

Task / Activity:	Schools - Covid-19
-------------------------	---------------------------

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>

Service Area/Division: North Huddersfield Trust School	Assessed by: Lorna Wright / Andrew Fell	Last reviewed 13 th January 2021	Colour coded version control 9/10/20 22/10/20 V2.3 6/11/20 V2.4 13/1/21 V2.5
---	--	---	---

	Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
--	--------	-------	------------------	------------------	------------------------------------

<p>Case / suspected case of coronavirus (lockdown 3)</p>	<p>Infection</p>	<ul style="list-style-type: none"> • In line with government guidance, all staff and students must work and learn from home where possible • There is a rota in place to support key worker / vulnerable children in school which includes supervision, pastoral care and first aid • For the purposes of key worker / vulnerable students attending the school site, social distancing must be maintained where possible, however for the purposes of a classroom setting these students form a learning 'bubble' • Staff who are in school must follow the risk assessment • Mass testing will be rolled out as soon as practicable. In the meantime, staff and students are advised to use the Hudawi Centre for precautionary testing when they are showing no symptoms (no appointment required). Where staff / students are displaying symptoms they should arrange testing through the NHS • Students are in receipt of a full timetable of remote learning. For students attending school these lessons are delivered remotely to an IT classroom • Students eligible for free school meals receive a meal (if attending school) or £15 per child per week voucher (remote learning) 	<p>ALL</p>
<p>Case / suspected case of coronavirus</p>	<p>Infection of coronavirus</p>	<ul style="list-style-type: none"> • No person must attend the school site where a member of their household has tested positively in the last 10 days <p>Where a case is suspected for either staff or student:</p> <ul style="list-style-type: none"> • 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 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.= • 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 • 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 	<p>ALL</p>

			<ul style="list-style-type: none"> • Inform SPIE to deep clean the seminar room and any other known locations that the person has used that day • Suspected case must refer for a coronavirus test on first day of absence and self-isolate until results are known. <p>Where results are positive:</p> <ul style="list-style-type: none"> • 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 • All members of person’s household including any members of the school community from the same household must self-isolate for 10 days • Class / relevant staff who have been in close contact to self-isolate for 10 days (confirmed in writing) – see Gov.uk for definition of close contact • School contacts Kirklees Health Protection Team and follows advice accordingly • Communication to all parents and staff for information including warning to look out for symptoms in others • Medical Officer (students) / Business Manager (staff) updates school record • School reports positive cases for both staff and students to the local authority <p>Where results are negative:</p> <ul style="list-style-type: none"> • Person returns to school • Medical Officer (students) / Business Manager (staff) updates school record 	
Student attendance	Loss of learning	<p>1. Parental duty to ensure their child attends school regularly still stands, whether physically in school or remote learning from home. Remote learning is provided in the event of a national lockdown or a student bubble being instructed to self-isolate.</p> <p>2. Where individual students are sent home to self-isolate, where possible learning will be provided online. Laptops may available for loan where required</p>	<p>1. School continues its recording of student attendance, including remote lessons, with persistent non-attendance being followed up by school staff</p> <p>1. For in-school learning, identify students / families where there is anxiety about students returning to school and offer appropriate support to encourage good attendance</p>	MAL

			3. Laptops are provided to students who do not have computer access at home. Where necessary, mobile data may also be provided	1. Where appropriate, personalised risk assessments may be required (via SEN, pastoral and medical staff)	
Staff attendance	Low staff attendance Impact on teaching and learning	1. All staff to attend school in adherence with the Kirklees Attendance Policy and current government guidance on self-isolating or shielding.	1. Attendance management policy applies unless medical or written evidence of Covid-related conditions apply 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 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	ALL	
School premises	Personal injury Fire Legionella Infection of coronavirus	1. Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. 2. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. 3. Legionella checks are to be up to date. 4. Electrical, gas and ventilation systems checks are up to date. 5. Increased cleaning regime.	1-5. The school building is open every for site staff. SPIE is responsible for all site and facilities checks. 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	LWR / SPIE	
Infection Control	Infection of coronavirus Dealing with direct transmission (e.g. close contact with those	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.	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	All staff / Kitchen staff / SPIE team	

		<p>sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces</p>	<ol style="list-style-type: none"> 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. 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 4. Cleaning frequently touched surfaces often using standard products (such as detergents and bleach). 5. Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<p>1. Regular text message reminders sent to parents that they must not send any student to school who is displaying symptoms or where the student or a member of their household is awaiting results of a Covid test</p> <p>1. Visitors to the school are permitted by appointment only; signage supports this</p> <p>1. Staff must delay or re-arrange any non-essential appointments</p> <p>1. Meetings with 3rd parties to be by remote media (e.g. Microsoft Teams) where possible</p> <p>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</p> <p>1. Medical room bathroom to be used for any any suspected cases</p> <p>1. Staff and students to adhere to social distancing; signage supports this</p> <p>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</p>	
--	--	--	--	---	--

				<p>2. Included in induction for students and regular reminders</p> <p>3. Tissues available in classrooms, with disposable nappy sacks to enable the double 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). <i>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.</i></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><i>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)</i></p> <p><i>4. Where students from different bubbles are using the same space (i.e. at different times) they should be</i></p>	
--	--	--	--	--	--

				<p>asked to wipe down any surfaces (e.g. desks and chairs) before and after use</p> <p>4. Laptops used by staff and students for remote learning / home working are quarantined for 3 days upon their return to school</p> <p>4. Where possible, marking should be completed onsite, after a 24 hour quarantine of student work. 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 disposable, carry out containers; 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. When only key worker / vulnerable students are in school, the dining room may be used provided that social distancing can be maintained</p> <p>5. Staff communal areas are closed. Drinking water is provided at various locations across the school. Whilst drinking water is available from all cold water taps, staff are advised not to use taps where cross contamination is a risk (e.g. in bathrooms and science and technology labs). 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. From 16th November 2020 school meals will be available to all staff from the dining hall. Other than for those taking duty meals, this service is only available once students have cleared the space and moved outside; this is to avoid crowding with students and allows any staff queuing to socially distance. See point above for</p>	
--	--	--	--	---	--

guidance regarding suitable eating spaces

5. Student water fountains are out of use and students are encouraged to bring their own supply of drinking water. Drinking water is available to purchase at break and lunchtimes and free drinking water is available from the catering team on request.

5. Staff and student numbers in bathroom facilities are temporarily limited

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. **In some cases these may be allocated for use by named individuals in order to aid school operation**

5. Administration offices to provide drop boxes where possible to minimise entry of staff into office areas

5. Protective perspex desk screens have been installed in shared office spaces

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.

				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	
PPE (including face masks/coverings)	Spread of infection (coronavirus)	<ol style="list-style-type: none"> 1. PPE, including face coverings, is applied in accordance with national guidance 2. Full PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • 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. 	<ol style="list-style-type: none"> 1. Face coverings and any other PPE will be applied in accordance with national guidance. <ol style="list-style-type: none"> 1. Visors are available to staff on request 2. No intimate care needs for students however where this is applicable, individual risk assessments are required, in consultation with the Medical Officer and appropriate pastoral / SEN staff 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 full PPE has been delivered 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 2. The Medical Officer, who deals with the majority of first aid cases, is provided with appropriate PPE and first aid materials 2. Any further first aid training to deal with cases will be delivered as required 	ALL	

Shielded and clinically vulnerable children	Infection of the coronavirus to vulnerable children	<ol style="list-style-type: none"> 1. For the vast majority of children coronavirus is a mild illness. However children <u>classed as clinically extremely vulnerable due to pre-existing medical conditions</u> may periodically be advised by the government to shield. 2. Where shielding is advised, 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. 3. Children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. 	<p>1-3. Dealt with on case by case basis in communication with parents</p> <p>1-3. Free school meal vouchers 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"> 1. The school supports clinically extremely vulnerable employees (advised by their clinician or the NHS and confirmed to the school by official letter) in following national government guidance. 2. Employees must not attend school if they have symptoms or are self-isolating due to symptoms in their household. 	<p>1-2. Staff survey initially completed June 2020 allowing staff to declare medical vulnerabilities, backed by formal notification.</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>	AFE

	Living with a shielded or clinically vulnerable person	Transmission of the coronavirus	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. Dealt with on case by case basis. Personalised risk assessments are advised where individuals declare their vulnerabilities to the Headteacher 	AFE
	Class/groups sizes	Infection of the coronavirus	<ol style="list-style-type: none"> 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. 2. Between general groups, students should be kept apart. Brief, transitory contact, such as passing in a corridor, is low risk. 3. Avoid contact with anyone with symptoms 4. Frequent hand cleaning and good respiratory hygiene practices 5. Regular cleaning of settings 6. Minimising contact and mixing 	<ol style="list-style-type: none"> 1. Temporary timetable based around year group 'bubbles' where students stay in situ wherever possible in order to reduce traffic around school. <ul style="list-style-type: none"> 1. Staggered lunch and finish times are in place. 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 2. Each staircase is allocated to a single year group to minimise mixed spaces, in accordance with the temporary timetable 2. Face coverings and any other PPE will be applied in accordance with national guidance. 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 	ALL

				<p>3. Anyone displaying symptoms will be sent home immediately – see page 1</p> <p>4. Hand cleaning facilities available in all rooms, at sanitising stations and in bathroom facilities</p> <p>4. Classroom and office 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> <p>1. Onsite counselling support, listening service, pastoral and medical support is available throughout the school day</p> <p>1. General wellbeing checks are carried out by teaching and pastoral</p>	MSC	

				<p>staff where students are not in school</p> <p>1. Reintroduction of tutor time, including remote provision, to help create team spirit and a sense of community</p>	
Staff wellbeing	Increased anxiety	<p>1. Actively manage the health and wellbeing of all staff onsite, working from home, shielding and on illness absence</p>	<p>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</p> <p>1. Staff are encouraged to use the Kirklees Care First free and confidential helpline if they require additional support (0800 174319)</p> <p>1. Regular updates to all staff, including wellbeing checks on any staff self-isolating or shielding</p> <p>1. Comprehensive staff wellbeing / Covid section on staff Frog facility, including guidance for employee healthcare self-referral and counselling appointments</p> <p>1. Staff working from home are advised to keep on top of their workload and daily emails but are encouraged not to work outside of their normal contracted hours or directed time</p>	AFE	
Deliveries	Infection of the coronavirus	<p>1. Caretakers to move all deliveries from reception as soon as practicable</p> <p>2. Once in departments, the unloading of boxes is the responsibility of departmental staff</p>	<p>1. Delivery of personal items is not permitted</p> <p>1. Deliveries to be dropped in lobby area where possible, otherwise just inside main reception area</p> <p>2. All staff to thoroughly wash hands with hot water and soap (or use</p>	SPIE/ All	

				hand sanitiser) after handling parcel deliveries	
	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