

## INFECTIOUS DISEASES COVID-19

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staggered arrival times for family groups in accordance with Return to Work plan</li> <li>One-way system introduced when parents bring pupils to school across path in front of KS1 class doors and across playgrounds for access directly into EYFS classes (or opposite class door in respect of nursery)</li> <li>2 metre rule to be enforced while they are waiting for staff to receive their children and appropriate markings on ground to assist parents</li> <li>Any staff member who is outside enforcing the rules, should wear a face covering and gloves.</li> </ul>	Low	Yes	
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staff receiving children to wear a face mask, visor and gloves, although 2m distance between parent and staff member will be to be maintained. This will be supported by external floor markings</li> <li>Child will enter classroom directly where they will be directed by staff member within their family group to the appropriate toilets (one at a time) to wash their hands</li> </ul>	Low	Yes	
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Family groups of no more than 12 children established with fixed staffing and designated classrooms.</li> <li>Designated classrooms clearly marked for parents</li> <li>Family groups, designated classrooms and marked routes to classrooms communicated to parents before 1 June.</li> </ul>	Low	Yes	

			<ul style="list-style-type: none"> <li>Classrooms have been set up to ensure a 2-metre rule is in place between each child</li> <li>The teacher's desk has been kept 2 metres away from the children's tables</li> <li>Tissues will be available on each table for pupils to use when coughing or sneezing and they must go into a bin after one use.</li> </ul>			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff must keep a safe distance (2m if possible) at all times where possible when teaching.</li> <li>Where children may require extra assistance a 2m rule must try to be enforced but it is accepted in an infant setting that this may not always be possible.</li> </ul>	Low	Yes	
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>Remind the children regularly of the importance of washing their hands after using the toilet – posters displayed in toilets and in classrooms reminding children of need to wash their hands for 20 seconds.</li> </ul>	Low	Yes	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Children reminded of the importance of social distancing whilst outside.</li> <li>Look at providing activities which can abide by the rules: each family group to have a separate box of their own resources which will be cleaned twice daily</li> <li>Supervising staff will try to ensure a 2m distance between them at all times. Supervising staff will be part of the family group.</li> </ul>	Low	Yes	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staff must sit at least 2 metres apart from each other and the staff room will be set up with individual spaces to ensure this can take place</li> <li>Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils</li> </ul>	Low	Yes	
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Whilst children are out of classroom, clean tables and door handles with a disinfectant spray.</li> <li>Wear gloves whilst carrying out this task and wash hands after cleaning.</li> </ul>	Low	Yes	

Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Children to eat in their designated classroom.</li> <li>• Children to be supervised by a member of their family group staff</li> <li>• Children reminded of the importance of social distancing whilst outside.</li> <li>• Look at providing activities which can abide by the rules: each family group to have a separate box of their own resources which will be cleaned twice daily</li> <li>• Supervising staff will try to ensure a 2m distance between them at all times. Supervising staff will be part of the family group.</li> </ul>	Low	Yes	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders must ensure they wear full PPE when dealing with injuries.</li> <li>• First aid supplies and PPE to be kept in each classroom to avoid greater footfall around school than required.</li> <li>• Contact can be made with office if more support is required</li> <li>• Where possible, having regard to the age of the children in Y1 and EYFS, child will be asked to wipe away any blood or hold cold compresses etc.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment in designated format – records held centrally on teams</li> <li>• Always wash hands after contact and remove PPE which should be bagged and placed in bin in classroom</li> </ul>	Low	Yes	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• In the event of a serious injury or incident call 999 immediately through the school office. Claire Gwilliam in the school office is Emergency First Aid at Work trained</li> <li>• Wear full PPE in close contact or dealing with bodily fluids</li> </ul>	Low	Yes	

			<ul style="list-style-type: none"> <li>• In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>• Always wash hands after contact and remove PPE carefully and bag and bin said PPE</li> </ul>			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear full PPE when administering first aid procedures.</li> <li>• Gloves, face masks, visors and aprons kept in each classroom so first aid can be administered within class environment in the first instance</li> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK).</li> <li>• If medication is administered, appropriate paperwork in respect of parental consent and administration to be kept in the relevant classroom. Medication to be handed to class teacher by parent, not through the child. This will be stored centrally on teams</li> </ul>	Low	Yes	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child, if this is possible with regard to the age of the child.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc, then bag and bin said tissue</li> <li>• If contact is required, consider wearing a PPE</li> <li>• Wash hands after contact, remove PPE and bag it before disposing of it in the bin</li> </ul>	Low	Yes	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> <li>• School hall to be used as an alternative evacuation space in place for all family groups.</li> </ul>	Low	Yes	

			<ul style="list-style-type: none"> <li>If staff are required to intervene and positive handling is required, PPE equipment must be worn.</li> </ul>			
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>One way system in place across KS1 path and playgrounds (EYFS) <i>with a Head of School supervising outside to inform parents to abide by the 2 metre social distancing rule.</i> 2m queueing points to be marked on the ground outside class areas</li> <li>Staggered leaving times in accordance with Return to School plan.</li> <li>Children released directly to parent from classroom door</li> </ul>	Low	Yes	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Parents will be informed that conversations with staff must be by email or over the phone.</li> <li>Parents will be informed that the school office is closed to visitors</li> <li>Parents will be discouraged from congregating around the school site.</li> </ul>	Low	Yes	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if</li> </ul>	Low	Yes	

			<p>they believe they may have been exposed to coronavirus.</p> <ul style="list-style-type: none"> <li>• Where this is the case, staff member to arrange a test as soon as possible</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters 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.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>• Staff members to monitor children in their family group and report any signs that a child is or seems to be unwell</li> </ul>			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils and staff to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> </ul>	Low	Yes	

			<ul style="list-style-type: none"> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of smell and/or taste and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> <li>• Where this is a child, the supervising member of staff will wear full PPE: mask, gloves, apron and visor (kept in the classrooms) whilst with the child. Once the child has been collected, that PPE must be carefully removed and double bagged – the waste must then be kept securely until the outcome of the child’s Covid test is known – once known the PPE waste should be disposed of in accordance with up to date guidance</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> </ul>	Low	Yes	

		<ul style="list-style-type: none"><li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others: <i>in the area outside the Headteacher's Office.</i></li><li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li><li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. This will be the disabled toilet which will be deep cleaned if used</li><li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li><li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. They should arrange for a Coronavirus test as soon as possible and communicate the results of that test to school as soon as they are known.</li><li>• Where a child is sent home with suspected Coronavirus symptoms, their parents or carers should be instructed to arrange a test as soon as possible and communicate the results of that test to school as soon as they are known.</li><li>• <i>Government guidance to be followed in respect of those test results and the remaining members of their family group: The group remain in school unless they suffer symptoms of Coronavirus</i></li></ul>			
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Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell.</li> <li>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance, subject to the testing requirements above.</li> <li>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections and consideration is given as to that child being in school.</li> <li>• The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> </ul>	Low	Yes	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. .</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul>	Low	Yes	

			<ul style="list-style-type: none"><li>• The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li><li>• Staff discuss with the Head of School their plans to return to work after having coronavirus.</li><li>• A nominated person monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus.</li></ul>			
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