

WHOLE SCHOOL RETURN – Ibstone CE Primary

September 2020- COVID-19

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 at school (not for those attending Early Birds)	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● All parents with children in KS1 & KS2 will be asked to use Rolling Drop Off ● Headteacher / Designated Teacher will be coordinating Rolling Drop Off ● This member of staff must wear a Visor and gloves. A face mask can worn in addition at the staff member's discretion. ● Children with exceptional circumstances will be allowed to enter the playground with their parents but will be given a designated place to stand ● All KS1 & KS2 children must arrive in the 8.40am – 8.50am time slot ● The children will then line up in front of their class teacher and remain in their Pod lines. ● EYFS children may come on to the playground with their parent from 9am but must remain socially distanced until they are asked to line up ● Headteacher / Designated Teacher is outside reinforcing the social distancing guidelines ● Parents are not permitted to enter the school building ● For those children attending Early Birds Breakfast Club – please refer to Wrap Around Care Risk Assessment 	Low	Yes	
Staff receiving child from home	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● On arrival at the classroom, the children will have their temperature taken using a non-touch thermometer. ● Any child with a temperature of 37.8 will be brought to the decking area, the staff member will contact the office and the child's parents will be called to collect them. ● All children will be directed to wash their hands on arrival in the classroom (member of staff will supervise) ● Current guidance suggests that face coverings are not recommended for the school environment ● 	Low	Yes	
Late arrival to or early collection from school	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Parents who are arriving late or collecting their children early must telephone the school on 01491638281 to inform the school that they are outside. ● A member of staff will unlock the children's gate and the child can then enter or leave the playground. ● Parents must not bring their child to the main reception door. 	Low	Yes	

Staff Receiving children from Early Birds Breakfast Club	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • A radio message will be sent to Early Birds Breakfast Club as each class is leaving the playground. • Children will line up in Pod lines on the decking area ready to join their classes • Staff will collect the children on the way to their classroom for Kestrel & Ladybirds. • Osprey and Woodland children will be sent up a group at a time when the radio message has been received. • The children will be required to wash their hands but will not need another temperature check on arrival at the classroom. 	Low	Yes	
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 that there is a forward facing desk for each child (except for EYFS who are able to access their classroom set up in the most suitable way) • Where possible adults should adhere to the 2 metre rule • Tissues available for children to use when coughing or sneezing and they must go into a bin after one use. • Hand sanitizer and anti-bacterial wipes available in every classroom for regular use • Regular cleaning of surfaces should take place throughout the day 	Med	Yes	
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep a safe distance where possible • Where children may require extra assistance a 1 metre rule is advised. • Children will have their own resources, which will not be shared. If there are shared resources, they will be cleaned daily. • Reading books will be sent home at the beginning of the week and will be returned to school on a Friday, they will need to be rested for 72hours before being returned to the reading scheme. • Staff will hear children read in school using books from the Guided Reading Book Library • Spelling folders and other books/ resources that are sent home should only be handled by the child and should not be handed in. • Contact books should only be handled when there is a need to respond to a message or to send an important message home. 	Med	Yes	
Toilets	Children Staff	Infection Control	<ul style="list-style-type: none"> • Each class will be given a set of toilets that is for their class use only. • All staff will be designated toileting facilities to reduce the risk of infection. 	Med	Yes	
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 on their return to the classroom use the hand sanitiser. • Staff members check on toilets and clean them regularly throughout the day as required • All children to know and use their designated toilets across the school site • 	Med	Yes	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Provide activities which encourage social distancing. • Supervising staff must keep a 2 metre distance from each other at all times • Break and lunchtimes will be staggered for all classes 	Med	Yes	

Break Times – Staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff will stay in their classrooms and must make their own drinks/food and wash and dry their own cups and other crockery and utensils Staff to have staggered breaks Staff to clean surfaces after they have touched them e.g. kettle, handles, fridge etc 	Med	Yes	
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Whilst children are on breaks, clean tables and door handles with a disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. 	Med	Yes	
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where possible, all children will eat outside on class picnic blankets that will be cleaned after each use with disinfectant spray and disposable cloths When eating inside, all children to sit forward facing and not face each other All tables will be cleaned after lunchtime 	Med	Yes	
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 and a face covering when dealing with injuries. 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 including who administered first aid treatment. Always wash hands after contact 	Med	Yes	
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 and gloves when in close contact or dealing with bodily fluids In the event of CPR being required it is advised : <ul style="list-style-type: none"> - only chest compressions are given for an adult - rescue breaths and chest compressions should still be used for a child - use of a defibrillator if available (nearest one is located in the phone box near the common). Always wash hands after contact 	High	Yes	
First Aid & Medication	Staff Children 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 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 children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	High	Yes	

Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> ● When staff are carrying out any intimate care they must: ● Wear Gloves ● Wear an apron ● Wear a mask ● Soiled clothes to be double-bagged and given to Parents on collection of child. ● Staff must wash their hands once gloves and masks are removed ● Record all intimate care carried out. 	High	Yes	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● When a child is upset, it is advised to maintain a safe distance whilst offering comfort to the child. ● Encourage the child to use a tissue to wipe their eyes/nose etc. ● If contact is required, consider wearing a face covering and gloves. ● Wash hands after contact 	Med	Yes	
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 and have time-out ● Where possible allow child to be in a space on their own or outside 	Low	Yes	
Children leaving at the end of the school day (except for those using Kites Club)	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● All children will line up in their class/Pod lines with their teacher ● Parents have been asked to queue outside the school playground using the markings as a reminder. Staff to remind any parents who cannot maintain a social distance ● One-way system in place with a staff members supervising ● Children released when parent is next in queue ● Video available on school YouTube channel 	Med	Yes	
Children attending Kites After School Club	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● EYFS children attending Kites After School Club will dropped off at the hall at 3pm ● KS1 & KS2 children will be sent to Kites Club just before 3.15pm for Osprey & Woodland and on the way up from Kestrel class. ● All children will be required to enter through the side door and after finding their seat and putting their belongings near their seat, they will be supervised when washing their hands. 	Med	Yes	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Contact with the office or staff will be done via the contact book, telephone or office email. ● Parents are unable to come onto the school site without an appointment. ● All consultations will take place via phone/ Zoom ● Parents will be discouraged in congregating around the school site. 	Med	Yes	

Awareness of policies / procedures / Guidance	Staff Children 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 ➢ Department for Health and Social Care ● 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 – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. ● Children 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. 	Med	Yes	
Poor hygiene practice	Staff Children Others	Ill Health	<ul style="list-style-type: none"> ● Posters are displayed throughout the school reminding children, staff and visitors to wash their hands, e.g. before entering and leaving the school. ● Children, 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. ● Children may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. ● Children are forbidden from sharing cutlery, cups or food. ● 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. ● A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 	Med	Yes	

Ill health	Staff Children Others	Coronaviruses Symptoms	<ul style="list-style-type: none"> ● Staff and families of children to engage with the Track & Trace Process- reporting suspect or diagnosed cases. ● 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 child 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. The current designated area is the Decking ● Staff caring for a child/staff member displaying symptoms must wear full PPE (found in each building) ● The relevant member of staff calls for emergency assistance immediately if children' symptoms worsen. ● The parents of unwell child are informed as soon as possible of the situation by a relevant member of staff. ● Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. ● Unwell children who are waiting to go home are kept in an area (decking) where they can be at least two metres away from others. ● Areas used by unwell staff and children 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 child and staff are waiting to go home and need the toilet, they will be instructed to use different toilets to the rest of the school to minimise the spread of infection. ● Any child 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 child 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. ● Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 	Med	YES	
Spread of infection	Staff Children 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. ● 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 children do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. ● 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 Children who are vulnerable to infections. 	Med	Yes	

			<ul style="list-style-type: none"> Any additional provisions for children who are vulnerable to infections are put in place by the Headteacher, in liaison with the child's parents where necessary. 			
Poor management of infectious diseases	Staff Children 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 child or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a child'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 parents when children 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. A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	High	Yes	
Lack of communication	Children Staff Parents Others	Infection Control	<ul style="list-style-type: none"> The school staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. The Headteacher follows the advice given and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised. Schools keep staff, children and parents adequately updated about any changes to infection control procedures as necessary. 	High	Yes	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and children ➤ Toilet flushes and regular cleaning of toilets. All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 	High	Yes	
Contractors in school	Staff Children Others	Health & Safety Infection Control	<ul style="list-style-type: none"> Records of visitors and contractors to site recorded- name- address and contact number for Track and Trace (these are to be kept for 21 days) Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no Children or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. 	Med	Yes	

			<ul style="list-style-type: none"> Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 			
Visitors in school	Staff Children Others	Health & Safety Infection Control	<ul style="list-style-type: none"> We are currently not allowing visitors onto the school site, except in the event of an emergency (medical/safeguarding) Exceptions will be made for non-emergency safeguarding/ medical reasons, however, all visitors to the school site are by appointment only, except for in the event of an emergency. All visitors will be required to wear a face mask at all times All visitors will be required to record their name, address and contact number which will be kept securely for 21 days Visitors will be required to apply hand sanitiser on arrival and exit Unfortunately, we are unable to provide toileting facilities for visitors at this time 	Med	Yes	
External coaches/ teachers	Staff Children Others	Health & Safety Infection Control	<ul style="list-style-type: none"> Sports coaches will not enter the school building and will bring their own equipment for each session. Children will be sent to the playground to meet the sports coach Coaches / external teachers will be required to maintain a 2m distance from all children and staff Coaches / external teachers are welcome to wear face coverings/ visors at their discretion External teachers are responsible for cleaning all equipment / spaces they have used before they leave the premises 	Med	Yes	
Emergencies	Staff Children	Infection Control	<ul style="list-style-type: none"> All staff and children's emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents are contacted as soon as practicable in the event of an emergency. Staff and child's alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Med	Yes	

Coronavirus – Covid-19 Symptoms

- **High temperature – 37.8**
- **New continuous cough**
- **Loss of sense of smell or taste**