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| **School** | **Tottenhall Infant School** | **Headteacher** | **Sian Mainwaring** |
| **Work Activity Being Assessed** | **Risk Assessment for school in response to COVID-19** | **Risk assessment number** | **5** |
| **Date of Assessment** | **02.11.20** | **Date of Next Review** | **30.11.20** |
| **Who Might Be Harmed** | **Pupils, staff, visitors and contractors** | **Who May Be Affected?** | **Whole School** |
| **Shared with** | **Governors: Y/N Date: 2.11.20** | **SLT: Y/N Date: 2.11.20** | **Staff: Y/N** **Date: 2.11.20** |
| **To be used in conjunction with:**  **Guidance for Full Opening-Schools**  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  **Stay at Home: Guidance for households**  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  **Guidance on Testing and Tracing**  <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>  **Main points**  -Schools are required to assess risks and put in place proportionate control measures  -Group children together and avoid contact between groups  -School Community to maintain social distancing  -Enhanced cleaning arrangements  -Active engagement with NHS Test and Trace  -Robust hand and respiratory hygiene  -People who are displaying COVID-19 symptoms to stay at home and arrange a test  **Please Note: Following the announcement of a national lockdown in England starting on Thursday 5th November the school will remain open for all pupils.** | | | |

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| **SYSTEMS OF CONTROL-Prevention and Response** | | | | | | | |
| **Aspect** | **What are the Hazards/Risks?** | **Who might be harmed?** | **Control Measures** | **🗸if in place x if not or n/a** | **What further action is needed to control the risks?** | **Who needs to carry out the action?** | **When is the action completed** |
| **PREVENTION** | **Contact with individuals who are unwell, have coronavirus symptoms, or have someone in their household who does.** | Whole School community | Staff and pupils who have tested positive with coronavirus symptoms will be asked not to come in to school and self-isolate for 10 days. | **🗸** | Letter for parents.  Staff informed about arrangement through staff meeting and e-mail | SLT | July 2020 |
| If anyone in the school becomes unwell with a new, continuous cough, high temperature, loss of or change in their normal sense of taste or smell they will be sent home. They will be asked to isolate and arrange to have a test. If positive they will have to isolate for 10 days. Other members of the household will need to self-isolate for 14 days. | **🗸** |
| Pupils awaiting collection will be in the welfare room where they can isolate behind a closed door, windows will be opened. Staff must keep a distance of 2 metres when caring for a child awaiting collection.  Welfare room will be closed unless staff need to access medication. Each class will have access to their class first-aid kit to deal with first-aid in class. | **🗸** | Poster reminding staff of expectation. | SLT  All Staff | July 2020 |
| Pupils needing to use the bathroom whilst waiting to be collected will use the toilet in the welfare room. The toilet will be cleaned after use. | **🗸** |  | SLT  Site Manager | On-going |
| If a distance of 2 metres cannot be kept PPE must be worn by staff caring for a pupil awaiting collection. | **🗸** | Set up PPE Box | Welfare Assistant | On-going |
| The school will practice usual emergency procedures if someone is seriously ill or their life is at risk- call 999. | **🗸** | Ensure new members of staff are aware of emergency procedures. | SLT | July 2020 |
| Staff do not need to go home if they have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves. | **🗸** |  | All Staff | July 2020 |
| Everyone who has contact with someone who is unwell will wash their hands thoroughly for 20 seconds with soap and running warm water or use hand sanitiser.  **PREVENTION** | **🗸** | Daily check of soap and hand sanitiser. | SLT  Site Manger | On-going |
| The area around the person with symptoms will be cleaned; this will include the designated waiting area, classroom and toilet if used.  Pupils and Staff will evacuate the classroom and go to the library/outdoors. | **🗸** | Close library for the autumn term. | SLT  Site Manger | On-going |
| Each class will have their own set of PPE- kept in a plastic zipped bag and hooked in the storeroom. | **🗸** |  | SLT  Welfare Assistant | July 2020 |
| Where possible there will be 3 paedeatric First Aiders on site everyday. | **🗸** |  | SLT | On-going |
| **Transmission of virus-clean hands more thoroughly and more often than usual.** | Whole School community | All soap and hand sanitiser dispensers will be checked throughout the day to ensure soap and sanitiser are available to clean hands regularly. | **🗸** | Additional to be placed in classrooms. | Site Manger | On-going |
| Hand sanitiser will be available at every entrance all corridors and the staffroom. | **🗸** |  | SLT  Site Manger | July 2020 |
| Where appropriate pupils with complex needs/allergies can use skin friendly hand wipes to avoid risk of ingesting soap/sanitiser. | **🗸** | Wipes in classroom box. | SENDCO  Welfare Assistant | On-going |
| Pupils will be asked to clean their hands regularly throughout the day. This will include on arrival, returning from breaks, changing rooms and before and after eating. | **🗸** | Posters in class and corridors. | All Staff | On-going |
| Signage in class for washing hands will be clear and child friendly. | **🗸** | Signage in class. | SLT/Class Teachers | July 2020 |
| Disposable paper towels will be used throughout the school- not hand dryers. | **🗸** | Paper Towels to be replenished every day. | Site Manager | On-going |
| Staff and pupils will be encouraged not to touch their mouth, eyes and nose.  **PREVENTION** | **🗸** | Staff meeting- PSHE on first day back for pupils. | SLT  All Staff | September 2020 |
| Staff to turn class taps on at the start of handwashing and then to turn off to avoid children doing this. | **🗸** |  | All Staff | On-going |
| Staff and visitors will wash hands when putting face masks on and removing them. | **🗸** | Poster | School Community | On-going |
| **Transmission of Virus- Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.** | Staff and Pupils | All classrooms will have 2 bins available for used tissues. The outdoor classrooms/playground will also have additional bins. | **🗸** | Purchase more bins. | SLT  Business Manager | July 2020 |
| Each classroom will have 2 boxes of tissues and placed in areas where pupils and staff can reach easily. | **🗸** | Ensure sufficient stock of tissues. | SLT  Business Manager  Welfare Assistant | On-going |
| Pupils with complex needs who struggle to practice good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant will be supported by their learning support assistant with managing self-care skills (stories- visuals-timetable for washing hands). | **🗸** | Wipes in each classroom. | LSA  Class Teacher  SENDCo | On-going |
| Staff will be given the option to wear face coverings. Staff will ensure communication with pupils is clear when wearing PPE. | **🗸** |  | All Staff | On-going |
| Windows will be opened for adequate ventilation. Fans will not be used. | **🗸** | Site Manager to open windows in the morning. | All Staff | On-going |
| Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. | **🗸** |  | SLT  All Staff | On-going |
| Fans in the school will be turned off to prevent circulation of air. | **🗸** |  | SLT  Site Manager | September 2020 |
| **Risk of Transmission- Introduce enhanced cleaning, including frequently touched surfaces/sharing of resources.**  **PREVENTION** | Whole school community | The school will continue with a robust cleaning routine. Classrooms will be cleaned as normal at the end of the day. | **🗸** |  | SLT  Site Manager | On-going |
| Toilets will be cleaned during the day 10am-2pm and at the end of the day.  If anyone with symptoms has used the toilets these will be cleaned directly after use. | **🗸** |  | SLT  Site Manager/ Cleaner | On-going |
| Tables will be wiped before and after children have their lunch in the classrooms.  Reception will eat in the lunch hall in zoned areas. | **🗸** | Cleaning timetable. | SLT  Site Manager/ Cleaner | On-going |
| Door handles, switches, entry buzzers and banisters will be cleaned more regularly. | **🗸** |  | Site Manager/ Cleaner | On-going |
| Bins will be emptied if full- by the cleaner/site staff. Remove lids off bins to avoid children touching the bins. | **🗸** |  | Site Manager/ Cleaner | On-going |
| Use of disposable cleaning cloths by cleaners and staff. | **🗸** | Ensure each class has disposable cloths. | Site Manager/ Cleaner | On-going |
| If a child is sick or there is a spillage in the classroom pupils need to be removed to outdoor space/Library and the site manager will then clean the area. | **🗸** | Share procedures with staff. | Site Manager/ Cleaner | On-going |
| Each class will have a set box with cleaning equipment which will be kept in the class storeroom on a high shelf. | **🗸** |  | Welfare Assistant | On-going |
| Library and sensory room will be closed to avoid sharing of resources by different bubbles. | **🗸** |  | Sign on door | July 2020 |
| The lift will be cleaned if used by someone with coronavirus symptoms. | **🗸** |  |  | On-going |
| The staffroom will be wiped throughout the day and additional wipes will be available for staff use. | **🗸** |  |  | On-going |
| Class resources cannot be shared across bubbles and PE equipment will be cleaned after use.  Dressing up clothes for role-paly will not be used. | **🗸** |  | Class Teachers | On-going |
| **Risk of transmission through contact- Minimise contact between individuals and maintain social distancing wherever possible.**  **PREVENTION** | Staff and Pupil  School Community | Pupils will be grouped in their bubble according to class groups in year 2 and year groups in reception and year 1. They will not mix with other bubbles (classes/year groups). Year 1 and reception will only mix as a year group bubble for outdoor learning. | **🗸** | PSHE Lesson first day back. | SLT  Staff | On-going |
| Where possible teachers will try and maintain their distance.  They should avoid face to face contact and minimise time spent within 1 metre of anyone. | **🗸** |
| Where possible teachers will stay at the front of the class, this area will be marked off- distance of a metre. | **🗸** | SLT  Site Manager  Staff | On-going |
| Children will be reminded not to touch staff and their peers. | **🗸** | SLT  Staff | On-going |
| Where possible seating in the class will be side by side and facing forward rather than face to face or side on. | **🗸** | Class Teachers | September 2020 |
| Assemblies will take place in bubbles and no groups will be expected to mix for assembly. | **🗸** |  | SLT  MLT | September 2020 |
| Lunch and breaks times will be staggered to ensure movement around the school site is kept to a minimum and to avoid busy corridors or entrances. ‘Keep Left’ signs to be displayed. | **🗸** | Breaks and lunchtime- Timetables | SLT | September 2020 |
| Pupils will not be expected to pass messages or collect paper registers etc. | **🗸** |  | All staff | On-going |
| School playground will be zoned to allow for timetabling of breaks and lunchtimes. | **🗸** |  | SLT | September 2020 |
| Children wishing to use the toilets will be sent one at a time from each class and staff will monitor for crowding. Children will be reminded to let staff know if toilets are too busy. | **🗸** |  | All Staff | On-going |
| Staffroom will be kept as an extended space using the community room to allow for distancing- seating will be arranged 1 metre apart with additional seating removed and stored. | **🗸** | Site Manager o remove seating. | Site Manager  SLT | September 2020 |
| Use of staffroom will be staggered. Timetabled breaks and lunchtimes.  **PREVENTION** | **🗸** | Timetables | SLT | September 2020 |
| Staggered start and finish times. Pupils will still have a full day in school. There will be a 8.30am start for year 2 with a 3pm finish and 8.45am start for year 1 with a 3.15pm finish.  Reception will start at 8.30am and finish 3.00pm.  Gates will be open from 8.30am and close at 8.50am in the morning and will open at 3.00pm and close at 3.25pm in the afternoon. | **🗸** | Share arrangement with staff and parents-letter. | HT  DHT | July 2020 |
| Signage to remind parents not to gather at the gates or outside classrooms. If pupils with siblings arrive early they will be allowed to go straight into classrooms to avoid parents and children queuing outside.  Marked boundary will be in place to ensure parents social distance from staff. | **🗸** |
| Parents wishing to come onto site will only be allowed to by appointment. | **🗸** | On-going |
| Only 1 parent allowed on site for drop off/collections /meetings or visiting school office. | **🗸** |
| Pupils wearing a face covering on arrival must either dispose it in a bin or hand it back to the parent. Pupils to try and avoid touching their face and wash their hands after removing face mask. | **🗸** |
| All visitors to school MUST wear a face masks.  Visitors to school will be kept to a minimum and only allowed if essential.  **PREVENTION** | **🗸** |  |  | On-going |
| Supply teachers, peripatetic teachers, outside agencies e.g. speech therapists, clinicians maintain as much distance as possible. | **🗸** | School Guidance for visitors. | HT  DHT | On-going |
| Visitors/contractors to the site will sign in as normal- sticker will be given instead of a badge to avoid sharing of lanyards. All visitors will be expected to follow schools distancing rules, informed on arrival. Gel will be available at all entrances and visitors will be asked to use it.  A risk assessment will be completed for any visitors to assess necessity of their visit. | **🗸** | School Guidance for visitors. | HT  DHT | On-going |
| All visitors MUST fill in the school screening questionaire. | **🗸** | School Screening Form | HT  DHT | On-going |
| Classroom resources such as books and games within a bubble can be shared, where necessary/possible these will be cleaned at the end of the day. P.E equipment will be cleaned after use. | **🗸** |  | SLT  P.E Subject Leader | On-going |
| Any resources borrowed from the central areas must be cleaned before putting back, including iPads. | **🗸** |  | SLT  Computing Subject Leader  Staff | On-going |
| Children will be allowed to bring in book bags, lunch bags, water bottles, coats, hats, scarves. Unnecessary items not to be brought in. | **🗸** | Share expectations with parents- Letter | SLT  Staff | September 2020 |
| Parents and visitors must wear a face mask when in the school building, this includes when meeting with staff members or visiting the school office.  **PREVENTION**  Parents will be expected to wear a face mask when dropping off and collecting their child. | **🗸** | Texts to parents  Posters on display | SLT  Staff  School Community | September 2020 |
| Pupils will not have access to sand/water/mud/playdough or any other malleable resource. | **🗸** |  | SLT  Staff | September 2020 |
| **Risk of transmission - Where necessary, wear appropriate personal protective equipment (PPE)** | Staff | PPE will be worn by staff when a child or member of staff becomes ill with coronavirus symptoms while at school and a distance of 2 metres cannot be maintained. | **🗸** | Staff meeting.  Ensure PPE is checked daily and replenished if needed. | All Staff | On-going |
| PPE will be worn when dealing with a child who has routine intimate care. | **🗸** |
| Members of staff will be given the choice of wearing PPE. Staff must wash before and after putting masks on or removing them. | **🗸** |
| PPE will be available in each classroom in a plastic zipped bag and in the first aid room. | **🗸** | SLT  Welfare Assistant | July 2020 |
| **RESPONSE**      **RESPONSE** | **Contact with individuals who have symptoms.**  **Engage with the NHS Test and Trace process.** | Whole school community | School will contact the London Coronavirus Response Cell and Enfield Public Health Team if there are any confirmed positive cases of coronavirus. See below for contact information. | **🗸** | Guidance on testing and tracing. | SLT  All Staff | On-going |
| Staff and parents will be informed that they will need to be willing and ready to: book a test if they display symptoms, must not come in to school if they display symptoms and will be sent home and self-isolate if they develop symptoms in school. All children can be tested including under 5s. School will inform staff and parents of NHS Test and Trace process. | **🗸** | Letter to parents and staff explaining expectations. | HT  DHT | September 2020 |
| Staff and Parents will be informed that they will need to provide details of anyone they have been in close contact with if they were to test positive for coronavirus if asked by NHS Test and Trace. | **🗸** |
| Staff/ Pupils will need to Self-isolate if they have been in close contact with someone who tests positive for coronavirus. |  |
| Anyone who displays symptoms of coronavirus should get tested, tests can be booked through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119. | **🗸** |
| The school will continue to be provided with a small number of home testing kits that can be given directly to parents and carers collecting a child who develops symptoms at school, or staff who have developed symptoms at school. | **🗸** | Check at the beginning of term. | HT  DHT  Business Manager | September 2020 |
| Parents and staff must inform the school immediately of the result of their test. | **🗸** | Letter to parents | HT  DHT | September 2020 |
| If someone is negative and no longer displaying symptoms similar to coronavirus, they can stop self-isolating and so can other members of the household.  **RESPONSE** | **🗸** |
| Anyone wo has tested positive whilst not experiencing symptoms but develops symptoms during the isolation period should restart the 10-day isolation period from the day they developed symptoms. | **🗸** |
| If someone tests positive they will be asked to self-isolate for at least 10 days from the onset of their symptoms and should only return when they do not have symptoms. Other members of the household should self-isolate for 14 days. | **🗸** |
| **Positive cases of coronavirus in the school- Manage confirmed cases of coronavirus amongst the school community.**  **RESPONSE**  **RESPONSE**  **RESPONSE** | Whole school community | School will contact the London Coronavirus Response Cell and Enfield Public Health Team if there are any confirmed positive cases of coronavirus. See below for contact information. | **🗸** | The school will use a template letter from the health protection team if needed. | HT  DHT | July 2020 |
| The schools will take actions based on advice from the health protection team – send home people who have been in close contact with someone testing positive for coronavirus, advising them to self-isolate for  14 days.  **Direct close contact**- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact.  **Proximity Contact** – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.  **Travelling** in a small vehicle, like a car, with an infected person. | **🗸** |
| The school will keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups. This will be a proportionate recording process. | **🗸** | Record of timetables and staffing arrangement | SLT | On-going |
| Names and details of people with coronavirus will not be shared unless it is essential to protect others.  **RESPONSE** | **🗸** | Expectations for staff and the wider school community shared via e-mails/letter/website. | HT  DHT | On-going |
| Household members of those traced as a contact who are sent home do not need to self-isolate themselves unless the child or staff member who is isolating subsequently develop symptoms. | **🗸** | On-going |
| If someone in a class or group has been asked to self-isolate develops symptoms themselves within their 14 day isolation period they will be asked to get tested. | **🗸** | On-going |
| If the test delivers a negative result they must remain in isolation for the remainder of the 14 day isolation period as they could still develop coronavirus within the remaining days. | **🗸** | On-going |
| If the test result is positive they should inform the setting immediately and must isolate for at least 10 days from the onset of the symptoms. Their household should self-isolate for at least 14days from when the symptomatic person first had symptoms.  **RESPONSE** | **🗸** | HT  DHT | On-going |
| The school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. | **🗸** | HT  DHT | On-going |
| Inform St Michael at Bowes School of any siblings they have of pupils being sent home displaying COVID symptoms. | **🗸** |  | HT  DHT  Office |  |
| **Outbreak In school- Contain any outbreak by following local health protection team advice.** | Whole school community | The school will work with the local health protection team if there is an outbreak- if the school has 2 or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus is suspected. | **🗸** |  | HT  DHT | On-going |
| The school will follow advice from the public health team about self-isolation of larger groups as a precautionary measure. | **🗸** | HT  DHT | On-going |
| Where there is an outbreak and a mobile testing unit is despatched to test others the school will have a designated area where the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. | **🗸** | HT  DHT  Business Manager | On-going |

**Contact information for schools in the event of positive cases.**

**London Coronavirus Response Cell**

**If your enquiry relates to coronavirus (COVID-19) contact London Coronavirus Response Centre (LCRC) on 0300 303 0450. Alternatively, you can email**[**LCRC@phe.gov.uk**](mailto:LCRC@phe.gov.uk)**or**[**PHE.lcrc@nhs.net**](mailto:PHE.lcrc@nhs.net)**if sending PII from an NHS.net email account.**

**This applies to the following HPTs:**

* **North East and North Central London HPT**
* **North West London HPT**
* **South London HPT**

**Enfield Public Health Team**

[**corona.virus@enfield.gov.uk**](mailto:corona.virus@enfield.gov.uk)