

# **Bosmere Community Primary School Corona Virus Risk Assessment September 2020**

**This Risk assessment aims to ensure the school does everything reasonably practicable to minimise the risk staff and pupils face but in doing so it should be recognised that they cannot completely eliminate the risk of coronavirus.**

## **This risk assessment has been created using:**

Advice and templates from The Health & Safety Executive website on risk assessments for Covid 19

Guidance from 'Opening schools for more children and young people: initial planning framework for schools in England.

Actions for education and childcare settings to prepare for wider opening from 1<sup>st</sup> June 2020  
Coronavirus (COVID-19): implementing protective measures in education and childcare settings.

Essex schools Preparation for School Re-Opening Framework

Staff document 'Return to school – preparatory ideas/thoughts

UNICEF COVID19 Everything you need to know about washing your hands to protect against coronavirus (COVID-19)

Government Guidance for full school opening published 2<sup>nd</sup> July and updated on 7<sup>th</sup> & 28<sup>th</sup> August 2020

Suffolk Principles and Planning Support for September 2020

Gov Guidance – Protective measures for out of -school settings during the coronavirus (COVID-19) outbreak.

## Bosmere Community Primary School Corona Virus Risk Assessment September 2020

Areas	What are the Hazards?	Who might be harmed and how?	What are you doing already to control risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is this action needed by?	Done
All	Staff contracting Coronavirus	Clinically Vulnerable or extremely vulnerable staff	full face shields to be offered to staff who are in these groups. Carefully deployment during the working day to minimise risk of infection. Robust mitigation methods where distancing is not possible please see separate risk assessments for individuals in place	none		September	Yes
Distancing Measures	Distance between individuals	Staff and pupils Contracting Corona Virus	Safe distance of staff and children, at least 2m at front of classes and 2m between staff around the grounds and building where possible. Staff minimise time spent within 1m of anyone.	Regular reminders  Remove unnecessary furniture replace chairs with plastic ones in staff break areas	staff	ongoing	Regular reminders in daily briefings
		Staff and pupils Contracting Corona Virus	Classrooms arranged so pupils seat facing front <u>not</u> on group tables. More outdoor learning for classes and groups encouraged. Children use their own resources provided for them in class and not share.				Done
		Staff/parents and pupils Contracting Corona Virus	Parents staying 2m apart awaiting collection of children. Children and <u>one parent</u> entering and exiting the building from one point at the beginning and end of the day. Parents drop children off outside and do not come into building				Regular reminders in coms to parents

		Staff and pupils Contracting Corona Virus	Phase bubbles – children will stay in phase bubble where possible staff will not cross bubbles. Assemblies will conducted over Zoom meetings.			ongoing	ongoing
		Staff and pupils Contracting Corona Virus	Breakfast club and after school club will run in the hall with children sitting in their bubble groups and not allowed to mix. Steps will be taken to ensure minimal contact between staff and children.				done
		Staff and pupils Contracting Corona Virus	Designated toilets for classes to avoid cross phase mixing -Ash and Redwood share new KS2 toilet furthest away Eucalyptus use Year 5/6 block Beech and Apple half each of new toilet block outside their class ½ and ½ division.	Signage required		For September start	done
			Willow and Fern share the new toilets outside their classes as Beech and Apple			For September start	
		Staff and pupils Contracting Corona Virus	Playground to be zoned/rota class groups to stay together with staggered start/end time different breaks by phase.			For September start	Done
		Staff and pupils Contracting Corona Virus	One person in photocopying room at a time use hand sanitizer	ongoing		ongoing	ongoing
		Staff and pupils Contracting Corona Virus	Visitors to site will sign in and be temperature checked	thermometer to purchase	office staff	ongoing	done
		Staff and pupils Contracting Corona Virus	Extra spaces created for staff breaks – Ash class, staff room, small kitchen. Plastic furniture not fabric		Staff on Pd days	By September	done

<b>Safeguarding Measures</b>	Children not returning to school	Children continuing to stay at home.	Where there is a reluctance for a return to school DSLs and deputy DSLs will work closely with families to promote the safety measures in place to allay concerns about being back at school.		MC and designated staff	ongoing	Ongoing
	safeguarding	Children	All staff to receive update training in safeguarding before the start of term.			By September	done
<b>Cleaning and Hygiene</b>	Virus contamination/spread through sneezing	Staff and pupils Contracting Corona Virus	School will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – tissues available in all areas.	Regular reminders Check tissues stocks	staff	ongoing	ongoing
	Virus contamination/spread	Staff and pupils Contracting Corona Virus	Extra cleaning materials distributed around school for use during school day.	Check cleaning stock levels	All staff	Ongoing	done
	Virus contamination/spread	Staff contracting Corona virus	Cleaning materials in staff toilets – staff to wipe hard surfaces on exiting toilets		All staff		On going
	Virus contamination/spread	Staff and pupils Contracting Corona Virus	Extra cleaning by cleaning staff of areas in use for teaching staff, support staff and children. Must be kept out of reach of children	Ongoing Caddies for each classroom with hand sanitizer CO1x spray and paper towels gloves	Cleaning staff	ongoing	On going
		Staff/parents and pupils Contracting Corona Virus	Member of staff to wipe down surfaces in classroom when children are at lunch and use the pink spray to spray children's toilets and door handles to toilet used. <b>Gloves to be worn</b>		staff		ongoing
		Staff and pupils Contracting Corona Virus	Dishwasher used for all staff mugs and cutlery daily. Staff to use same mug	staff		On going	
Staff/parents and pupils		Children sanitising/washing hands on entry and exit of building at drop off, pick up,	Children to be supervised and regular reminders		On going		

		Contracting Corona Virus	going out and coming in from playtimes, before and after eating etc.	for the 20 second hand washing routine see guidance at end of table.			
		Staff and pupils Contracting Corona Virus	Review hand washing facilities across the site ensure cleaning materials and hand sanitiser available in all areas especially those not in use in summer term.	Ongoing AND ensure posters in every classroom and at every sink and around shared areas	staff	Before September	done
		Staff and pupils Contracting Corona Virus	Hand sanitiser in photocopying room	One person in room at a time and hand sanitiser to be used on entry and exit. Touch screen to be sanitized		Ongoing	done
<b>Movement around the building</b>	Virus contamination/spread	Staff and pupils Contracting Corona Virus	Doors wedged open, reduce need to touch, and windows open for ventilation. Including doors to outside at playtimes	Parents to be asked to ensure children will be dressed warm enough to sit in class on cooler days.	Letter to parents LG	ongoing	Ongoing Reminders to parents in coms home
		Staff and pupils Contracting Corona Virus	2m distance markers on ground for guidance from site entrances to playground				done
<b>Use of outside spaces</b>	Virus contamination/spread	Staff and pupils Contracting Corona Virus	Outdoor area is zoned to keep bubbles separate it is timetabled. Equipment used by children will be kept in the bubbles cleaned after use and the children will wash their hands before and after sessions outside. The outdoor gym trail is made of wood and difficult to clean so therefore will not be used. PE non contact	ongoing			Done/ongoing

<b>Behaviour</b>	Breaches of Covid -19 measures	Staff and pupils Contracting Corona Virus	Follow the September Corona Behaviour Pathway All staff to carry walkie talkies	Update policy as necessary. Audit walkie talkies	Teachers/SLT MC/TM/LG	ongoing	done
<b>Fire Safety</b>	Virus contamination/spread	Staff and pupils Contracting Corona Virus	Evacuation to take place at the start of term.	Evacuation test at any point in time where new groups or classes return to school	LG/TM	September	
	Virus contamination/spread	Staff and pupils Contracting Corona Virus	Fire doors will be wedged open during the day to minimise the risk of virus spread they will be shut overnight		Cleaning staff to close at end of day as areas cleaned	ongoing	On going
<b>Classrooms</b>		Staff and pupils Contracting Corona Virus	If models made from Lego for example these are sprayed with pink spray and allowed to dry If children playing a game, hands are washed before and after. Children to have their own equipment for writing etc. - resources not shared between them	ongoing	staff	ongoing	On going
		Staff and pupils Contracting Corona Virus	Hand sanitisers in classrooms to be used regularly by staff and children.		Staff and children		done
		Staff and pupils Contracting Corona Virus	Providing tissues in all rooms, and make sure pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards		staff		done
		Staff and pupils Contracting Corona Virus	Bins emptied daily		Cleaning staff		On going
		Staff and pupils Contracting Corona Virus	Doors wedged open, reduce need to touch, and windows open for ventilation.		staff		On going

<b>H&amp;S</b>	Virus contamination/spread	Staff and pupils Contracting Corona Virus. Physical injury	Full health and Safety walk with governor covering all school buildings and grounds in September to review procedures in place.	Risk assessments on grounds to be reviewed following the H&S walk	TM JH	Early September	
	Legionella	Staff and pupils Legionella	Water sitting in pipes that have not been used over summer holiday period shut – Check to Ensure all taps have been run for a minute	Weekly checks logged	RS	ongoing	On going
			Ensure Hot Water/cold temperatures are taken at sentinel points.	Checks logged	TM	ongoing	ongoing
<b>Medical/ First Aid</b>	Virus contamination/spread	Children	Children's medication to be accessible and up to date – and given to the staff and classroom base they are in	Letter to parents to include request to ensure all medications in date and in school e.g. Epi-pens, asthma inhalers	LG	Before September	done
		Staff and children	First aiders onsite at all times	ongoing	First aid trained staff	ongoing	done
		Staff and pupils Contracting Corona Virus.	A child who becomes ill with a new continuous cough or high temp or has a loss of or change in normal sense of smell or taste while at school will be kept separate from others until picked up, in the meeting room isolated and separate toilet to be used <b>There is PPE equipment for the member of staff staying with the child while awaiting pick up</b> Area will be cleaned before reuse. After child has left. Staff to wash hands for 20 seconds.	ongoing	Member of staff	ongoing	On going This advice is subject to change

			there is no need for them to self isolate unless they develop symptoms themselves. If anyone in the school becomes unwell with a new and persistent 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 <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection.</u>				
		Staff and pupils Contracting Corona Virus.	Children requiring first aid will be seen by a staff member wearing gloves, masks and aprons. These will be appropriately disposed of in sealed plastic bags.  They will wash their hands after for 20 seconds.				On going
		Staff, parents and pupils Contracting Corona Virus.	Letter to parents included this information - 'If your child is poorly in any way, please keep them at home, even if their symptoms are not the known coronavirus symptoms. Our understanding is that symptoms may be much more varied than nationally suggested e.g. could be an upset tummy. Therefore, we must be clear, any signs of ill health mean that your child/ren need to stay at home until better. If they have symptoms of coronavirus <b>If anyone in the</b>				Ongoing coms



		<p>school becomes unwell with a new and persistent 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 <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out that they should self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p>				
		<p>School will engage with NHS Track and Trace process. School will ensure staff and parents aware of testing process and when to self isolate Small number of test kits will be available in school for pupil being collected from school who has symptoms or staff where school thinks it will raise chances of the individual being tested.</p> <p>Guidance updated on 28<sup>th</sup> Aug2020 supports what to do: Manage confirmed cases of coronavirus (COVID-19) amongst the school community See P18</p>	When required	Headteacher/Deputy	As required	On going
		<p>School will keep a record of staff and children in bubbles to support health protection team</p>		Office staff	On going	On going

			School will contact local health protection team in the event of knowledge of a positive test.				
			Where there is a pregnant member of staff we are advised to follow the government guidance for clinically vulnerable people.	Advice sort if applicable	Headteacher	If required	If required
<b>Well being Children</b>	Mind health	pupils	Children to have well being – focus of support on mind and body new PSHE scheme of work Jigsaw being launched. Oliver Jeffers 'Here we are' project across the whole school for first full week back. Learning to be the same as that sent home for continuity.	ongoing	staff	Ready for September start of school	done
			Individual Risk Assessments to be completed and shared/agreed, where supportive for children and staff.	To be completed when required		When required	On going
			Sessions on new routines	Teachers to deliver		Thursday 3 <sup>rd</sup> September with reminders when required	On going
			Regaining momentum of academic study at a pace to suit the children	Reviewed ongoing		September onwards	On going
			Return to school newsletter with photos to be sent out in summer term with FAQs following new class Zoom meetings			July	done
			Where required the school's mind health first aiders, will work with those children identified as needing additional support alongside the PSO and other staff where necessary				

<b>Well Being Staff</b>	Mind health	staff	Gov. Advice (see notes below table) is not to need masks/PPE but staff can wear if they would like to	ongoing - but reviewed based on any changes in gov advice	staff	ongoing - but reviewed based on any changes in gov advice	
			Staff Briefing Daily to take into account changing situation/lessons learned from previous day Timetable across the week designed for the maximum opportunity to ensure breaks is maintained for staff. Robust preparations for return in September extra PD days and time to prepare PSO internally. Occupational health emotional well being hub, and individual risk assessments embedded. Ethos of staff comes eg phase staff meeting involvement of staff in reopening plans. Prep time on PD days for classrooms	ongoing	LG/TM	ongoing	On going

**Notes - Effective infection protection and control** (taken from Government Guidance document - Coronavirus (COVID-19): implementing protective measures in education and childcare settings)

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising 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 - 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

- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

**Personal protective equipment (PPE) including face coverings and face masks** Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students 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, young person or other learner 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 or young person 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

Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.

Advice on hand washing taken from UNICEF website:

# Everything you need to know about washing your hands to protect against coronavirus (COVID-19)

*Washing your hands can protect you and your loved ones*

Respiratory viruses like coronavirus disease (COVID-19) spread when mucus or droplets containing the virus get into your body through your eyes, nose or throat. Most often, this happens through your hands. Hands are also one of the most common ways that the virus spreads from one person to the next.

During a global pandemic, one of the cheapest, easiest, and most important ways to prevent the spread of a virus is to wash your hands frequently with soap and water.

Here's everything you need to know about how to wash your hands the right way:

## 1. How do I wash my hands properly?

To eliminate all traces of the virus on your hands, a quick scrub and a rinse won't cut it. Below is a step-by-step process for effective handwashing.

- Step 1: Wet hands with running water
- Step 2: Apply enough soap to cover wet hands
- Step 3: Scrub all surfaces of the hands – including back of hands, between fingers and under nails – for at least 20 seconds.
- Step 4: Rinse thoroughly with running water
- Step 5: Dry hands with a clean cloth or single-use towel

## **2. How long should I wash my hands for?**

You should wash your hands for at least 20-30 seconds. An easy way to time it is by singing the full happy birthday song, twice.

The same goes for hand sanitizer: use a sanitizer that contains at least 60% alcohol and rub it into your hands for at least 20 seconds to ensure full coverage.

## **3. When should I wash my hands?**

In the context of COVID-19 prevention, you should make sure to wash your hands at the following times:

- After blowing your nose, coughing or sneezing
- After visiting a public space, including public transportation, markets and places of worship
- After touching surfaces outside of the home, including money
- Before, during and after caring for a sick person
- Before and after eating

In general, you should always wash your hands at the following times:

- After using the toilet
- Before and after eating
- After handling garbage
- After touching animals and pets
- After changing babies' diapers or helping children use the toilet
- When your hands are visibly dirty

## **4. How can I help my child wash his or her hands?**

Here are some ways you can help children wash their hands by making handwashing easier and fun for them:

#### **5. Do I need to use warm water to wash my hands?**

No, you can use any temperature of water to wash your hands. Cold water and warm water are equally effective at killing germs and viruses – as long as you use soap!

#### **6. Do I need to dry my hands with a towel?**

Germs spread more easily from wet skin than from dry skin, so drying your hands completely is an important step. Paper towels or clean cloths are the most effective way to remove germs without spreading them to other surfaces.

#### **7. Which is better: washing your hands or using hand sanitizer?**

In general, both handwashing with soap and water and hand sanitizer, when practiced/used correctly, are highly effective at killing most germs and pathogens. Hand sanitizer is often more convenient when you are outside of the home, but can be expensive or difficult to find in emergency contexts. Also, alcohol-based hand sanitizer kills the coronavirus, but it does not kill all kinds of bacteria and viruses. For example, it is relatively ineffective against the norovirus and rotavirus.

#### **8. What if I don't have soap?**

Using chlorinated water or hand sanitizer that contains at least 60 per cent alcohol are the best second options if you do not have soap and running water. In cases where these are not available, using soapy water or ash may help remove bacteria, though not as effectively. If these methods are used, it is important to wash your hands as soon as possible when you do have access to handwashing facilities, and avoid contact with people and surfaces in the meantime.

#### **9. How else can I help stop the spread of the coronavirus?**

- Use proper sneezing and coughing etiquette: Cover your mouth and nose with a flexed elbow or tissue when coughing or sneezing, dispose of used tissue immediately, and wash your hands



- Avoid touching your face (mouth, nose, eyes)
- Practice social distancing: Avoiding shaking hands, hugging or kissing people, sharing food, utensils, cups and towels
- Avoid close contact with anyone who has cold or flu-like symptoms
- Seek medical care early if you or your child has a fever, cough or difficulty breathing
- Clean surfaces that might have come in touch with the virus, and generally clean surfaces more frequently (especially in public spaces)

## **9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each

group, and any close contact that takes place between children and staff in different groups (see [section 6 of the system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

#### **10. Contain any outbreak by following local health protection team advice**

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.