

## COVID-19 Risk Assessment

<b>School name</b>	Farncombe C of E Infant School		
<b>Assessment carried out by (name/role)</b>	Andrea Simonsson, Headteacher		
<b>Date of assessment</b>	13.5.20	<b>Date of next review</b>	1.6.20

<b>Hazard identified</b>	<b>The spread of Covid-19 coronavirus</b>
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Volunteers / governors</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p>Risk of contracting</p>	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> <li>• Staff given instruction on what to do if they or someone in their household experiences symptoms;</li> <li>• Staff given instructions on what to do if a pupil show symptoms at school;</li> <li>• Any staff / pupils displaying symptoms of coronavirus in school to be sent home;</li> <li>• Parents informed that they must not enter the school building, but drop off in the playground.</li> </ul>	<p>Optional PPE has been supplied.</p> <p>Visitors have been cancelled for the time being.</p>	All staff	Already in place	X

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<p>Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p>		<ul style="list-style-type: none"> <li>Staff/pupils will be encouraged to get tested if they display symptoms of coronavirus;</li> <li>If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 14 days.</li> </ul>				
	<p><u>Shielded children and adults:</u></p> <p>Ensuring that shielded (i.e. extremely clinically vulnerable) children and adults are not expected to be in school.</p>	<ul style="list-style-type: none"> <li>Staff and parents given advice on who is not expected to attend school.</li> <li>Vulnerable staff not expected to attend site from 1<sup>st</sup> June, but remain at home until 15<sup>th</sup> (end of the 12 week period)</li> </ul>	<p>Rota in place to minimise interactions and to manage without shielded adults.</p> <p>Phased return to be planned for relevant staff in June.</p>	<p>Andrea Ginny</p>	<p>Already in place, adapted as circumstances change.</p> <p>Early June</p>	
	<p><u>Clinically vulnerable children and adults:</u></p> <p>Parents are expected to follow medical advice if their child is in this category.</p> <p>School will support clinically</p>	<ul style="list-style-type: none"> <li>Staff and parents given advice on who is not expected to attend school;</li> <li>Individual risk assessments conducted on an 'as required' basis;</li> <li>Reasonable adjustments for disabled workers to be assessed on an 'as required' basis.</li> </ul>	<p>Individual communication planned with relevant parents after half term.</p>	<p>Class teachers</p>	<p>1<sup>st</sup> June</p>	

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	vulnerable staff to work from home where possible, otherwise the safest available on-site role will be offered following a discussion of risk.					
	<p><u>Children and adults living with a shielded person:</u></p> <p>A child or adult who is living with someone who is shielding (i.e. extremely clinically vulnerable) will only attend school if stringent social distancing can be adhered to (in the case of children they must also be able to understand and follow these instructions).</p>	<ul style="list-style-type: none"> <li>• Staff and parents given advice on who is not expected to attend school;</li> <li>• Individual risk assessments conducted on an 'as required' basis.</li> </ul>	As above	Class teachers	1 <sup>st</sup> June	

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	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> <li>• Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing;</li> <li>• Provision of hand soap and regular checking of supply;</li> <li>• Regular reminders about hand washing and social distancing (e.g. posters in prominent positions);</li> <li>• Hand sanitiser and tissues available in classrooms and other key locations;</li> <li>• Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.</li> </ul>	N/A	All staff	Already in place	X
	Enhanced cleaning	<ul style="list-style-type: none"> <li>• Enhanced cleaning protocols are in place. These include:               <ul style="list-style-type: none"> <li>○ Thorough cleaning of classrooms and communal areas at the end of the day;</li> <li>○ Cleaning of frequently touched surfaces often;</li> <li>○ Bins for tissues emptied regularly during the day;</li> <li>○ Lunch tables cleaned daily and not shared between groups;</li> </ul> </li> </ul>	Rota from 12 <sup>th</sup> May further minimises the spread of infection by allocating classrooms to one small group only.	Andrea Ginny	Already in place	X

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		<ul style="list-style-type: none"> <li>○ Removal of unnecessary items from learning environments;</li> <li>● Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time;</li> <li>● Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.</li> </ul>				
	Maximising ventilation	<ul style="list-style-type: none"> <li>● Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).</li> </ul>	N/A	All staff	13 <sup>th</sup> May	X
	Minimising contact and mixing between groups of staff and pupils	<p>The following practices have been put in place</p> <ul style="list-style-type: none"> <li>● Accessing rooms directly from outside where possible;</li> <li>● Staggered start/finish and break/lunch times;</li> <li>● Staggered use of staff rooms / office space;</li> <li>● Limited numbers using toilet facilities at one time;</li> <li>● Introduction of drop-off / pick-up protocols that minimise contact;</li> </ul>	Consider future plans from mid-June if Y2s return.	All staff	12 <sup>th</sup> May	X

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		<ul style="list-style-type: none"> <li>• Rearrangement of classrooms with sitting positions further apart (with pupils occupying the same desk where possible);</li> <li>• Limited use of shared resources, with learning equipment stored in individual trays;</li> <li>• Consistent groupings of staff/pupils with no mixing;</li> <li>• Conducting regular classroom activities outdoors;</li> <li>• Provision of additional support and reminders to children as necessary to follow these measures;</li> <li>• Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules.</li> </ul>				
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> <li>• A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home;</li> <li>• Children displaying symptoms will be isolated in the nest until a parent can collect.</li> </ul>	N/A	All staff	12 <sup>th</sup> May	X

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		<ul style="list-style-type: none"> <li>Staff have been supplied with optional visors, although these are not technically required.</li> </ul>				
	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> <li>Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing;</li> <li>Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical;</li> <li>Only essential visitors are allowed on site with the prior permission of the headteacher</li> <li>Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li>Contractor visits are scheduled outside school hours where possible.</li> </ul>	N/A – staff began social distancing and promoting increased hand washing in March	All staff	N/A	X
	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> <li>Reduced occupancy of office space by rotation of staff and home working;</li> <li>IT workstations in use simultaneously are distanced at least 2 metres apart;</li> </ul>	N/A – in place since March	All staff	N/A	X

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		<ul style="list-style-type: none"> <li>Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users;</li> <li>Reception staff instructed on how to deal with deliveries safely.</li> </ul>				
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> <li>Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely;</li> <li>Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival.</li> <li>Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour.</li> </ul>	Controls are not currently relevant, but positive to have if needed	All staff	N/A	
	Monitoring	<ul style="list-style-type: none"> <li>Management checks to be undertaken each day on the control measures in place and reported back to the headteacher</li> <li>Staff encouraged to report any breaches of health and safety protocol they have witnessed.</li> </ul>	Headteacher is already checking in with staff as they arrive daily to ensure they are familiar with the up to date guidance and procedures.	Andrea Ginny Kate	12 <sup>th</sup> May	X

Hazard identified	Stress and anxiety relating to coronavirus workload
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<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers / governors</li> <li>Homeworking staff</li> </ul> <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> <li>Revised timetabling on rota with no staff teaching more than 50% week</li> <li>Staff encouraged to take breaks outdoors where practical, maintaining social distancing.</li> </ul>	Consider how this needs to be adapted once Y2s join and the rota changes	All staff	12 <sup>th</sup> May	X
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> <li>Weekly Zoom meetings for teachers and TAs</li> <li>Farncombe Reminders whatsapp group for updates and changes to provision</li> </ul>	Headteacher checks in daily with staff as they arrive, including wellbeing/family update	Andrea Ginny Kate	Already in place	X
	Weekly communication with all staff	<ul style="list-style-type: none"> <li>Provision of a weekly email from the headteacher ensuring that all staff, parents and governors are well informed of key messages and reminded about wellbeing issues.</li> <li>Staff Survey to check wellbeing and ascertain opinions regarding partial reopening</li> </ul>	N/A	Andrea	Already in place	X
	Provision of Employee Assistance Programme	<ul style="list-style-type: none"> <li>School has signposted suggested sources of support to all staff;</li> <li>TA meetings arranged with SBM</li> </ul>	N/A	Ginny	Already in place	X