

Millfields Community School COVID Return to School Risk Assessment

Item: Coronavirus/COVID19 Risk of contracting virus at work	Assessor: Jane Betsworth	Date: 19 th August Review: ongoing
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Description

This assessment directly addresses the risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff.

To enable wider whole school opening, all rooms/areas will be used and have been allocated to a 'bubble' that is made up of children and staff in a year group and age-phase.

- Bottom hall – lunch
- Middle Hall and Top Hall
- Kitchen
- Offices
- Front office
- Staff Room
- Playgrounds sectioned off
- Roof terrace
- Designated toilets for each identified group to use on ground, middle, top & mezzanine -children and staff
- ARP and one additional room in the main school for SEND pupils
- Music Rooms and Intervention Rooms not being used as limited space, low ceilings and low air quality due to reduced ventilation

Location

School / Centre Millfields Community School _____

Name of Assessor Jane Betsworth _____

Position Held Head teacher _____

Assessment Details

Risk Assessment No. 8 _____

Date of Assessment: 19.10.2020 _____

UPDATED and shared with staff: 22.5.2020

UPDATED in conjunction with new DfE guidance and individual staff RA 29.5.2020

UPDATED with reference to feedback from LA review 9.6.2020

UPDATED with information from individual BAME Risk Assessment 11.6.2020

UPDATED in response to staff in school for wider opening 16.6.2020

UPDATED 19th August in preparation for whole school opening in September 2020

UPDATED 24th August with Hackney H&S amendments

UPDATED 19th October 2020 in response to Tier 2

Planned Review Date ongoing

Hazard	Risk	Individuals Affected
Coronavirus/COVID19	Contracting the virus	Staff, pupils, visitors, parents

Control Measures that must be in place

1. Signage on all entrances to make visitors aware of changes to school access
2. Playground closed to all parents and visitors – deliveries to be collected at the gate
3. Main building to be closed to all visitors. Intercom to be used, payments to be made online only and questions to be asked/answered via telephone or email
4. Guidance on social distancing emailed to all staff and community
5. Drop off/pick up routines, specific times, specific entrances, and general information to be emailed to parents before school opening
6. Pupils informed and reminded about social distancing and handwashing
7. Tissues and hand sanitiser available in all rooms being used
8. Pedal bins in all classrooms and other rooms being used including toilets
9. All staff or contractors with a specific purpose, entering building are to sanitise hands
10. Handwashing guidelines to be followed at all times -hand-washing facilities available in the playground before entering the school
11. Door handles and all other touch points are disinfected by premises staff after morning break, after lunch and mid-afternoon
12. Encourage all staff and pupils to wear a full set of fresh clothes each day
13. Resources are allocated to individual pupils. These are kept in personal boxes placed on desks that are only used by the pupil (this may not be possible in Reception)
14. PE and Games equipment to be allocated to each group and steam cleaned weekly
15. If contractors are on site they are to be briefed in all aspects of this RA by Premises Manager
16. Mail to be opened using gloves
17. Deliveries to be moved and opened using gloves
18. Parents to drop off and collect pupils from the allocated gate/entrance at agreed staggered times
19. Staff and parents contacted regularly and updated on situation at the school
20. Staff offered guidance and counselling to combat anxiety
21. Pupil wellbeing checked regularly, and provision organised where necessary, in line with school policy and new MH curriculum guidance

Preventative measures that must be in place at all times

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

1. engage with the NHS Test and Trace process
2. manage confirmed cases of coronavirus (COVID-19) amongst the school community
3. contain any outbreak by following local health protection team advice

Calculation of risk

Likelihood: how likely is it that the harm presented by the hazard will actually occur?	Severity: what impact or damage could the harm presented by the hazard have on a person or persons?
HIGH (3): harm is certain, or near certain, to occur MEDIUM (2): harm will often occur LOW (1): harm will seldom occur	HIGH (3): death or serious illness MEDIUM (2): 7-day/14-day injury or illness LOW (1): all other injuries or illnesses

Risk rating			
	Likelihood		
severity	3	2	1
3	High	High	Medium
2	High	High	Medium
1	Low	Low	Low

Hazard No.	Significant hazards	People affected	Risk rating			Control measures	Residual risk rating		
			L	S	R		L	S	R
1.	Spread of virus from other adults	Staff Parents Visitors	3	3	H	<ul style="list-style-type: none"> ▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned accordingly. Tight reporting mechanisms in place, and directing staff to get tested at local site ▪ Parents not allowed into school grounds or building - drop and pick up at the specified entrance ▪ Visitors including school governors, allowed into the playground or school building will be kept to a minimum ▪ Vulnerability risk assessments to be completed for all staff. Colleagues who have underlying health conditions and are classified as clinically extremely vulnerable and/or BAME staff complete an individual RA and discuss and agree appropriate adjustments with SLT ▪ Colleagues not to come to work if they feel at all unwell or showing any Covid symptoms, and log kept, and group/bubble informed ▪ Social distancing observed with adults ▪ Social distancing observed as much as possible in class and in the staff room 	1	3	M

						<ul style="list-style-type: none"> ▪ Staff remain with same group/bubble of children and staff ▪ Adults to wash hands before using equipment in the staff room, and use anti-bac wipes before/after use ▪ Regular disinfecting of handles in classrooms, stairwells, and toilets etc. ▪ PPE available –masks, gloves, aprons, face shields if agreed necessary and wanted by staff member 			
2.	Spread of virus from pupils	Staff Parents Visitors Pupils	3	3	H	<ul style="list-style-type: none"> ▪ Pupils issued with own equipment/books and asked to provide their own box to keep in school with own resources, as well as a personal labelled water bottle that stays in school ▪ Frequent hand-washing procedures in place ▪ Ensure use of tissues for cough/sneeze 'Catch it , bin it kill it' ▪ Individually labelled iPad/laptop to be used if needed ▪ Rotation of resources in place with a 3-day gap between use if needed ▪ Resources in class and in playground steam cleaned at the end of each day <p>Early Years</p> <ul style="list-style-type: none"> ● Social distancing to be attempted as much as possible but less likely to be maintained effectively ● Teacher/Adult to remain with the same group as much as is possible ● Handwashing and sanitising to be more frequent and before and after touching any resources set up and outdoor equipment 	1	3	M

						<ul style="list-style-type: none"> ● School keeper to steam clean resources and equipment used at lunchtime and after school daily ● Pupils to have personalised and labelled set of basic equipment e.g. pens, pencils, workbook, scissors & pot of playdough <p>Working 1:1</p> <ul style="list-style-type: none"> ● Complete individual risk assessment ● Supply PPE equipment if risk assessment shows it to be necessary ● Regular hand washing & sanitising ● Ensure PPE disposal protocols are strictly followed –use pedal bins provided in each room to dispose of PPE and tissues, wipes etc ● ARP pupils to be in own bubble/group and follow all 1:1 procedure and use additional identified space and specific entrance at specific times 			
3.	Virus spreading on site at Millfields	Staff Parents Visitors Pupils	3	3	H	<ul style="list-style-type: none"> ▪ Cleaners use disinfectant on all surfaces ▪ Daily deep clean, and weekly deeper clean in all areas being used ▪ Fortnightly ‘fogging’ (electrostatic cleaning and disinfection using virucidal) of all areas being used ▪ Staff and pupils who feel ill to return home immediately or be isolated in designated Medical Room until they can go home ▪ Staff who display symptoms to be asked to self-isolate immediately ▪ Briefing with staff to make them aware of protocols ▪ Communication with parents/carers to ensure that they know the procedures and what to expect and what they will be asked to do 	1	3	M
4.	First Aid provision	Staff Pupil Visitors				<ul style="list-style-type: none"> ▪ Provision of appropriate level of first aid to support school opening and potential Covid 			

					<p>cases. All staff renewed First Aid certificates during school closure.</p> <ul style="list-style-type: none"> ▪ Record to be kept of those who need to re-new. Paediatric First Aiders in EYFS ▪ Provide fluid resistant surgical face mask and/or shield, aprons and gloves where a child or adult becomes unwell with symptoms of COVID while in school ▪ Ensure that if a child needs direct personal care until they go home, a social distance of 2 metres will be maintained ▪ Gloves should be provided as part of the basic first aid kit ▪ Pupils with identified medical needs MUST have a Care Plan and a Lead person to administer medicine within group/bubble ▪ Ensure that Flowchart for responding to a child or adult with suspected Covid while in school is displayed around school ▪ Ensure that Test Kits are checked on arrival and are stored appropriately ▪ Ensure relevant staff attend DfE How to use Tests webinar ▪ Ensure that staff and parents are aware of the protocol for storage and use of Covid test kits ▪ Ensure that Medical Room is cleaned using virucidal spray if there has been a suspected case or child/adult with symptoms 			
5.	Hygiene control and cleaning	Staff Pupils Visitors			<ul style="list-style-type: none"> ▪ Enhanced cleaning regime in place, particularly for frequently touched surfaces ▪ Pupils use only their own resources and do not share ▪ Use and follow DfE Guidance implementing protective measures in education and childcare settings ▪ Regular hand washing for staff and pupils for at least 20 seconds practised and actively promoted <ul style="list-style-type: none"> - Availability of soap and water - Hand sanitisers provided where required - Tissues and lidded bins available ● Planned approach to the provision of hand washing/hand 	1	2	M

						<p>sanitiser, with adoption of availability of soap and hand washing to all staff and pupils across all areas of the premises</p> <ul style="list-style-type: none"> • Coordinated approach adopted to the placement and replenishment of hand wash/sanitisers • Review of arrangements for waste disposal - tissues etc within classroom settings • Sufficient supplies of tissues, hand wash and sanitiser in stock 			
6.	Staff suffering with stress	Staff	3	2	H	<ul style="list-style-type: none"> ▪ School to communicate with all staff at least twice per week ▪ All staff questions clearly answered ▪ Staff questionnaire completed weekly/fortnightly as needed to ensure all individualised scenarios are taken into consideration ▪ All staff to have school mobile number to call as necessary (absence line) ▪ All staff are offered confidential counselling and helpline numbers (SAS) ▪ Staff given opportunities of support via CWIS, school counsellor and 1:1 with SLT 	2	2	H
7.	Staff contracting virus during travel to and from work	Staff Pupils Visitors Pupils	3	3	H	<ul style="list-style-type: none"> ▪ Staff recommended to walk, use bikes or scooters, or use cars where possible if they have parking permits ▪ Staff made aware the wearing of masks for a journey if on public transport is mandatory, and recommended to wear gloves, and handwashing/sanitising on arrival at school 	1 2	1 2	L H

						<ul style="list-style-type: none"> ▪ Staff asked to travel at less busy times and supplied with TfL guidance to support safe travel ▪ Encourage use of 'Cycle To Work' scheme 			
8.	Attendance (including engagement with NHS Test and Trace process)	Staff Pupils				<ul style="list-style-type: none"> ▪ Staff returning from a country with 14-day quarantine to notify school ASAP. Record - spreadsheet to be kept and HR advice sought ▪ Pupils returning from a country with 14-day quarantine to notify school ASAP re. attendance and expected date of return. Record - spreadsheet to be kept and updated in a timely manner ▪ Ensure that Flowchart for responding to a child or adult with suspected Covid while in school is displayed around school ▪ Staff and pupils must be advised to not attend School if they have any COVID 19 symptoms ▪ Communication with staff, parents and pupils needs to explain clear process and expectations for reporting symptoms, absence, testing if appropriate and results ▪ Communication with staff, pupils, and families in a bubble/group if there are more than 2 Covid cases reported/identified ▪ Identification of minimal permissible staffing levels to support continued opening of the school if a localised lockdown in school or local area ▪ Ensure relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team ▪ Ensure that staff members and parents/carers understand that they will need to be ready and willing to follow the Test and Trace process as outline on school website and via email 	1	3	M
9.	Lone workers	Staff	3	3	H	<ul style="list-style-type: none"> ▪ Staff who may be on their own with pupils to ensure PPE worn if 	1	3	M

						<p>deemed necessary, and always carry a mobile phone</p> <ul style="list-style-type: none"> Individual RA completed for all SEND and pupils with medical or other additional needs to ensure that staff are aware and protected 			
10.	Inadequate communication that can lead to increased stress and feelings of isolation	Staff Parents	3	2	H	<ul style="list-style-type: none"> School leadership to pass on information as necessary Daily briefing email MUST be read Weekly AP meeting for all teaching staff All staff invited to relevant class zoom meetings Fortnightly 'catch-up' for all staff via zoom WhatsApp groups in place for staff to exchange information Weekly 'temperature check' in place from wider opening Official DfE and HLT guidance to be circulated as necessary 	1	1	L
11.	Social distancing within school and circulation areas	Staff Parent Pupils				<ul style="list-style-type: none"> Start and departure times are staggered for pupils and staff Markings on pavement outside school and in school playground and in school Signage is appropriately displayed and reinforced Circulation plans have been reviewed and revised, and shared with staff, pupils, and parents Appropriate duty rota and levels of supervision are in place in all areas of the school and, at all times of the school day One-way systems are in place where possible and practicable,, with appropriate signage in place to clarify circulation routes. The number of exits and entrances used are maximised Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for safe social distancing. 	1	2	M

					<ul style="list-style-type: none"> ▪ Staff and pupils to stay within groups/bubbles and not cross over ▪ Larger gatherings prohibited e.g. assembly, staff meetings, Parent meetings etc. Virtual sessions to replace these ▪ Consideration to maximum ventilation –no fans, hand-dryers, or air conditioning to be used, and open doors -using a wedge, and open windows in all classrooms/areas of the school ▪ Consideration given to change in guidance/ procedures e.g. behaviour management policy, fire evacuation, safeguarding, infection control ▪ Revised guidance briefed to all staff prior to reopening and includes infection control, fire safety and evacuation procedures, behaviour management systems, safeguarding and all anticipated risks 			
12.	Social distancing within classrooms/teaching spaces, halls, and corridors				<ul style="list-style-type: none"> ▪ Classroom sizes, and numbers of pupils in classroom/area is considered and reviewed regularly ▪ Staff and pupils to stay within groups/bubbles and not cross over. Classes stay together with their teacher and do not mix with other pupils ▪ Corridors are divided where feasible ▪ Pupils are regularly briefed regarding observing social distancing guidance where possible ▪ Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Classrooms arranged to ensure distance between teacher and pupils and pupils and other pupils, with all desks facing forward <ul style="list-style-type: none"> -Spare chairs removed from desks so they cannot be used - Clear signage displayed in classrooms promoting social 	1	2	M

					<p>distancing, and handwashing and 'Catch it, kill it, bin it'</p> <ul style="list-style-type: none"> ▪ Revised guidance briefed to all staff prior to reopening as above ▪ Use of outdoor spaces in playground and local parks for teaching to be used where possible and at least twice a week ▪ Maximum ventilation of indoor spaces promoted -open windows and doors ▪ Limit on numbers set for large spaces (e.g. hall, sports hall, dining hall) for teaching. ▪ Design layout and arrangements in place to encourage social distancing. ▪ Appropriate signage in place ▪ Use of face masks may become common place in communal areas around school 			
13.	Social distancing in school during peak times, i.e. start and finish of day				<ul style="list-style-type: none"> ▪ Start and departure times are staggered for pupils and staff ▪ Markings on pavement outside school and in school playground and in school ▪ The number of entrances and exits to be used is maximised -4 main and 2 additional entrances/gates to be used, and all external doors into the building to be utilised effectively <ul style="list-style-type: none"> - Different entrances/exits are used for different groups. - Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use ▪ A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. ▪ Floor markings are visible where it is necessary to manage any queuing. ▪ Attendance patterns have been optimised to ensure maximum safety 	1	2	M
14.	Social distancing in the Lunch Hall and Playground	Pupils and staff			<ul style="list-style-type: none"> • Social distancing in dining hall – new adults introduced to group (lunchtime staff) need to maintain distance where possible and keep within group/bubble 	1	2	M

						<ul style="list-style-type: none"> • Floor markings in place and marked seats only, in use to ensure social distancing -all face the same way • Protocols written, displayed and shared • Catering staff change PPE regularly as needed to ensure hygiene guidance is followed • Consideration given to the preparation and serving of food following usual guidelines and enhanced Covid health and safety measures • Staggered lunch times • Social distancing queueing – training children to keep distance as indicated on floor markings/signage • Children remain in seats until whole bubble group has finished • Staggered lunch play with staff from that group/bubble only, and with specific equipment allocated for that group • Large apparatus e.g. climbing frames to be wiped down at the end of each day 			
15.	Vulnerable persons in different groups: -clinically extremely vulnerable -family member shielding -BAME staff -pregnant staff exposed to COVID 19	Staff Parents Pupils	3	3	H	<ul style="list-style-type: none"> • Staff, pupils, and parents in the extremely vulnerable group with supporting documentation must remain shielded at home • Staff who are in extremely vulnerable groups, those with identified under-lying health conditions and BAME staff to complete a Vulnerability Risk Assessment with SLT • Staff in the clinically vulnerable, pregnant and/or BAME groups to be assessed case by case via individual RA and/or 1:1 conversation either: <ul style="list-style-type: none"> i. stay at home ii. take extra precautions and use PPE iii. Work in a segregated area of school on specific tasks 	2	2	H

						<ul style="list-style-type: none"> ● Pupils and parents in the vulnerable category to make decision based on individual risk assessment and advice from school/or school will advise them we cannot guarantee safety and that they should remain at home ● Full use is made of promoting testing and tracking testing to inform staff deployment ● Identification of minimal permissible staffing levels to support extended opening of the school ● The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ● Consider within DfE and Govt guidelines the prioritisation of extremely vulnerable groups for self-isolation and working from home planning 			
16.	Child or adult displaying symptoms whilst at school	staff children parents	3	3	H	<ul style="list-style-type: none"> ● If it is a staff member, ask them to go home in the safest way possible and self-isolate. Encourage them to organise to have a test and phone NHS 119. All children and adults in contact with the staff member will also be advised to go home and self-isolate for 7 -14 days. Staff can work from home during isolation unless they become ill with symptoms ● If it is a child at home, parent to inform school immediately and have a test and inform school of outcome ● If it is a child in school, staff to isolate child, take temperature and observe/monitor until parent picks child up, and is encouraged to have a test ● Head teacher to inform parents of children affected of the outbreak and encourage track and trace systems to be used if anyone shows symptoms 	3	3	H

17.	Staff delivering first aid treatment to child	staff pupil	3	3	H	<ul style="list-style-type: none"> ● PPE packs provided in the designated first aid area ● PPE is only needed in a very small number of cases, including: where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, ● PPE used whilst treating child and disposed of carefully in the lidded box provided ● Ventilation of First aid and Medical Room area ● Thorough disinfectant clean of area after each use ● Trained staff available within each group including Paediatric First Aid ● All staff have updated First Aid qualification via online refresher 	1	2	M
18.	Use of equipment and resources within groups	staff pupils	3	3	H	<ul style="list-style-type: none"> ● Individual resources allocated ● Resources only used within identified group ● Deep cleaning of any shared areas or resources ● 72 hours between use of large equipment that is hard to clean ● Resource rotas implemented ● Cleaning of equipment ● Cleaning of toys (if appropriate) ● Resources do not go home ● Limit number of resources that are hard to clean e.g. intricate toys/sand /EYFS small world resources 	1	1	L
19.	Use of toilets	Pupils Staff	3	3	H	<ul style="list-style-type: none"> ● Monitoring of handwashing ● Monitoring of children in toilet area ● Regular cleaning of all handles and seats etc ● Toilet use limited to 2/3 children at one time – signage on doors for each bubble/group to use ● All pupil toilets monitored/cleaned throughout, and cleaning recorded ● Children escorted to toilets by member of staff in all groups ● Staff toilets cleaned and monitored regularly 	1	1	L
20.	Use of play equipment and outdoor spaces for physical activity	Pupils Parents	2	2	H	<ul style="list-style-type: none"> ● Rotate use of large and small equipment – week by week 	1	2	M

						<ul style="list-style-type: none"> ● Sports and play equipment thoroughly cleaned between each day ● Cleaning of small equipment and play areas -clean between uses and deep clean at the end of each week ● Supervision of use by adults ● Signage and physical barriers to prevent children crossing bubble boundaries ● Split playtimes ● Social bubble use during play ● Zoned play spaces ● Contact sports avoided. ● Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene ● Refer to DfE guidance https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation ● Work with external coaches, clubs and organisations for curricular and extra-curricular activities only if satisfied that it is safe to do so and inline with school policies 			
21.	Educational Visits and Sporting activities	Pupils	2	2	H	<ul style="list-style-type: none"> ● Trips and Outings Policy revised and updated ● Local trips that can be accessed by walking only, until further notice ● Trips carried out in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. ● Make use of outdoor spaces in the local area for relevant learning and for sports activities ● Use park once a week for PE 	1	2	M
22.	Premises		3	3	H	<ul style="list-style-type: none"> ● Cleaning rotas and schedules in place and reviewed regularly to ensure maximum hygiene and minimal risk 	1	1	L


					<ul style="list-style-type: none"> ● Evacuation arrangements have been reviewed to take into consideration the effects of social distancing and staff working from home or across multiple sites ● Prior to reopening for the Autumn term, all the usual pre-term building checks are undertaken to make the school safe and certificates available <ul style="list-style-type: none"> -Legionella -PAT testing -Pest Control -Fridge and cooker maintenance -Electricity and gas safety checks -air conditioning units check -server maintenance -drain survey -emergency lighting -boiler service -lift maintenance and service -fire alarm service ● Ensure that there is good ventilation around the school - windows and doors open in all areas of the building, and ensure that all doors and windows are closed at the end of each day ● Ensure that gutters re clear ahead of the winter ● Ensure that water pipe insulation is checked ● Ensure that security is paramount in terms of building locks, gates, alarms etc 			
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Actions

I agree with the risk assessment recorded above.

There are no outstanding Actions **OR** I have taken the following actions: (delete as necessary).

Presented originally to Governors on 21.5.2020, to be emailed to appropriate committee to be agreed 24.8.2020

Signed:  Position: Headteacher Date: 19.10.2020

Signed:  Position: Chair of Governors Date: 19.10.2020

*** Extremely Vulnerable List**

- Solid organ transplant recipients
- People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
- People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired