

INFECTIOUS DISEASES COVID-19 – Edward the Elder updated 5.11.2020

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Further action required?	
					Yes	No*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> One way system in place for pupils to walk into school grounds, with a staff member supervising Staff and Parents encouraged to wear face masks/coverings when on school grounds or when speaking to member of staff 2 metre rule to be enforced while they are waiting for staff to receive their children Children enter school through designated doors/gates independently Staff members outside should avoid face-face contact with parents. Staff to encourage telephone calls. 	Low		√
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff receiving children to should enforce the 2 metre rule Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) 	Med		√
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> The classroom should be set up to ensure pupils are seated side by side and facing forwards Where circumstances allow, adults should stay 2 metres away from each other 	Med		√

			<ul style="list-style-type: none"> • Tissues available within each classroom for pupils to use when coughing or sneezing and they must go into a bin after one use. • Windows will be opened to improve ventilation 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. Avoid face to face contact and minimise time spent within 1 metre of anyone • Children should be supported to maintain distance and not touch staff and peers where possible • In PE lessons, outdoor sports will be prioritised and contact sports will not take place 	Med		√
Use of equipment	Staff Children	Infection control	<ul style="list-style-type: none"> • Children will be provided with individual stationary packs to reduce use of shared equipment • Classroom resources such as books and games can be shared within the bubble but should be cleaned regularly • iPads can be used but must be cleaned between uses • PE equipment can be shared by class 'bubbles' but must be cleaned between uses • Children will bring into school own PE kits and these will be kept on pupil's pegs – these will be not used until 72 hours have passed and PE kit will stay in school. • Reading books can be sent home. When they come back into school, they should be kept separate for 48 hours before being returned to shared boxes 	Med/Low		
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. 	Low		√

			<ul style="list-style-type: none"> • Toilets to be cleaned at lunchtime and at the end of the day 			
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Children informed again of the importance of social distancing whilst outside. • Playtimes will be staggered to reduce the number of pupils outside at one time • Look at providing activities which can abide by the rules. Contact sports will not take place. • Supervising staff must keep a 2 metre distance from each other at all times. 	Med		√
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Use of the staffroom should be minimised • Staff must sit at least 2 metres apart from each other • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils 	Low		√
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. • Wear gloves whilst carrying out this task and wash hands after cleaning. 	Low		√
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Lunchtimes are staggered, with consistent supervisor each day • Years R,1,2 to eat in the hall but in separate zones which are cleaned between uses. Year 3-6 pupils to eat in their own classroom • All cutlery used in classrooms is disposable 	Med		√
Morning/After school club arrangements	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils to be escorted by 1 member of staff at end of day to designated area within hall • Pupils to sit in designated area/space in hall which ensures ‘bubbles’ remain same as throughout the day (class bubbles) 			

			<ul style="list-style-type: none"> Children should be supported to maintain distance and not touch staff and peers where possible 			
Children leaving at the end of the club	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Parents to abide by the 2 metre social distancing rule 1 person only at a time in entrance (exit) to collect pupil to minimise congestion Children released when parent is next in queue 	Low		√
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact All PPE should be disposed of in a sealed bag 	High		√
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering and gloves when in close contact or dealing with bodily fluids In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. Always wash hands after contact 	High		√
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> First Aiders must always wear gloves when administering first aid procedures. It face covering should be worn if having to deliver close contact first aid. Any dressings used to be double bagged. Where any medications are administered try and encourage the pupils to self-administer if appropriate 	High		√

Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, wash hands immediately after contact 	Med		√
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • If team teach techniques are required, senior leaders should be called and it is advised face coverings and gloves are worn. • If this is not appropriate due to immediate response required, hands must be washed straight away 	High		√
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"> • One way system in place where possible, with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. • Staff and Parents encouraged to wear face masks/coverings when on school grounds • Staggered leaving times will be in place • Children released when parent is next in queue 	Low		√
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. • Staff and Parents encouraged to wear face masks/coverings when on school grounds • Parents will be discouraged in congregating around the school site. 	Low		√
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • 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. 			

			<ul style="list-style-type: none"> • 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"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care • 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) • 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 they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or 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 via school staff and are informed that they must tell a member of staff if they feel unwell. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • 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 	High		√

			<p>control procedures in accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • All cutlery and cups used in the hall are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • 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 			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<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 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. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. 	High		√

			<ul style="list-style-type: none"> • The parents of unwell pupils 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. Any adult waiting with a child must wear PPE • 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. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents to self-isolate. Parents are advised to contact NHS 119 or visit the NHS testing and tracing website to book a test. They should call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately to self-isolate and are advised to contact NHS 119 to book a test or visit the NHS testing and tracing website to book a test. They should call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being 	High		√

			<p>unwell and believe they have been exposed to coronavirus.</p> <ul style="list-style-type: none"> • 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. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • 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. • If school is notified that a child or adult has tested positive for coronavirus, schools will contact the local health protection team and follow advice given. • Anyone who has been in close contact with an infected person will be sent home to self-isolate for 14 days. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • 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. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Head of School or SLT as soon as possible. . 	High		√

			<ul style="list-style-type: none">• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.• The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.• Staff inform the Head of School when they plan to return to work after having coronavirus.• A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.			
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