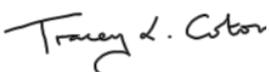


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Description of Activity / Person / Area / Equipment being assessed	Provision of childcare/education during the Covid-19 pandemic.
Section(s) / Team(s) covered	CHRIST CHURCH CE PRIMARY SCHOOL
Location(s) covered	School Premises
Date of Original Assessment	18/05/2020

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment? Originally 21/05/2020 This draft will be circulated to staff following Governing Board approval on 29/05/2020	To be circulated and discussed after governors comments but ASAP.	
Are staff covered by this risk assessment aware of the controls noted and understand them? (To be completed after circulation and discussion). A goggle form will be sent to staff on Monday to evidence this.	Yes	No
Has action been taken	YES. Classroom reorganisation, signage and equipment etc. will be in place by the end of half term.	
Confirmed by Line Manager?	YES	
Lead Assessors name (print)	Tracey Coton	
Lead Assessor's signature		
Date:	21/05/2020 updated 29/05/2020	
Has action been taken	YES. Classroom reorganisation, signage and equipment etc. will be in place by the end of half term.	
Chair of Governors (print)	Chris Newport	
Chair of Governor's signature	 29/05/2020	

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This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at healthandsafety@kingston.gov.uk.

Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Originally published for schools on 14/5/2020. (versions 1 and 2) Document finalised on 21/05/2020 and shared with staff for consultation.	TBC after consultation	Tracey Coton/Grant Tillyer	21/05/2020 then 01/06/2020
This version – 22/05/2020	Version 3 following updates from AfC	yes	Tracey Coton	22/05/2020
This version – 27/05/2020	Version 4 after asking Caroline Woodliffe, CMIOSH Health and Safety Consultant to look at our risk assessment.	yes	Tracey Coton	28/05/2020
This version – 17/06/2020	version 5 = 16/6/2020	Any new additions have the yellow highlighter pen effect.		

Significant Hazards and Current Controls

KEY INFORMATION:

- If there is no head/deputy, DSL, premises staff, cleaning staff available the school will not open.
- Staff in bubbles may use their mobile phone to contact the office if needed. Phones not to be used for other purposes.
- The role of SENCo will be supported by the head/deputy in school and the SENCo virtually.
- The well-being of all will be a key priority for staff and pupils – see information from SENCo.
- Please read this in relation to our planning for phased opening staffing plan. Google classroom for home learning is not being used for children in year groups that are able to attend.
- Children will be trained in social distancing measures and reminded throughout the day.
- Hygiene timetable will be provided for each bubble.
- Classroom sinks can be used for handwashing other than times when children have been to the bathroom.
- Teaching plans to be supported by phase leaders with an emphasis on well-being and play.
- Outdoor play spaces will be designated for bubbles and children will not mix. Communal areas will not be used.
- Lidded bins will be in each classroom as well as hand sanitisers. All will have access to toilet areas with soap and water. Tissues will be provided for each classroom. These will be checked daily.
- Signage will be put up during half term.
- Each room will have rubber gloves and disinfectant spray.
- Toilet areas for each year will be designated.
- Maximum number in staff room and resource room at one time is 4. Sanitiser station will be provided.
- Each classroom will have a basic first aid box.
- Individual risk assessments have been undertaken for children with EHCPs.
- There is an updated behaviour plan for staff and pupils during COVID-19.
- Premises staff have been offered overalls and protective clothing is available if required.
- Provision has been discussed with the cleaning team and ISS.

Police – School's Team will undertake reassurance patrols when we reopen.

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No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In Place or additional controls needed
1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	<ul style="list-style-type: none"> Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ For those with 'high risk' medical conditions, they need to stay at home (working from home where technology allows) and shield. Where staff have 'moderate risk' medical conditions they should work from home where they can. If they can't work from home, but are usually fit and well, they can come to work - but they should not do particular activities including provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do. Where possible, those with 'moderate risk' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. Schools may wish to organise parking on site for them if there are any problems with parking on the nearby streets. Government Guidance for schools provides specific advice in relation to those moderate risk , as follows: <i>“Clinically vulnerable individuals 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.</i> <i>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other</i> 	In place

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			<p>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, 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, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.”</p> <ul style="list-style-type: none"> • Link: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people • BAME(Black, Asian and Minority Ethnic backgrounds) The Government guidance does not have BAME included in the high risk or moderate risk group. • Emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are three key demographic factors that can affect people’s vulnerability, or ‘risk factor’ in relation to COVID-19 health outcomes: <ul style="list-style-type: none"> ▪ Age ▪ Underlying health conditions ▪ Ethnicity ▪ Gender • Action HR’s Occupational Health has therefore prepared an Individual Risk Assessment for schools to utilise. It is going through a consultation process including with the Unions and as soon as this process is completed, it will be shared with schools. 	
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4	Testing	Staff/children	<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This includes children aged 5 years and above.</p> <ul style="list-style-type: none"> ● Link: Guidance on testing for essential workers (e.g. teachers) https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#contents <p>Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils</p> <ul style="list-style-type: none"> ● Link: Symptoms: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms <p>Link: Essential Workers</p>	In place
5	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p> <p>Essential visitors</p>	Staff pupils visitors contractors	<ul style="list-style-type: none"> ● On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. ● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own. ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing, take place. ● All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. ● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments. 	<p>In place</p> <p>Posters will be actioned during half term</p>

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	<p>Use of equipment including pens, keyboards</p> <p>Cleaning</p>		<ul style="list-style-type: none"> • Soap, paper towels (where used) and hand sanitiser are regularly replenished. • The H and S Team has consulted the London Coronavirus Response Cell and received confirmation that Public Health England has no concerns regarding the use of hand dryers. Hand dryers and paper towels will be used in school. • Link: guidance on hand hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf • Link: Wash your hands poster • Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. • Link: Catch it, Kill it, Bin it poster: https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf • Where toilets have lids, pupils and staff are encouraged to close toilet lids before flushing. • First aiders have access to local handwashing facilities/hand sanitiser. • Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others. Children will bring these resources in from home in a named plastic pencil case or plastic bag and left in school. These will be provided for children if needed. • Increased cleaning of frequently touched surfaces using standard cleaning products. 	
6	<p>Social distancing -</p>	<p>Staff Pupils Visitors</p>	<ul style="list-style-type: none"> • Visitors to the school have been greatly reduced to only those people who need to undertake essential work. • The number of staff entering the school including offices has been reviewed - for example, where staff can undertake their work at home, they are working from home. • Currently, only pupils who fall into specific categories are attending school which results in the majority of pupils not coming into school. From 1st 	<p>In place for phased return</p>

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	<p>Classrooms</p>		<p>June, the number of pupils attending is likely to rise to include Reception, Year 1 and Year 6 pupils. This risk assessment incorporates all these scenarios.</p> <ul style="list-style-type: none"> • Where possible and appropriate, outside space is utilised for lessons or activities. • Seating has been organised to optimise the gap between pupils and staff in accordance with Government Guidance. To establish classrooms for 15 pupils 1.5 metres is the maximum distance achievable without dropping class sizes and increasing classroom and teacher requirements beyond resources available. • Class sizes have been adjusted (reduced) to groups of 15 so that social distancing can be achieved. <p>Quote from Government Guidance: <i>“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.”</i></p> <ul style="list-style-type: none"> • Quote from Government Guidance (primary schools): <i>“It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.”</i> <ul style="list-style-type: none"> • Cohorts are kept together where possible. • Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. 	
	<p>Classrooms and offices</p>			

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	<p>Classrooms and offices continued</p>		<ul style="list-style-type: none"> ● The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. ● Pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. ● Desks will be arranged so pupils sit looking in the same direction as far as possible (i.e. not facing each other). ● Where ground floor classrooms/offices have fire exits leading directly outside, these will be utilised as entry points to reduce congestion in the main entry points, at set times. ● Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. ● Pupils will use their own pens and stationery where possible, not sharing items with others. Children will bring these resources in from home in a named plastic pencil case or plastic bag and left in school. These will be provided for children if needed. ● No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ● Where possible, those staff not supervising or teaching pupils work alone in each office/room. Where this is not possible, staff maintain the 2 metre distancing rule as far as possible. 	
<p>7</p>	<p>Social Distancing - Drop off and collection times</p>		<ul style="list-style-type: none"> ● Unnecessary travel on coaches, buses or public transport is avoided where possible ● All those who travel on public transport will be required to wear face coverings as of 15th June. Link: Safer Travel Guidance for Passengers 	<p>In place</p> <p>Reminders will be given to parents weekly</p>

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			<ul style="list-style-type: none"> ● Parents are discouraged from gathering at the school gates. ● Drop off and collection times are staggered to avoid larger groups gathering – see plan attached. ● The school regularly checks the Government Advice: ● Link to Government Advice for Schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#contents ● Link: Government Advice - Conducting a SEND Risk Assessment (the SEND one states it will be updated before the 1st June 2020, to reflect the announcements made on 24/5/2020) Link: Government Advice - Conducting a SEND Risk Assessment this document has now been updated (on 26/5/2020). 	
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8	Social distancing - lunch	Staff, pupils	<ul style="list-style-type: none"> Review whether it would be practical to have some groups eating lunch outside in good weather. Children will eat a packed lunch in the classroom provided by ISS or from home. All will be in disposable bags. Tables and chairs set as per 2 m social distancing rules as far as possible. Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the hall. Link: Government Advice for Schools implementing protective measures in education and childcare settings Link: Government Advice - Conducting a SEND Risk Assessment this document has now been updated (on 26/5/2020). 	In place
9	Social distancing - staff room and staff toilet facilities meetings	Staff	<ul style="list-style-type: none"> Protocol set for the use of kitchen and toilet areas - signage for one person at a time with distancing indicators on the floor. Staff are encouraged to close toilet lids before flushing. Staff make their own drinks and handle their own food. They will bring in their own tea/coffee and milk. Social distancing will be maintained in the staff room through staggered breaks. 4 people only allowed at one time. Window(s) opened where possible. Staff Meetings will continue through google meet. 	Will be in place for 1 st June
10	Social distancing - movement around school buildings	Staff, pupils, visitors	<ul style="list-style-type: none"> Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. A one way system around the school will not be necessary as children will only leave their bubble to go into the corridor to go to the toilet. 	

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	<p>Social distancing - end of school gatherings/celebrations in the open air</p> <p>Social distancing - singing</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> • Ground floor classrooms will use their individual exit direct to the outside to enter and leave their classroom. • Link to Government Advice on Social Distancing in schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes • Comment from the London Coronavirus Response Cell: • <i>"End of year celebrations in the open air: This situation comes under the maximum gatherings guidelines and this number should not be exceeded. We think the risk is lower in open air, but it would be unwise to allow possible mixing of bubbles and to go against government guidelines. Schools should be encouraged to have this virtually."</i> • The guidelines about 'staying alert' provide useful information in relation to this specific activity: <p>Link: 'Staying Alert' Government Guidelines</p> <p>Excerpt:</p> <p>"You must not:</p> <p>.....Meet outdoors in a group of more than six, with people who are not in your household or (where applicable) support bubble....."</p> <ul style="list-style-type: none"> • Singing can continue to take place, provided that it is done in a socially distanced way, bubbles are maintained and it takes place in well ventilated areas. This advice was provided by the London Coronavirus Response Cell. 	
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11	<p>Provision of first aid and medication</p> <p>Staff, pupils</p> <p>Administering medication</p>		<ul style="list-style-type: none"> • First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. • Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). • First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. • A disposable plastic apron is provided. • Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. • Where possible the door and sliding window is kept open in the first aid room to help ensure good ventilation. • Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. • See also the section on ‘Someone develops COVID-19 symptoms whilst at school’ • Please see the following link for PPE guidance for first responders (first aiders will read guidance and sign to say they understand the requirements): <ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877602/T3_Recommended_PPE_for_ambulance_staff_paramedics_first_responders_and_pharmacists_poster.pdf • The following link provides information on donning masks: <ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf • The following link provides information on how to safely remove the masks and other PPE: 	In place

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			<ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf • Government Advice for First Aid including Resuscitation advice: <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov • Resuscitation Council Advice: • https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ <p>Medication</p> <ul style="list-style-type: none"> • Staff dispensing medication to students should minimise contact. • Wash hands before and after dispensing the medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. • If required, gloves will be worn by staff when giving medication. 	
12	Someone develops COVID-19 symptoms whilst at school	Staff, pupils	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough, loss of the sense of taste and/or smell or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the Staying at Home advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection 	In place

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			<ul style="list-style-type: none"> ● If a pupil is awaiting collection, they are moved to a room (Library – set up especially for this – called the Safety Zone) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. There is a set up arranged for multi occupancy if needed. ● Where possible, a window is opened for ventilation. ● If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. ● If contact with the pupil 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 eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom in the library area. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else – Premises team. (Library is more isolated and has its own toilets.) ● The school will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. ● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. 	
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			<ul style="list-style-type: none"> ● Link: Guidance on Cleaning in Non-Healthcare Settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ● Staff dealing with isolated pupils to keep a spare set of clothing in a sealed bag / container at school. They can change at school and reduce the risk of transferring it to their homes. 	
13	<p>Confirmed case of COVID-19 (updated advice)</p> <p>Test and Trace Programme</p>	Staff, pupils	<ul style="list-style-type: none"> ● When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. ● Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. ● Where the child or staff member tests positive, the rest of their bubble within the school should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. ● Where a pupil or staff member tests positive for Coronavirus, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. ● Link: What happens if someone attending school then tests positive for coronavirus? 	In place

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			<ul style="list-style-type: none"> As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 	
14	Staff changing nappies	Staff	<ul style="list-style-type: none"> Staff wear disposable gloves and disposable aprons to change nappies (relates to one child currently but likely not to be in school - this is regular practice for this child). If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately. Areas / changing mats / beds in use are cleaned before and after use. Link: Guidelines on Hand Hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf 	In place
15	Routine cleaning of communal areas of the school site	Staff/ Cleaning Contractors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place with our cleaning provider and Premises manager/Assistant:</p> <ul style="list-style-type: none"> Disposable gloves are provided for staff/contractors (see next bullet point) Staff wear their usual washable clothing Mops are used for the tasks 	In place

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			<ul style="list-style-type: none"> • No jet washing takes place during the current COVID-19 - not under any circumstances • Staff wash their hands when they have finished their task and dispose of the gloves. • Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. 	
16	<p>Storage and issuing of masks</p> <p>Putting on the masks</p>	Staff	<ul style="list-style-type: none"> • Where masks have been supplied for staff (e.g. first aiders) they will be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean. Staff will be briefed on this and sign to say they understand the procedure. • The following link provides information on donning masks: Link: Advice on Donning masks: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf • The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE Donning and Doffing PPE: https://youtu.be/-GncQ_ed-9w 	<p>In place</p> <p>Guidance given to staff</p>
17	Ventilation	All	<ul style="list-style-type: none"> • Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. 	In place

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			<ul style="list-style-type: none"> Where schools have ventilation systems/air handling units/ air conditioning, refer to the following guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association): This has been checked and discussed with suppliers- meets all standards. Toilet ventilation extracts outside and doesn't draw in. <p>Link: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf</p>	
18	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>shared equipment, play equipment and toys</p>	All	<ul style="list-style-type: none"> Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. Sharing of computers and iPad is avoided where possible. No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session. Cleaning checklist is provided. Play equipment is appropriately cleaned between groups of children using it, and multiple groups do not use it simultaneously. Appropriate wipes and Milton have been provided. Easily cleanable toys should be used. Toys, such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used. Play-doh - response from the Doctors and Consultants at the London Coronavirus Response Cell: "At this time, we are discouraging use of shared items that can't be disinfected between students. If each child has their own fresh batch of play-doh, does not share it, and it is thrown away after the session, this would be OK. However, we would not recommend sharing or re-using play-doh." 	In place

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			<ul style="list-style-type: none"> Water trays should not be used at the moment. This is because, even if children each have their own tray, there is the potential for water splashes to the eyes of the children or the staff and the staff would need to be regularly refilling these to try to maintain hygiene, thus increasing the risk of water splashes to the eyes. There would also be the infection control risks associated with trying to keep the equipment and water clean and children with wet hands. This information is based on advice received from the Doctors and Consultants at the London Coronavirus Response Cell. Equipment that needs to be removed and stored will be removed by the Premises Manger during half term and stored in restricted areas. Clean toys regularly. Marigold or similar gloves are suitable for this work. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. 	
19	Fire Evacuation Fire Doors	All	<ul style="list-style-type: none"> Fire evacuation procedures have been reviewed and will continue as usual. The MUGA will allow for social distancing and will be rehearsed when children are in school. Doors that cannot be wedged open areas of the door most frequently made contact with, will be cleaned regularly by the premises team. 	In place
20	Food and drink	All	<ul style="list-style-type: none"> Staff to make own drinks and not to share, foodstuffs, cutlery and cups etc. Staff must provide their own tea/coffee and milk. Caterers to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc. Pupils are not allowed to swap food from their lunch. 	In place for June 1st
21	Science, DT guidance	All	<p>CLEAPSS has written a number of guidance documents in relation to delivering activities during the current situation and these are listed below.</p> <p>Primary Schools</p>	

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	<p>hand sanitiser advice for these areas</p>		<p>P097 - Practical activities for primary aged children attending school during extended periods of school closure.</p> <p>P098 - Practical activities for primary aged children at home during extended periods of school closure.</p> <p>P104 - Organising and managing hands on activities in science, D&T and art in a partially reopened primary school.</p> <p>Science</p> <p>GL336 - CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic</p> <p>GL338 - Practical activities for pupils attending school during extended periods of closure</p> <p>GL339 – Practical activities for pupils at home during extended periods of school closure</p> <p>GL343 – Guide to doing practical work in a partially reopened school.</p> <p>GL345 – Guidance for science departments returning to school after an extended period of closure</p> <p>Design and Technology</p> <p>GL344 Guidance on practical work in a partially reopened school in DT</p> <p>GL346 School Extended Closure Arrangements</p> <p>GL347 returning to school after an extended period of closure</p> <p>http://primary.cleapss.org.uk/</p> <p>http://science.cleapss.org.uk/</p> <p>http://dt.cleapss.org.uk/</p>	
<p>22</p>	<p>Science and D&T</p>		<p>Excerpt from the Government Guidelines:</p> <ul style="list-style-type: none"> Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts. 	

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			<p>As mentioned in the rows above, CLEAPSS has produced a number of documents to help schools in planning these activities, either at home or at school during the current COVID situation. Some of the control measures are listed below, however, schools are advised to check the CLEAPSS documents for full information:</p> <ul style="list-style-type: none"> • Avoid situations which result in staff lone-working. • Don't mix class groups. • 	
23	Communicating with staff and parents	All	<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important. • Emphasising their role in terms of the national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures. • Include reminders of parents' roles in social distancing in the school's weekly newsletter, for example in terms of the weekends if the newsletter goes out towards the end of the week. • Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. 	In place
24	COVID controls declaration poster	All	<ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: • Link: Covid Secure Poster: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364fb66/staying-covid-19-secure.pdf 	Will be in place for June 1st

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25	<p>Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.</p>		<ul style="list-style-type: none"> • Government Advice on Implementing Social Distancing in Schools • Safe Working in Education, Child Care and Children's Social Care Settings • Reopening Schools and Other Settings - Information for Parents • Government Advice - Conducting a SEND Risk Assessment • (the SEND one states it will be updated before the 1st June 2020) • Government Guidance for Schools - shielding children and adults • Actions for Schools During the Coronavirus • Guidelines on hand hygiene • Advice on donning surgical masks and other PPE • Advice on removing surgical masks and other PPE • Video: PPE - Donning and Doffing PPE Video, Public Health England • School Premises - Managing Partially Opened Buildings • Guidance on Ventilation by REHVA • guidance on cleaning in non-healthcare settings • DfE Summary of Government Advice Scientific Evidence Summary • Covid Secure Poster • staying at home guidance • Catch it, Kill it, Bin it poster 	
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Action Plan for Improvement Following Each Review

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.