



Diocese of Norwich
Education and
Academies Trust

Thomas Bullock CE Primary Academy

Coronavirus (COVID-19): risk assessment for pupils at school

April 2020

Assessment conducted by: JL, SOS and JW	Job title: SLT	Covered by this assessment: <u>pupils, staff</u> and <u>other relevant individuals</u>.
Date of assessment: April 2020	Updated May 1, 2020 and will be reviewed in-line with Government updates.	Date of next review: Continuous

Related documents
First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Sheets, Administering Medication Policy, Data Protection Policy, Behaviour and Learning Policy, Staff Code of Conduct, Cleaning Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Recommended controls	In place? Y/N	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' 	Y	HT	April 2020	M

Area for concern	Recommended controls	In place? Y/N	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and via the folder in the school entrance hall. • Parents are made aware of the school's infection control procedures in relation to coronavirus via e-mail and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus in person and are informed that they must tell a member of staff if they begin to feel unwell. • The confidentiality guidelines are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
Poor hygiene practice	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • Pupils wash their hands with soap when they arrive at school, before entering the classroom, before and after break times and lunchtimes and before they leave the building for no less than 20 seconds. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. 	Y	HT	April 2020	M

Area for concern	Recommended controls	In place? Y/N	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Bar soap is not used, liquid soap dispensers are installed and used instead. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH sheets and the Health and Safety Policy. • The school arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Trust. 				
Ill health	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil who displays signs of being unwell is immediately referred to the member of SLT in school. • staff act to ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. 	Y	HT	April 2020	M

Area for concern	Recommended controls	In place? Y/N	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 				
Spread of infection	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the First Aid and Cleaning Policies, using PPE at all times. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via letter and email not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 	Y	All staff	March 2020	M

Area for concern	Recommended controls	In place? Y/N	By whom?	Deadline	Risk rating following action H/M/L
	metres apart at entrances and exits to avoid risks of transmission.				
Poor management of infectious diseases	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the member of SLT onsite. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible and PPE is worn where appropriate. The head-teacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y	All staff	April 2020	M
Lack of communication	<ul style="list-style-type: none"> Teachers report immediately to the member of SLT on site about any cases of suspected coronavirus, even if they are unsure. The head-teacher contacts the Trust immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their Trust. School keeps pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y	HT	March 2020	M
Disruption to the running of exams	<ul style="list-style-type: none"> All exams for 2020 are cancelled. 	Y	HT	April 2020	L
Partial school closure	<ul style="list-style-type: none"> The school communicates with parents via letter, email and text regarding any updates to school procedures which are affected by the coronavirus pandemic. Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. 	Y	HT	April 2020	M

Area for concern	Recommended controls	In place? Y/N	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> • Pupils continuing education at school are seated on separate tables from their peers where possible. • Pupils working from home are assigned work to complete daily by their teacher. • The head-teacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. • The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • The SLT ensures pupils have access to school work and the necessary reading materials at home, prior to a school closure. • The head-teacher works with ICT support to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The head-teacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. • The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy. • The head-teacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close. 				
Vacant premises	<ul style="list-style-type: none"> • Access to the school is restricted to essential personnel only. • The head-teacher and site manager remain on-call in case of an emergency or if access to the school is required. • External signage is visible to show that the school is closed and that access is restricted. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. 	Y	HT	April 2020	L

Area for concern	Recommended controls	In place? Y/N	By whom?	Deadline	Risk rating following action H/M/L
	<ul style="list-style-type: none"> • The site manager ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the head-teacher as soon as possible and issues are resolved prior to school returning to usual business. • The head-teacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 				
Emergencies	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y	SBM	March 2020	L