

Barnsley Metropolitan Borough Council
Risk Assessment Form (RA3)



Task / Activity:	Schools - Covid-19	Ref:	
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

Directorate:	Schools	Date of Assessment:	June 2020
Business Unit:		Manager Responsible for Basic Activity:	Charlotte Gibbins
Service / Function:	Primary Schools	Lead Risk Assessor for Basic Activity:	Charlotte Gibbins
Location:	Thurlstone Primary School	Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc)	Charlotte Gibbins/Kate Brown/Amanda Warttig

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. Increased cleaning regime. 	<p>Premises inspection – on Wednesday 3rd June. Check and share emergency arrangements with team - for fire evacuation children to line up in designated areas on the playground as demarcated by signage.</p> <p>Ensure all are up to date – discussion with RT and AW</p> <p>All checked and up to date</p> <p>Systems in place for additional cleaning (twice daily) during the course of the school day and then as a team on a Friday afternoon.</p>	<p>WC 01/06/2020</p> <p>SS/RT/AW</p> <p>SS TO PLACE SIGNS IN PAYGROUND</p>

			<p>Rota to be in place and staff to sign when cleaning is done. CORRIDORS, DOOR HANDLES, ETC PLAYGROUND AND FIELD NEED TAPE/SIGNAGE POINTING OUT ALLOCATED PLAY AREA. CLASS TEACHERS TO INSTRUCT SUPPORT STAFF WILL BE CHECKED DAILY</p> <p>AW/RT to assess and lay cones/flags</p>	<p>AW SS Daily</p>
Infection Control	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. Cleaning hands more often than usual, particularly after arriving at your setting, touching your face, blowing your nose, sneezing or coughing, and before eating or handling food - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Cleaning frequently touched surfaces to prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as: <ul style="list-style-type: none"> door handles handrails table-tops play equipment toys electronic devices (such as phones) When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. 	<p>Follow government documentation – share with all staff procedures. Posters in staffroom and first aid room. Ensure this message is clearly communicated to parents.</p> <p>Washing and hygiene routine in place across school: on entry to school, before and after break times, before and after lunch and before going home.</p> <p>Reminder signs, appropriate for all ages, placed near sinks in classrooms and toilet areas. A good supply of hand sanitisers on site, but only to be used when hand washing is not an option. Children not allowed to bring own hand sanitiser.</p> <p>Regular reminders from staff to children - As above. Bins emptied twice daily</p> <p>System in place for additional cleaning each day as well as contract cleaning. A deeper clean will be done on a Friday.</p>	<p>CG ALL STAFF</p> <p>KATE M TO PUT POSTER UP</p> <p>SIGNS TO BE SOURCED AND PUT UP BY CLASS TEACHERS</p> <p>STAFF-BINS TO BE EMPTIED BY SAME STAFF AS WIPEDOWNS – OFFICE STAFF TO DISPOSE</p> <p>C&D CLEANING TO DO DEEPER CLEAN – MANDY TO CONTACT THEM TO ENSURE IT'S A DEEP CLEAN</p>

		<ul style="list-style-type: none"> Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times). 	<p>All government guidelines are followed – children in ‘pods’ of under 15 children, staggered timings, classroom organisation. etc</p> <p>No visitors inside the school building other than PGS transition team.</p> <p>Deliveries to be kept to a minimum.</p> <p>Zoom meeting to be offered as appropriate.</p> <p>Maintenance work/visitors will be done outside of school hours.</p> <p>Staggered arrival times – communicated to parents and staff. Parents must arrive promptly at allocated times. One way system - Arrival by main gates and leave by Westfield snicket.</p> <p>POSTERS WILL BE DISPLAYED</p> <p>Allocated new designated group fire evacuation points, allowing for social distancing between groups. Practice drill with staff on 04/06/2020</p> <p>Staffroom limited to 4 occupants at any one time – all adhering to social distancing. Library to have a kettle and microwave for staff library used if weather is poor.</p> <p>Additional staffroom facilities available outside in the old pond area which will be labelled ‘staff only’. The area is large enough for all staff even when adhering to social distancing regulations.</p>	<p>CG</p> <p>CG/AW</p> <p>CG</p> <p>CG/STAFF</p> <p>CG</p> <p>SIGNS TO BE PUT UP BY KB AND AW</p> <p>CG/RT/AW</p> <p>SIGN TO PUT IN PLACE BY KB</p> <p>CG ALL STAFF</p>
PPE (including face	Spread of infection (coronavirus)	The majority of staff in education settings will not require PPE beyond what they would normally need for	<p>School has a supply of all appropriate PPE. Masks, aprons, gloves and eye protections/visors. All stored in the first aid room.</p>	<p>CG/LH/AW</p> <p>CG</p>

masks/cov erings)		<p>their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. • Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings. • For more information on PPE, please see BMBC's guidance ..\..\1 Health and Safety Management\Covid-19 HASS\Use and Management of PPE Supplies for Coronavirus and Covid19 v 1point7 22 May 2020.docx 	<p>Staff know when these items will be required. PPE SIGN ON FIRST AID DOOR</p> <p>All communicated to all staff and information displayed in staffroom and first aid room.</p> <p>(Child to be taken to the first aid room, with external door open. Supervised by member of staff in PPE. Parents contacted and child picked up). Information shared with staff.</p> <p>PPE used in the presence of a child with symptoms should be double bagged, stored for 72 hours and disposed of normally.</p>	<p>SIGN TO BE PUT UP BY ROY GUIDELINES TO BE PRINTED AND PUT IN PLACE BY KM</p> <p>Office staff to contact parents.</p> <p>CG/AW</p>
Shielded and clinically	Infection of the coronavirus to	<ul style="list-style-type: none"> • For the vast majority of children coronavirus is a mild illness. 	Information shared with staff and parents	CG

vulnerable children	vulnerable children	<ul style="list-style-type: none"> • However children classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. • These children are not expected to attend school, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category. • Children should not attend school if they have symptoms or are self-isolating due to symptoms in their household 	<p>Advice provided to parents. Two shielding children in school – will be provided with home learning resources.</p>	
Shielded and clinically vulnerable adults	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> • Clinically extremely vulnerable employees (advised by their clinician or through a letter) are advised not to work outside the home. • Employees to follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. • Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. To support this school may ask staff to support remote education, carry out lesson planning or other roles which can be done from home. • If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, 	<p>Information shared with staff – no members of staff categorised in this way.</p> <p>On member of staff categorised this way and adjustments are being made by school so attendance at school is possible.</p>	

		<p>staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, school must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <ul style="list-style-type: none"> • Employees should not attend school if they have symptoms or are self-isolating due to symptoms in their household. 		
Living with a shielded or clinically vulnerable person	Transmission of the coronavirus	<ul style="list-style-type: none"> • If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, they can continue to attend school. • If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, the child is not expected to attend. They should be supported to learn or work at home. 	<p>HT is working from home due to husband shielding. Governors informed, LA informed.</p> <p>Information shared with staff.</p>	
Child/staff member becomes unwell at school with coronavirus symptoms	Transmission of the coronavirus	<ul style="list-style-type: none"> • If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a 	<p>As detailed in the above section: Pupil will be isolated in first aid room with external door open to provide ventilation, with a member of staff in PPE. Advise parents to inform Track and Trace - 119 Attended by a member of staff in PPE.</p>	

		<p>closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	<p>Disabled toilet</p> <p>All available in first aid room</p> <p>Parents will be informed if there is a confirmed case of Covid 19 and track and trace guidelines should be followed for children and staff in their 'bubble'.</p>	
Class/groups sizes	Infection of the coronavirus	<ul style="list-style-type: none"> • Reduce contact between people as much as possible e.g. only mix in a small, consistent group and that small group stays away from other people and groups. 	GROUPS IDENTIFIED AND SHARED WITH STAFF. All staff briefed.	

		<ul style="list-style-type: none"> • Where possible keep children in those small groups 2 metres away from each other. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. • For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here. • For primary schools, 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. Desks should be spaced as far apart as possible. • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing 	<p>EXPECTATIONS SHARED WITH PARENTS AND CHILDREN Friday keyworker children should remain in the classroom they have spent the week in – and with the same adults where possible.</p> <p>ALL COMMUNICATED CLEARLY AND AGREED BY STAFF. See above</p> <p>Two staff members allocated to each EYFS group. All groups to be taught by a qualified teacher all day.</p> <p>Communicated to staff.</p> <p>If KW group goes over 15 children they will be split and use the community room. Staffing supports this.</p> <p>All compliant as stated in other sections.</p>	
Drop off and pick up routines	Transmission of the coronavirus between	<ul style="list-style-type: none"> • Changes to drop off and pick up routines will be required. School to inform parents when they can drop off their children and should happen at the school gate. 	<p>Drop off times as follows: Y6 and KW children – 8.50am Y1 – 9.10am YR – 9.30am</p>	CG informed by letter

parents/children		<ul style="list-style-type: none"> • Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom. • Inform parents that this is to reduce the number of people on the school site in the interest of infection control. If it is customary for parents to gather in the playground or to enter the buildings to drop off or collect children this should no longer be allowed, and neither should any gathering at the school gates to talk to other parents. 	<p>Child care providers will be allowed to drop off and pick up – this will be planned on a case by case basis.</p> <p>One way system in place – up the drive and down the playground. Signage will show parents were to go and staff will marshal this.</p> <p>School closed to non-key worker children on Friday.</p> <p>Children will wash hands on entry to school and then at various points throughout the day.</p> <p>Parents informed – this will be marshalled by AHT. Signage put up at school gates and along one-way route.</p>	<p>03/06/2020</p> <p>SS TO PUT UP SIGNAGE</p>
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Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	C. Gibbins
Date	04/06/2020

Date of planned review (not to exceed 12 months)	End of June 2020
Date of planned full re-assessment (not to exceed 24 months)	End of August 2020