

BILSTON CE PRIMARY SCHOOL



INFECTIOUS DISEASES COVID-19 | Partial Return to School

To be read and adhered to in conjunction with the Behaviour Policy addendum and latest Government guidance.

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school / Dismissing from school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> One-way system introduced when parents bring pupils to school (e.g. For Albany Crescent entrance parents to drop children at main gate where staff member will collect. Children to enter school via separate entrances according to their year group. Parents do not enter school premises. Lines are marked on playground for children to line up 2m apart then walked to external door of entrances by member of staff.) 2 metre rule to be enforced while they are waiting for staff to receive their children – signage to be in place. Staff members outside enforcing the rules. PPE available for all staff should they choose to wear it. Social distancing guidelines to be followed when commuting to and from school. Staggered drop off and pick up times. Children to be brought back to main gates for dismissal and observe social distancing guidelines. Children released when parent is next in queue and child will be called forwards. Children will not be allowed to walk home independently to prevent them gathering in playgrounds/shops etc. on the way home. 	MED	*	

			<ul style="list-style-type: none"> • Hand sanitisers to be positioned at entrances/exits to enforce hand washing as children or staff arrive. 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children have the option to wear a face mask, plastic apron, and gloves should they wish to. • Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) • Parents and children must observe social distancing guidelines. 	MED	*	
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The classroom must be set up to ensure a 2-metre rule is in place between each child (unless siblings in the same class and they may sit together) • School capacity planner to be used to determine number of tables in each classroom – based on sq m • Tissues available for pupils to use when coughing or sneezing and they must go into a bin after one use. • No more than 15 children per class as stated in government guidelines • Consider floor markings (eg masking tape) to help children visualise the distancing guidelines. • Children to avoid using pegs and cloakrooms to avoid congregation and to keep their belongings by their tables. 	MED	*	
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. Preferably stand above or behind children and keep hands held together to reduce touching surfaces. • Consideration to be given as to what outside space can be used as transmission of the disease is proven to be less outside. Use space outside to teach where practical. 	MED	*	
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their 	LOW	*	

			<p>return to the classroom use the hand sanitiser on entering the classroom.</p> <ul style="list-style-type: none"> Parents encouraged to wash children's hands for 20 seconds 			
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children informed again of the importance of social distancing whilst outside. Different play zones around school used for each class/bubble to play Playtimes are staggered Look at providing activities which can abide by the rules. Supervising staff must keep a 2 metre distance from each other at all times. 	LOW	*	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff must sit at least 2 metres apart from each other in a well ventilated room. As much as possible, staff are to bring in drinks and food from home to avoid using the staffroom facilities. If staff need to use the facilities in the staff room, they must make their own drinks/food and wash and dry their own cups and other crockery and utensils. Use of dishwasher for a deep clean of utensils. 	MED	*	
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Whilst children are on lunch break, clean tables and door handles with a disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. Breaktimes staggered 	MED	*	
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Lunch is eaten in school studio/hall on tables (hot meals) or outside when weather permits for sandwich children. Catering staff to wear a mask and gloves. Separate RA provided by DSO for kitchen procedures staggered lunch break 	MED	*	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required, First Aiders must ensure they wear gloves, apron or gown and a face covering when dealing with injuries. 	HIGH	*	

			<ul style="list-style-type: none"> • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact. 			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering, apron or gown, and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required, it is advised only chest compressions are given and use of a defib • Appropriate PPA provided by LA for this incident • Always wash hands after contact. 	HIGH	*	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering and apron is worn if having to deliver close contact first aid (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	HIGH	*	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. Dispose of in pedal bin • If contact is required, consider wearing a face covering. • Wash hands after contact 	MED	*	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • If restraint techniques are required, it is advised face coverings, gowns/aprons and gloves are worn. • Ensure that the addendum to the Behaviour Policy is read and sent to parents. 	HIGH	*	

Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that the majority of conversations with staff will be over the phone. • Appointments preferable to school office reception (1 person at any one time in Reception area foyer) • Parents will not be allowed in the building as far as is practical. • Parents will be discouraged in congregating around the school site. 	MED	*	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 	LOW	*	

Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. All cutlery and cups are thoroughly cleaned before and after use. Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Enhanced cleaning in place – identify hot spot areas to be cleaned more frequently Site Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from DSO/LA 	MED	*	
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times by staff wearing protective PPE. 			

			<ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if pupil/staff symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance ie isolated • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Contact Public health for advice • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the School Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Consider the use of extra PPE such as aprons when dealing with spillages or changing of faecal nappies etc. 	MED	*	

			<ul style="list-style-type: none"> • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • No school trips will take place as well as no swimming lessons. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher and SLT, in liaison with the pupil's parents where necessary. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the Headteacher when they plan to return to work after having coronavirus. • Site & Assistant Site Manager monitors the cleaning standards of school cleaning contractors and discusses 	MED	*	

			any additional measures required with regards to managing the spread of coronavirus.			
Spread of disease	External visitors	Controlling visitors	<ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. • Restrictions or suspensions of building usage • Expectation of Risk Assessments form external agencies 	LOW	*	
Capacity	staff	Staff absence	<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance 	HIGH	*	
Staff well-being – ability to perform duties	staff	Impact on physical & Mental health	<ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home 	M	*	

	Name	Position	Signature	Date	Review Date
Risk Assessor					
Line Manager					

Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.

- although 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