



CAMERON VALE SCHOOL  
DA MIHI SAPIENTIAM

## Risk Assessment for operations in school when dealing with Coronavirus

**Date:** 25<sup>th</sup> February 2021

**Completed by:** Bridget Saul (Head)

**Review Date:** Will be reviewed in line with government advice.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

### Entry to School

- All children will arrive between 08:30am and 09.00am.
- All year groups will enter and exit down from the main school entrance located on The Vale, SW3 6AG
- Either BS/CD/MM will be at the front of school to support with the management of children entering and leaving the building.
- There will be hand sanitiser available at the entrance to the school. Hands will be sanitized as the children/adult enter the building.
- There will also be hand sanitiser available in each classroom. Regular washing of hands is the best protection and staff should factor in hand washing opportunities regularly throughout the school day, and definitely before snacks, lunch and toilet breaks.
- Every classroom will have cleaning fluid which must be kept away from young children. The classroom and equipment should be routinely cleaned by staff. Specialist teachers in specialist teaching rooms e.g. the Music and IT teaching rooms must have the desks cleaned before the next group of pupils arrive for a lesson. The cleaners have a cleaning schedule which includes regular cleansing of handrails, handles, toilet areas, high frequency use areas and light switches. Rubbish in bins will be collected regularly.
- The children should bring to school only the equipment they use daily. Their equipment must be named and **must not** be shared with their peers.
- Staff must wash/sanitise their hands before handling children's work.
- Zebedee's is providing hot lunches. There will be no self-service – meals will be plated.

- Early Birds can operate in one room. Systems of control should be: hand sanitize, keep children in different bubbles at different tables.
- Clubs have been cancelled for the remainder of Spring 2021 term, they will resume in the Summer term.

#### **Personal Protective Equipment (PPE) including face covering and face masks:**

- When adults are moving around the school and in the staffroom, they must wear a face covering. That said, any child may wear a face covering (mask) if the parents of that child perceives that it is in their child's best interest/safety.
- All staff must wear face coverings (masks) on the school minibuses.
- The staffroom is a place of risk if staff do not comply with the 2 meter (1 metre+) social distancing recommendations. Staff must maintain social distancing at all times and particularly in the staffroom.
- If a child in nursery requires personal care they will be made comfortable and the parents informed. The member of staff managing the child's wellbeing should wear a covering and gloves.
- Taking temperatures is not recommended as it is an unreliable method for testing for coronavirus. (pg11)
- If a child, young person or other learner becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care, they must be collected and return home. A face covering should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- Children and staff who display symptoms of a cold, cough, high temperature, runny nose, will be sent home. The parents will be asked to get the child tested. If they are negative (evidence needed) the child may return to school. If the child tests positive, they must not return and will go into quarantine. Please see the document Prevention and Responding to a suspected case of COVID-19. This document is saved in the Corona Virus folder in the Teachers Drive in a separate folder labelled Case of Covid 19 in School – Response  
[https://drive.google.com/drive/u/0/folders/15\\_QSNddCgNoswXmx-pQwWeaQFK5cMYiv](https://drive.google.com/drive/u/0/folders/15_QSNddCgNoswXmx-pQwWeaQFK5cMYiv)

#### **General checklist for PPE management:**

- Children and staff must be made aware of the risks of wearing face coverings when adjusting the covering on the face. Training by teaching staff must be provided to children on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (in a bin and not left on a desk or other area).
- Ensuring that the school maintains a stock of PPE, requires all staff to keep the Head informed when resources start to run out so that replacements are assured.

#### **Social distancing**

- We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. With regard to Pre-Prep and Prep School children it is important for staff to stress the benefits of social distancing (at least 1 metre) and to maintain the following precautionary measures:

- Keep to year group bubbles where possible.
- Remember to frequently hand clean and have good respiratory hygiene practices e.g. using a tissue to catch a sneeze and bin the tissue immediately. If a child is sneezing repeatedly they must be sent home – see protocol earlier in this document.
- Minimising contact and mixing
- Good ventilation

### **Bi-weekly testing**

Staff who have not had a positive covid-19 test must administer a lateral flow test twice a week and share results with Chloe Dorrington.

Staff who have had a positive covid-19 test – should only start administering a lateral flow test 90 days since positive test date

### **Additional considerations for planning to re-open schools to more pupils and staff:**

The school will consider further measures and areas during the completion of this initial risk assessment in consultation with staff, and as the assessment is reviewed during the daily occupation of the school. The review will include assessing the availability of staff for all activities during the school day e.g. lunchtime, break supervision, and to provide support for pupils with special or additional needs.

- Staff who have underlying medical conditions (as defined in government guidance); CEV (clinical extremely vulnerable) may not return to work, CV (Clinical vulnerable may return to work)
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave;
- The availability of staff to cover any vacancies or long-term absences.
- Have enough lateral flow devices (LFD)s in stock

Note: Severity (S): 1 = slightly harmful. 2 = harmful. 3 = extremely harmful.  
 Probability (P): 1 = highly unlikely. 2 = unlikely 3 = likely  
 Risk Level (RL): = Severity + Probability: 2 = trivial. 3 = tolerable. 4 = moderate. 5 = substantial. 6 = intolerable.

Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	R L
<b>Spread of Covid-19 through school and wider school community</b>	Pupils	Sickness and contracting the virus	2	2	4	- Soap dispensers and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. -Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. - Classes to teach children hand washing techniques. -Public Health Advice on Covid-19 handwashing – ‘Catch it, Bin it, Kill it’ posters to be created by the children for display around school, and other posters advertising good hygiene. -Pupils with existing medical conditions should already be known to the school: Discuss with parents the initial steps and agree key actions re. isolation/seclusion. - Inform parents of hygiene expectations and for the need to communicate this message in the home environment. - All children to wash their hands before coming to school, before going home, during school and when they get home. - Parents may wish to send their hand wipes and sanitisers into school with pupils.	1	1	2
	Pupils from vulnerable groups		2	2	4		1	1	2
	Staff		2	2	4		1	1	2
	Staff from vulnerable groups		2	2	4		1	1	2
	Wider school community		2	2	4		1	1	2
			2	1	3		1	1	2
			2	1	3		1	1	2
			2	1	3		1	1	2

			2	1	3	- Communicate to parents the importance of the government advice on catch it, bin it kill it, stay alert.	1	1	2
			1	1	2	- We will postpone or cancel meetings which involve significant numbers of external parties. Any important meeting will take place remotely.	1	1	2
			2	2	4	- Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the Head. We will consult with PHE for up-to-date information.	1	1	2
			2	2	4	- Events will be limited to under 30 people and managed outside, if possible, with a risk assessment that ensures the safety of all attendees.	1	1	2
			2	2	4	- External community users have been notified of the return and expectations.	2	1	3
			2	2	4	- Those dealing with personal care and children demonstrating symptoms will be provided with PPE	1	1	2
			2	2	4	- Increased cleaning program.	1	1	2
			2	3	5	- Cleaning agents will be provided in classrooms and cleaning of surfaces, handles and potential contact points will take place throughout the day.	1	2	3
			2	1	3	- Considerations and necessary measures will be taken if there is a need for cross bubble interaction	1	1	2
			2	1	3	- Staff are briefed and consulted on school procedures and the plans for re-entry of pupils	1	1	2

			2	1	3	- Pupils will be directed from the front of school by SLT and met at the designated classroom door /entrance by an adult;	1	1	2
			2	1	3	- Entrance doors are held open, reducing the number of occupants touching the doors;	1	1	2
			2	2	4	- Exit doors are held open, reducing the number of occupants touching the doors; Zebedee's will provide lunches. There will be no self-service.; Tables are wiped clean with appropriate disinfectant before and after lunch	1	1	2
			2	2	4	- The Staffroom will be in use but strict directions about a maximum number of staff in this area at any one time applies to keep numbers at safe distance from each other	1	1	2
			2	2	4	- If visitors need to enter the building, they will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available.	1	1	2
			2	2	4	Prospective parents' tours will occur out of school hours.	1	1	2
			2	2	4	Open Days will be virtual or held on Saturdays.	1	1	2

<b>Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.</b>	Pupils	Sickness from contracting the virus	2	2	4	- Contact relevant agencies e.g. PHE. Follow the document 'Covid Case in School – Response'	1	1	2
	Pupils from vulnerable groups		2	2	4	- Close classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. If a person displaying the symptoms had access to a number of rooms other than for transitional purposes then all areas accessed should be isolated for 72 hours. This should not be necessary with the creation of 'bubble' classrooms. Cleaning to be completed after 72 hours and before reoccupation of the classroom.	1	1	2
	Staff					- In the case of where the pupil may have spent their school day in a number of classrooms, all rooms will be closed.			
	Staff from vulnerable groups		2	2	4	- Communication to the school community. Schools must not name individuals. - Contact any external groups who have access to the building to notify them of any school closure.	1	1	2
	Wider school community				- Follow Track and Trace guidance.	1	1	2	
<b>Shortage of staff</b>	Pupils		1	2	3	- consider combining classes	1	1	2

<p><b>Teacher Teacher Absence of School Leadership</b></p>					<p>-Where pupil/teacher ratios exceed DFE recommendations– partial closure for certain classes or part time / AM / PM classes.</p> <p>- Alert service to parents to notify them of any exceptional closures due to insufficient staff cover.</p> <p>- explore other options such as remote learning</p> <p>- For pre-school children in Pre-School settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue. Classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15.</p> <p>Singing lessons to have no more than 15 pupils.</p>	1	1	2
<p><b>Shortage of support service staff such as</b></p>	<p>Pupils Staff</p>		1	2	<p>- arrange internal cover including the use of teaching assistants</p>	1	1	2

<b>Building Supervisor/Cleaning</b>  <b>Admin staff</b>  <b>resulting in non-delivery of essential services</b>						- reassign support staff to key health and safety elements of the school			
<b>School meals kitchen closure resulting in no school meals provision.</b>	Pupils		1	2	3	- Communication to parents.	1	1	2
<b>School trips</b>	Pupils Staff Assisting Parents	Contracting the virus	2	2	4	-All trips are postponed/cancelled.	1	1	2
<b>Music</b>	Pupils Staff	Contracting the virus	2	2	4	No live performances with outside guests No singing and wind instruments in large groups unless significant wind flow – should take place outdoors wherever possible Singing should happen side to side or back to back not facing each other Encourage singing quietly Peripatetic teachers can be engaged in this period. Keep groups in separate bubbles Good ventilation			

<b>Reducing contact point activities</b>	Pupils Staff	Contracting the virus	2	2	4	<p>We have reduced contact situations with management of pupils in bubbles:</p> <ul style="list-style-type: none"> <li>- Assemblies and sports activities</li> </ul> <p>Also by:</p> <ul style="list-style-type: none"> <li>- Disinfecting of toys and other play equipment which pupils are in regular contact with.</li> <li>- Social distancing markings around the school site</li> <li>- Creation of 'zones' so children will not come into contact with other groups in school</li> <li>- Designated play spaces i.e. 'zones'</li> </ul> <p>All equipment and resources must be cleaned after each playtime for each year group.</p> <ul style="list-style-type: none"> <li>- Fire muster points adjusted to enable social distancing</li> <li>- Pupils will all be in school uniform and/or PE kit which means there will be no need to change throughout the day and parents can wash clothing regularly.</li> <li>- Desks should be spaced as far apart as possible.</li> <li>- Some play equipment will be deemed out of bounds</li> <li>- If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect</li> </ul>	1	1	2
<b>Staff Information</b>	Pupils and staff		1	2	3	- Planning has been in place to ensure that staff are up to date on other related guidance and support in relation to	1	1	2

					<p>themselves and pupils such as stress and wellbeing including:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></p> <ul style="list-style-type: none"> <li>- In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to pupils;</li> <li>- There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> </ul>				
<b>Fire precautions</b>	Pupils Staff	Death / injury	3	1	4	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> <li>- Safe assembly of occupants following social distancing requirements;</li> <li>- Safe exit via the nearest fire exit;</li> <li>- Training occupants of any changes to evacuation;</li> </ul>	1	1	2

					<ul style="list-style-type: none"> <li>- Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>- Use of the school has been reduced to enable safe sweeping and evacuation;</li> <li>- All other fire system testing and maintenance has continued as normal.</li> </ul>				
<b>Waste disposal measures</b>			2	1	3	<ul style="list-style-type: none"> <li>- Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: <ul style="list-style-type: none"> <li>- Put in a plastic rubbish bag and tied when full;</li> <li>- The plastic bag is placed in a second bin bag and tied;</li> <li>- It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>- Waste is stored safely and kept away from children;</li> <li>- Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>- If the individual tests negative, this can be put in with the normal waste;</li> </ul> </li> </ul>	1	1	2

						- If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;			
<b>Travel from overseas</b>			2	3	5	- Parents to be informed that there is a 10 day quarantine period. (pg 44 of guidance)			
<b>Travel to school on the London Tube</b>			2	3	6	- Staff should consider all available options to get to work.			
<b>Wellbeing</b>	Pupils Staff	Poor mental health Anxiety Stress Low mood	2	5	5	<ul style="list-style-type: none"> <li>- Support children by rebuilding friendships and social engagement</li> <li>- Address and equip pupils to respond to issues linked to coronavirus</li> <li>- Support pupils with approaches to improving their physical and mental well being</li> <li>- May need more focused pastoral support from external agencies</li> <li>- Where there is a concern of a pupil in need or suffering or likely to suffer harm follow child protection policy</li> </ul>			

Signed: Bridget Saul