Kingfisher School

Risk Assessment - COVID 19

COVID-19: School Operational Risk Assessment - 2020

This risk assessment sets out the actions taken to increase the safety of staff and pupils whilst they are on the school site.
It is informed by the guidance provided by the Department of Education in the documents:
Coronavirus (COVID-19): implementing protective measures in education and childcare settings
Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

This risk assessment will be updated in line with changes to the guidance provided by the Department for Education. It does not comment on the level of risk, but rather how the school has implemented the protective measures recommended by Government.

The risk assessment is set into the following key areas:

Contents

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Section 1-Returning to school for children

Risk Identified and management alerts		Key Person and review process
• **Emotional distress** • **Pupils returning to school-**		**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **SLT** • **Class Teachers**
Who/What?	**Actions taken to eliminate reduce or manage**	
Pupils Emotional Distress	• Restorative Curriculum in place to support pupils in addition to usual timetabled curriculum • Staff to use interventions – Family Advocate to support • Graduated return to school negotiated with Parents in cases where the child is highly anxious • PHSE heavy based curriculum on feelings and why some staff may be wearing PPE, and why some areas we now use differently • Teachers to flag any child who is anxious regarding return through the current alert system • DSL flag to anyone in distress that comes on our radar via external agencies	
More Pupils returning to school	• Phased return for pupils-parent requests dealt with on an individual basis • Parent expectations managed for phased return, as timetables and curriculum content is the driving factor for days for which pupils will attend	

Section 2-Returning to work for staff including mental well being

Risk Identified and management alerts	Key Person and review process
Emotional distress of adults including anxiety **Mixed information in the media on safety they may feel the approach is not safe** **Staff levels become critical due to absence**	**Reviewed following an incident or when further guidance is issued by the Government** **Headteacher** **SLT** **HLTA** **Class Teacher**
Who/What	**Actions taken to eliminate, reduce or manage**
Meetings and in school staffing	- Meetings to be held virtually where possible: - SLT - Teacher meetings - TAs - Annual Reviews - CiN - TAF - Parent Meetings etc - Sharing of support helplines frequently – employee assistance and line manager/ colleague, numbers to be available
Staff in school	- Staff supervision to be in place for incidents and welfare, following usual methods and line management structure - Staff encouraged to raise any issues as soon as they become apparent with regard to behaviour of pupils that put staff at risk of infection or if worried about themselves in anyway - Staff will be advised to maximise the use of space both within the classroom and in other areas of the school in order to minimise sustained close contact - Staff tea and coffee available in Staff Room, can use covered mugs to take back to the classroom as necessary - Staff to have lunch either in their classroom or outside, including sensory garden and outside space, using own cars or using alternate chairs in staffroom - Staffing levels and absence to be kept under review and any absences that are self-certified to be followed up with a phone call from SLT

	- All staff to enter, sign in and exit, using the front entrance - Using hand gel and washing regime on entry and departure - Showering facilities at the end of day for those staff who wish to use it
Staff working from home	- In the event of self isolating or shielding, all staff expected to be available to work contracted hours - Staff supervision to be in place for incidents and welfare, following usual methods and line management structure - Clear plan for staff working off site and those shielded
Staff shortage due to illness	- Dynamic risk assessment to be carried out in light of on the day staff absence - Risk assess staffing levels in consultation with class teacher and SLT - Possible staff changes as necessary (SLT decision) - School closure to some children if staff levels become too low to operate in a safe manner (this will be an absolute last resort)
Pupil behaviour issues	- Any issues with pupil behaviour due to spitting or transfer of bodily fluids to be raised with class teacher who will speak to a member of SLT for support
Use of PPE	- Individual circumstances to be taken into consideration - Staff will use routine PPE as usual for intimate care. This will be supplemented by single use Fluid Resistant face masks and visors for personal care that requires sustained close contact or involves pupils with poor saliva control. (Masks, Gloves, Visors, aprons and pocket hand sanitisers to be made available) - COVID-19 response packs to be made available containing four fluid resistant face masks, two pairs of medium gloves, two pairs of large gloves, four disposable aprons and two pairs of protective goggles, which will be stored in strategic locations to ensure ease of access. - PPE will be sourced through our normal suppliers and through the OCC Emergency PPE facility if required. - Staff will be requested to familiarise themselves with the information in document "Donning and Doffing Standard Personal Protective Equipment (PPE)" -Appendix 2 - Staff have the option to change outer clothes and shower before going home if required - Staff should also read the sections on social distancing and teaching resources - PPE to be disposed of in with designated PPE bins - If staff want to use face coverings throughout the day a transparent visor is preferable

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Section 3- Effective infection protection and control and transmission of virus and cleaning standards

Risk Identified and management alerts	Key Person and review process
• **Risk of spreading virus due to people unknowingly carrying the virus being in school** • **Risk of spreading virus due to people with symptoms being in school** • **Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus**	**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **SLT** • **Chief Operations Officer** • **Site Manager**
Who/What	**Actions taken to eliminate, reduce or manage**
Staff/Parent/Pupils	• Families and staff informed of isolation protocol should they or one of their household become unwell with COVID-19 symptoms • Transport services informed of any child who should be self-isolating and the duration for which they should not be attending school • If a child presents at school whilst they should be self-isolating, then they will be treated as if they became unwell whilst in school and isolated from the school community by staff wearing appropriate PPE whilst awaiting their collection • Routine for hand washing established in every class. Hand soap and hand sanitiser deployed to every classroom and at other key locations such as reception • Pupils directly instructed to wash hands throughout the day, at key routine periods and in response to pupil specific need, such as having coughed into their hand • Videos shown to pupils about handwashing • Good hygiene routines for parents to follow with children at home who have been into school – including advice regarding washing of clothes • Posters displaying guidelines for hand washing in key areas. Staff reminded via briefings
Suspected Infection of Staff or Pupil	• Isolation will take place in Meetings Room or if in use an empty room or office (SLT to advise) • Any onset of symptoms from any person and they will be asked to leave the premises or wait in isolation • Deep clean to commence on departure • Testing arranged if possible • Parents to have entered into an agreement before the child attends school that they will collect immediately if notified that their child has become unwell

Site	• Site and admin to manage stocks of antibac and PPE and proactively refill key points • Tissues and waste disposed in current hygiene bins • Additional hygiene collections • Maintain routine cleaning by contractors, school staff to follow a cleaning schedule • Cleaning equipment in all rooms – staff to be given own gloves and own personal visors (where necessary) to improve control • Anti-Bac sprays located in all classrooms and key locations for frequent through day use • Anti-Bac wipes located in all classrooms and key locations for frequent through day use • Anti-Bac wipes to be located in classrooms for use on children's equipment • All classrooms and other areas cleaned daily by contract cleaners

Section 4- Activities impacted by the requirement to socially distance

Risk Identified and management alerts	Key Person and review process
• **Lack of social distancing achieved leading to spread of infection** • **Children's mental health is damaged by the need to follow this rule**	**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **SLT** • **Chief Operations Officer** • **Site Manager**

Who/What	Actions taken to eliminate, reduce or manage
Site and resources	• Parents informed that social distancing cannot be guaranteed. • Normal timetables have been resumed where possible • All classrooms have direct access to outside space that can be used frequently to create more space. • Timetable for using shared spaces circulated • Class teachers to manage trips to toilets and wipe surfaces before and after use • Movement round school to be restricted • Staggered timetables for breaks and lunches • In class routines to be established with distance maintained as much as possible – e.g. lining up staggered playtimes and lunchtimes • Reduced play equipment – taken out from class and then returned. Use of play equipment such as soft toys, cushions etc that cannot be easily wiped clean to be avoided • Staff supervision throughout all aspects of the day • When eating, most children to remain in class setting • Tables to be cleaned before and after eating • No toys to be brought in from home – if they are, to be kept in bags • Resources to be controlled – e.g. tubs of resources for maths to be washed at the end of the day and in between groups • Resources from other areas to be wiped before and after use e.g. laptops and iPad • Shared teaching spaces should be used as per timetable-no ad hoc usage • Cleaning schedule to be agreed for those areas continuing to be shared across the day e.g. ball pool and light room • Use of outside space will be rotated

	• Outside equipment, including bikes should be wiped or sprayed with anti-bac spray prior to use and between use by more than one child.
	• Internal phones to be used for messages to classrooms
Pupils	• Lunch time in classrooms for most pupils
	• No large gatherings in the hall e.g. assemblies
	• Pupils should not be moving around the school unsupervised unless they are able to both understand and implement social distancing measures
	• Social distancing rules to be applied in classrooms where possible e.g if using desks, children to use individual desks/chairs
	• Outings on school minibuses with SLT permission only
	• Assemblies will not take place until further notice
Staff	• Consistency of staffing for children to be considered as far as staffing allows
	• Staff will be advised that pupils should not be moving around the school unsupervised unless they are able to both understand and implement social distancing measures
	• Staff will maximise the use of outside space to deliver activities and lessons
	• Staff to have lunch either in their classroom or outside, including sensory garden and outside space, using own cars or using alternate chairs in staffroom

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Section 5-Shielded and clinically vulnerable children and young people as well as staff

Risk Identified and management alerts	Key Person and review process

• **Infection spreading a symptomatic**	Reviewed following an incident or when further guidance is issued by the Government
	   • Headteacher
	   • SLT
	   • Chief Operation Officer
	   • Site Manager

Who/What	Actions taken to eliminate, reduce or manage
Pupils	• To be discussed case by case
Staff	• To be discussed case by case • Staff who are defined as unable to work due to Coronavirus risk will have a meeting with Headteacher/COO • Staff who are defined as unable to work due to Coronavirus risk will likely have an Occupational Health Referral

Section 6-Fire safety and Visitor Management

Risk Identified and management alerts	Key Person and review process
• **Potential risk of Fire** • **Managing visitors within the school**	**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **SLT** • **Chief Operations Officer** • **Site Manager** • **Office Staff**

Who/What	Actions taken to eliminate, reduce or manage
Fire Drill	• Fire Drill to be carried out when children are back in to test arrangements
Visitors	• Visitors to be kept to a minimum-no non-essential visitors in school • Laminated sheet for visitors to use to certify their eligibility to be in school. • Office staff to use the glass screen to communicate with anyone coming to the front entrance • Office staff to issue PPE if needed
Therapists	• Therapists are returning to school as per their own protocols • Therapist to see pupils and then write up reports off site
Cleaning Staff	• Not to be in school while pupils are in school, they must arrive after 3pm • Site manager to signpost cleaning staff to areas that need more regular cleaning or have more occupancy

Section 7-Tranport, Pupil Arrival at School and Parent Contact

Risk Identified and management alerts	Key Person and review process
• **Lack of infection control on transport leads to the spread of the virus** • **Parents dropping pupils off to school** • **Parents wishing to Contact Staff**	**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **SLT** • **Site Manager**
Who/What	**Actions taken to eliminate, reduce or manage**
Pupils on Transport	• The majority of pupils are transported to school as a result of their complexity of need or the distance which they live from the school, a significant number will still need to use county transport • Transport services have put in place their own protocols to minimise sustained close contact • Families will be encouraged to bring their children to school where possible and a system will be instigated to minimise additional interactions. (See above) and remain in vehicle until a member of staff arrives • Buses to be offloaded under the direction of Site Manager dependant on traffic situation • Issues around transport reported to Site Manager, who will then report to SLT who will contact Transport Providers
Pupils brought in by parents	• Children not to bring in excess baggage and toys in from home • One parent to pick up/drop off – not to speak to staff at beginning and end of the day • Reminder about Social Distancing in the entrance area-not to enter beyond green gates • Parents encouraged to stay in their cars/outside until 9am
Parent Contact with Staff	• Communication with parents via email and phone, not face to face at the entrance door • No families to enter the school building unless for a prearranged meeting, which will be conducted under socially distanced conditions • Siblings not to enter school site unless absolutely necessary

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Section 8-Teaching Resources

Risk Identified and management alerts	Key Person and review process
• **Infection spreads due to multiple use of equipment**	**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **SLT** • **Class Teachers** • **Site Manager**

Who/What	Actions taken to eliminate, reduce or manage
Equipment	• Outside equipment should be wiped or sprayed with anti-bac spray prior to use and between use by more than one child • Equipment that has been used should also be sprayed or wiped at the end of the school day • Staff advised to minimise the storage of resources and equipment within the classroom in order to maximise available floor space and circulation space • Staff advised to remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), unless they have a specific, emotional, behavioural, therapeutic or educational purpose for either an individual child or children within the group • Hard toys washed regularly with soap and water

Section 9-Safeguarding

Risk Identified and management alerts	Key Person and review process
• **Increase in Domestic Violence and mental health issues due to COVID situation** • **Fewer professionals have face to face contact with vulnerable pupils**	**Reviewed following an incident or when further guidance is issued by the Government** • **DSL Gatekeeper** • **Headteacher** • **SLT**

Who/What	Actions taken to eliminate, reduce or manage
Pupils **Staff**	• DSL on site at all times. • Normal procedures used to alert safeguarding incidents used – CPOMS. • Strong links to Social Care maintained. • Staff to have completed relevant courses and updated safeguarding training • Effective communication between key staff and SLT. • Safeguarding as standing agenda items on meetings. • Visitor management system in place.

Section 10-Admin, Finance and Site Teams

Risk Identified and management alerts	Key Person and review process
• **Admin, Finance and Site functions are not continued due to staff illness and absence**	**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **COO** • **SLT**

Who/What	Actions taken to eliminate, reduce or manage
Pupils **Staff** **Parents**	• Regular contact is maintained to monitor health and well-being. • If necessary, working from home can be reinstated. • Across Trust working means that one school can support the other if admin function fails. • Effective communication between key staff and SLT.

Section 11-Governence

Risk Identified and management alerts	Key Person and review process
• **Governance matters are not sufficiently supported for statutory duties to be carried out**	**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **Chair of Governors**

Who/What	Actions taken to eliminate, reduce or manage
Pupils **Staff** **Parents** **Governors** **Directors**	• Members and Directors to be informed if governance is not at a sufficient standard. • Regular communication between HT and Chair of Governors to be in place. • Regular welfare checks by Chair • Guidance from NGA and other agencies to be reviewed and advice taken into consideration. • Governor meetings to continue virtually for the foreseeable future. • Governance visits to school to be managed within the visitor management procedures. • Joint working across the trust schools to be in place should governance levels fall into a critical category.

Section 12-Further Lockdown (locally or nationally)

Risk Identified and management alerts	Key Person and review process
• **School is closed or partially closed due to national or local guidelines**	**Reviewed following an incident or when further guidance is issued by the Government** • **Headteacher** • **SLT**

Who/What	Actions taken to eliminate, reduce or manage
Pupils **Staff** **Parents** **Governors** **Directors**	• Once a local or national lockdown has been announced, SLT will communicate plans to all stakeholders. • Revert to remote learning with staff working from home (systems already in place for this to be successful based on working practices in term 5 and 6) • Support for families to revert to T5 and T6 working practices. • Skeleton staff in school following government guidance • DSL will determine any safeguarding issues that need to be addressed and liaise with social care where necessary.

Any concerns to be raised with SLT immediately

Dynamic RA to be in place
Reviewed regularly especially following any COVID 19 outbreaks or release of further government/LA guidelines

https://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/coronavirus/CovidGuidanceFlowchart.pdf

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**Section 13-Guidance for Childcare and Educational Settings in the Management of COVID-19
Please click the image below for the original document**.

PHE South East - Thames Valley Health Protection Team:
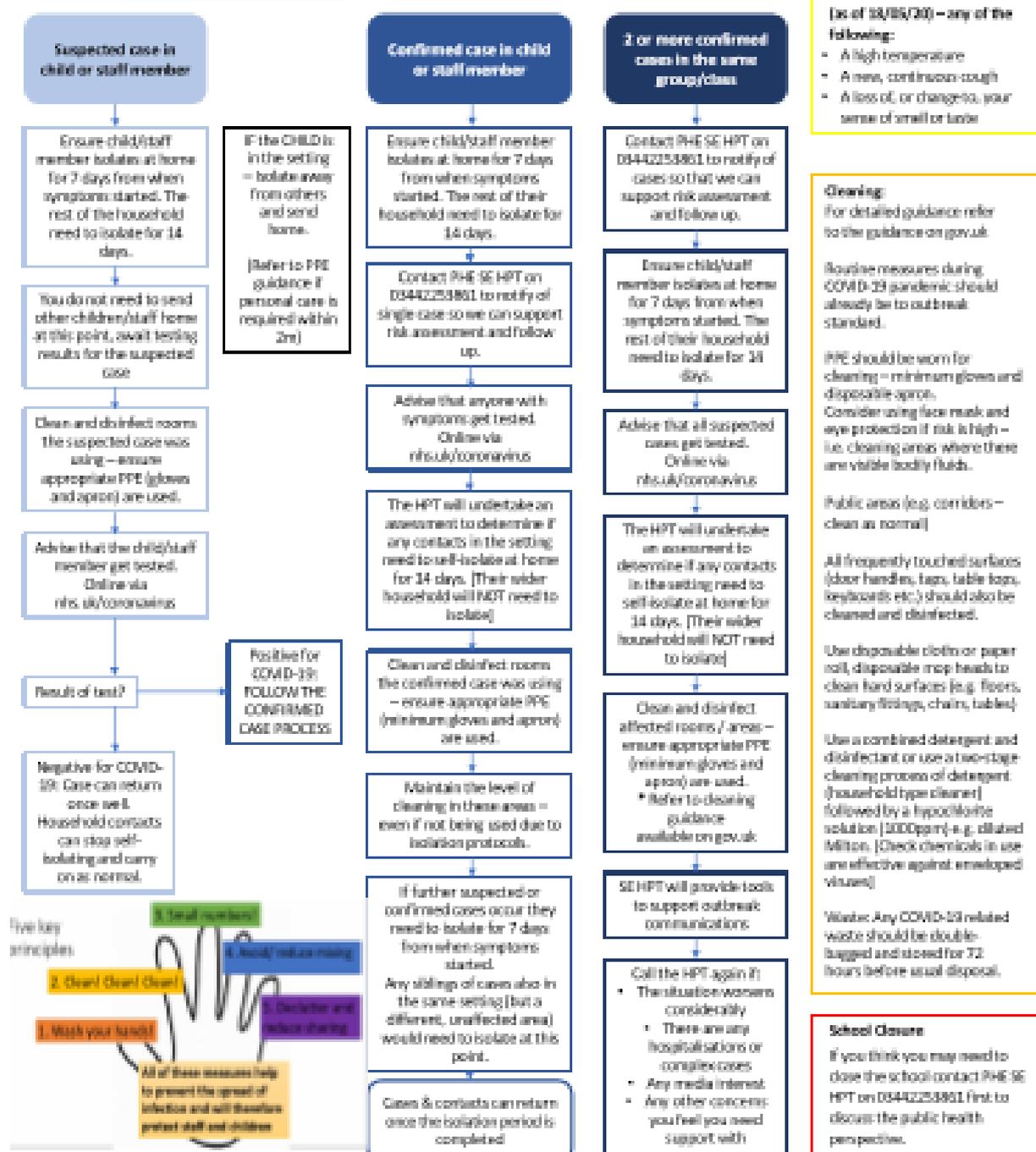## Guidance for Childcare and Educational Settings in the Management of COVID-19

Version 1.5 Date 10/07/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Thames Valley Health Protection Team on 03442253861. If the matter is not urgent you can also email TVPHE@phe.gov.uk.

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

COVID-19 Case Definition:
(as of 18/05/20) – any of the following:
- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

Cleaning
For detailed guidance refer to the guidance on gov.uk

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high – i.e. cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) – e.g. diluted Milton. (Check chemicals in use are effective against enveloped viruses)

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

School Closure
If you think you may need to close the school contact PHE SE HPT on 03442253861 first to discuss the public health perspective.

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Section 14-Guide to Donning and Doffing Standard PPE
Please click the image below for the original document

Public Health England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water.
Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

1 Put on your plastic apron, making sure it is tied securely at the back.

2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.

3 Put on your eye protection if there is a risk of splashing.

4 Put on non-sterile nitrile gloves.

5 You are now ready to enter the patient area.

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.

2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.

3 Snap or unfasten apron ties the neck and allow to fall forward.

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

4 Once outside the patient room. Remove eye protection.

5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.

6 Remove surgical mask.

7 Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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