

GRA 90.3 COVID – 19 SCHOOL OPERATION

In accordance with Management of Health & Safety at Work Regulations 1999

Date: May 2020		School: Southwold Primary School				
Significant Hazards	Persons at risk	Control Measures	RISK H/M/L	Actions Required	By Who	Date Complete
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Government advice:</p> <p>Follow the Governments advice as detailed via the web link below (The main points have already been inserted into this RA below):</p> <p>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</p> <p>Key message:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good hygiene practices • regular cleaning of settings • and minimising contact and mixing 		<p>Please follow actions as detailed in the reopening plan.</p> <p>All staff and children to wash their hands regularly especially before and after touching anything. The children must be trained to wash their hands with soap for at least 20 seconds.</p> <p>Cleaning guidance and rules to be adhered to – in separate document.</p> <p>No mixing of bubbles Maximum 2 members of staff in the staffroom at any one time.</p> <p>Isolation room to be used for anyone showing signs of any symptoms.</p>	All staff	
Contracting COVID-19 through infected contact points or close personal contact with	Staff and pupils	<p>Maintain good hand and respiratory hygiene:</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning • clean their hands on arrival at the setting, 		<p>Use of guidance on hand washing and cleaning</p> <p>Children go straight to wash their hands when they arrive at school</p> <p>All staff to be familiar with the</p>	All staff	

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<p>infected persons</p>		<p>before and after eating, and after sneezing or coughing</p> <ul style="list-style-type: none"> • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • ensure that help is available for children and young people who have trouble cleaning their hands independently • consider how to encourage young children to learn and practise these habits through games, songs and repetition • ensure that bins for tissues are emptied throughout the day • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Site Managers will ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times • there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 		<p>guidance and to have read the document thoroughly.</p> <p>Tissues, soap and hand sanitiser available in every bubble</p> <p>Bins emptied regularly, train children to bin their tissue immediately and throw in the bin without touching it – always wash hands after.</p> <p>Keep windows and doors open to increase air flow and ventilation</p>		
<p>Contracting COVID-19 through infected contact points</p>	<p>Staff and pupils</p>	<p>Class sizes:</p> <ul style="list-style-type: none"> • Where practicable reduce number of children in the classroom to enable social distancing. DFE advise no more than 15 but the 		<p>Following the reopening plan</p> <p>All areas have been created with the social distancing rules in mind – no moving furniture</p>	<p>All staff</p>	

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<p>or close personal contact with infected persons</p>		<p>maximum number will depend on space available.</p> <ul style="list-style-type: none"> • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • Floor markings to illustrate 2m areas (including an area for the teacher/TA). • Children to remain at their desks when in the room. • Children to use the same desk each day. • Lessons planned for individual work as opposed to close group work. • Social distancing to be explained to children with regular reminders. • Consider the use of school grounds / local environment to extend the range of teaching spaces available. • Allocate named staff to each group of children. • Staff to supervise and enforce measures. 		<p>around unless permission sought and it remains within the guidance.</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Refresh the timetable:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • restrict mixing of class groups and keep each class in one teaching space where possible • pupil should use the same desk/workspace each day where possible • ensure teachers and assistants work with the same groups each day as much as possible to avoid mixing with other groups or classes • consider which lessons or classroom activities 		<p>Recovery curriculum will be taught</p> <p>Maximise use outside in line with the timetable set</p> <p>Parents are not permitted to enter the school site past the external gates</p>		

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		<p>could take place outdoors</p> <ul style="list-style-type: none"> • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building • stagger break times (including lunch), so that all children are not moving around the school at the same time • stagger drop-off and collection times • plan parents' drop-off and pick-up protocols that minimise adult to adult contact 			
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Review emergency procedures:</p> <ul style="list-style-type: none"> • Review Fire Evacuation Plan to reflect adjusted operating model including evacuation routes. Ensure all staff are aware of the adjusted plan. • Review Fire Marshal Plan to ensure enough coverage for each bubble. • Confirm evacuation assembly points for each bubble so they do not mix. • Ensure fire evacuation practice is planned within the first week back. • Consider lockdown implications (if any) on the bubble operating model. 		<p>No unannounced fire drills will happen.</p> <p>There will be a fire drill on a Monday and Thursday morning at the beginning of each fortnight to familiarise the children with their new surroundings.</p>	All staff
Contracting COVID-19 through infected contact points or close personal	Staff and pupils	<p>Use of toilets:</p> <ul style="list-style-type: none"> • Only one child allowed to go to the toilet at a time. • One in one out system in place. • Close sinks to give 2m for handwashing – if 		<p>An adult must accompany a child to the toilet to avoid any potential mixing of bubbles.</p>	All staff

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<p>contact with infected persons</p>		<p>only one child this isn't necessary</p> <ul style="list-style-type: none"> • Allocate toilets around the school for different groups of children. • 2m markings on floor in queuing area 				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Childcare settings or early years groups in school should:</p> <ul style="list-style-type: none"> • consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing • consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously 		<p>As reopening plan states.</p> <p>Children will have their own set of equipment to minimise sharing of any resources.</p>	<p>All staff</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Reduce possible contamination:</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>Reduce the amount of equipment used each day as everything used will need to be cleaned daily</p>		<p>All soft furnishings to be removed from classrooms</p> <p>Every child has their own tray of equipment and resources and must not share with others.</p>	<p>All staff</p>	
<p>Contracting COVID-19 through infected contact points or close</p>	<p>Staff and pupils</p>	<p>Drop off and pick up procedures:</p> <p>Consider how children and young people arrive at the education or childcare setting.</p>		<p>As per the timetable in the reopening plan</p>	<p>All staff</p>	

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<p>personal contact with infected persons</p>		<p>Pupils should access their class room from directly outside where possible to reduce internal movements within the school</p> <p>Each school will have local procedures to be agreed and communicated with staff and parents for each class</p>		<p>Children will access their learning through their external classroom doors</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Ensure PPE is available where needed:</p> <ul style="list-style-type: none"> • Disposable gloves and aprons should be used for daily cleaning tasks • Face masks and eye (visor) protection should be available to deal with any close contact work including first aid, medical procedures/assistance and dealing with a suspected COVID -19 case until the case is removed from the site. 		<p>PPE will be placed in each bubble.</p> <p>Critical incidents PPE for intimate care and first aid will be available in key areas</p>	<p>All staff</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>First Aid:</p> <ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less than normal • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly 		<p>First aiders named on the rota</p> <p>Critical incidents PPE available in first aid room</p>	<p>All staff</p>	
<p>Contracting COVID-19 through infected</p>	<p>Staff and pupils</p>	<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation:</p>		<p>Children in need of support with transition have social stories to support their return to school</p>	<p>All staff</p>	

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<p>contact points or close personal contact with infected persons</p>		<ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. • 1:1 teaching to be done at 2m distance. 		<p>Parents fully informed of the expectations around behaviour and will be called if needed.</p> <p>Children made to understand the rules and expectations</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Staggering break times including lunch time:</p> <p>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</p> <p>Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</p> <p>Staggering lunch breaks - children should be brought their lunch in their classrooms</p> <p>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>		<p>Timetable to be used for outside use and timings strictly adhered to.</p> <p>No use of the corridors permitted or the hall.</p> <p>Children access the toilets through the outside doors.</p>	<p>All staff</p>	
<p>Contracting COVID-19 through</p>	<p>Staff and pupils</p>	<p>Use outside space:</p>		<p>Timetable as per the reopening plan</p>	<p>All staff</p>	

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<p>infected contact points or close personal contact with infected persons</p>		<p>For exercise and breaks</p> <p>For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</p> <p>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</p>		<p>No PE equipment to be used unless it can be thoroughly cleaned before and after use.</p> <p>Adventure playground not to be used by anyone although they can sit on the tyres</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>For shared rooms:</p> <p>Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place</p> <p>Stagger the use of staff rooms and offices to limit occupancy</p>		<p>No shared rooms will be used during this time</p> <p>Only two members of staff in the staffroom at any one time, this is to get hot drinks and lunch and not used to meet up</p>	<p>All staff</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Reduce the use of shared resources:</p> <p>By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</p>		<p>Children will not bring in anything from home except their lunch in disposable packaging and a named water bottle.</p> <p>They will not take anything home from school other than work they may have produced that doesn't need to be</p>	<p>All staff</p>	

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		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		returned to school.		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Clinically vulnerable pupils and staff:</p> <p>Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield.</p> <p>We do not expect people in this category to be attending school or college, and they should continue to be supported to learn or work 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. Few if any children will fall into this category, but parents should follow medical advice if their child is in this category. Staff in this category should work from home where possible, and refer to the detail in our protective measures guidance</p> <p>A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting</p> <p>If a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare</p>		<p>Medical advice sought by the parents and seen by adults in school for any child with an underlying medical condition which puts them in to this category.</p> <p>All staff have been given the right to respond and say they are not returning to work based on these grounds.</p>	All staff	

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		setting if stringent social distancing can be adhered to and, in the case of children, if 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, we do not expect those individuals to attend. They should be supported to learn or work at home				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Adjust transport arrangements where necessary including:</p> <p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p> <p>Schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required</p>		Advice given to parents regarding travel to and from school	All staff	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Daily cleaning:</p> <p>Normal cleaning routines of all used area's are to be carried out daily. All hard surfaces and contact points should be cleaned with disinfectant spray and disposable cloths or paper roll. Hard floors will be mopped with a disinfectant solution daily</p> <p>Disinfectant spray and disposable cloths or paper roll will be available for use throughout each day as needed by teaching or support staff</p>		<p>All cleaners to follow cleaning guidance and advice given.</p> <p>Teaching and support staff to use the spray and disposable cloths throughout the day. Gloves must be worn.</p> <p>Any bodily fluids must be double bagged and disposed of immediately.</p>	All staff	

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		<p>Site Managers will ensure appropriate supplies of cleaning materials are available throughout each day, specifically ensuring that antibacterial hand soap, disinfectant spray, paper roll and antibacterial hand sanitiser (for key locations where hand washing is not available) are available throughout each day.</p> <p>Any bodily fluid spillages must be cleaned immediately using disinfectant a solution.</p> <p>Disposable gloves and aprons shall be used when cleaning.</p>				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Laundry:</p> <p>Wash clothing regularly in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p>		Follow own personal hygiene and cleanliness.	All staff	
Contracting COVID-19 through infected contact points or close personal contact with	Staff and pupils	<p>Waste:</p> <p>All waste must be removed to the secure bin store and placed in the appropriate waste bin as soon as possible.</p> <p>General waste including cleaning materials must not be left lying around within school and shall be</p>		Follow normal procedures but be vigilant with anything that could include bodily fluids and possible infection risk.	All staff	

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infected persons		collected weekly by a licenced waste removal contractor.			
Date of original Assessment: 12th May 2020	Date of this Assessment: 12th May 2020	Review Date: 12th May 2021	Reference: GRA90.3	Name of Assessors: Helen Wollington Russell Dawe	
Overall Risk Rating (H, M L): LOW		Managers signature:			
<p>Notes: all guidance and plans should be followed to minimise the risks to all individuals in school. Any deviation from the plan and risk assessments could cause infection risk to yourself and others. Any deviation should be immediately reported to the senior team member in charge and/or the site manager</p>					
RESIDUAL RISK RATING			ACTION REQUIRED		
HIGH (H) Strong likelihood of fatality / serious injury occurring			The activity must not take place at all. You must identify further controls to reduce the risk rating.		
Medium (M) Possibility of fatality/serious injury occurring			You must identify controls to reduce the risk rating. If it is not possible to lower risk further you will need to consider the risk against the benefit Monitor risk assessment at this rating more regularly and closely		
LOW(L) Minimal risk			No further action needs to be taken reviewed annually		

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