increased anxiety	1. Actively manage the health and wellbeing of all students, both in school at home	<p>1. Socially distanced home visits and / or telephone checks are carried out where students are being kept at home for shielding (i.e. where they are not reporting symptoms or other illness)</p> <p>1. 'I am worried' button on school website links directly to staff support</p>	MSC

			1. Onsite counselling support, listening service, pastoral and medical support is available throughout the school day	
Staff wellbeing	Increased anxiety	1. Actively manage the health and wellbeing of all staff onsite, working from home, shielding and on illness absence	1. The school operates an open door policy where staff are actively encouraged through regular staff updates to air any concerns with their line manager or senior staff  1. Staff are encouraged to use the Kirklees Care First free and confidential helpline if they require additional support (0800 174319)  1. Regular updates to all staff, including wellbeing checks on any staff self-isolating or shielding	AFE
Deliveries	Infection of the coronavirus	1. Caretakers to move all deliveries from reception as soon as practicable  2. Once in departments, the unloading of boxes is the responsibility of departmental staff	1. Delivery of personal items is not permitted  1. Deliveries to be dropped in lobby area where possible, otherwise just inside main reception area  2. All staff to thoroughly wash hands with hot water and soap (or use hand sanitiser) after handling parcel deliveries	SPIE/ All
Volunteers	Infection of coronavirus	1. Volunteers, other than student teachers on a school approved course are not permitted during pandemic	1. Student teachers to receive induction training on school Covid policies	LTA
Emergency procedures	General safety of staff and students  Infection of the coronavirus	1. Evacuate or invacuate as per normal procedures, prioritising the general immediate safety of staff and students over social distancing	1. Normal procedures apply	All

## Useful links

### Conclusions:

If the above the measures are followed and employees and students with suspected symptoms do not attend the school or if they do are sent home immediately and a high standard of hygiene is maintained then the risk of transmission will be low.

### **Review Date:**

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

**Assessor (Signed):**

**Dated:**

**Manager (Signed):**

**Dated:**

### **THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY**

The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to.

**Please document that this information has been provided**