

# Coronavirus (COVID-19): risk assessment for children, staff and visitors

## Earls Barton Primary School

Assessment conducted by: David Ribbins	Job title: Head Teacher	Covered by this assessment: pupils, staff, visitors, governors and other relevant individuals.
<b>Update</b> of assessment: 19 <sup>th</sup> July 2021	Review interval: in line with government updates throughout June/July 2021	Date of next review: 1 <sup>st</sup> September 2021

To be read and referenced with specific reference to EBPS trips/events/subject activity and current DfE guidance:

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/985138/10\\_May\\_Schools\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf)

Related documents				
Health and Safety Policy, First Aid Policy, Emergency Plan, COSHH Policy, Administering Medication Policy, Data Protection Policy, Relationships and Behaviour Policy, Staff Code of Conduct, EBPS Reopening Action Plans, EBPS School September Plan, Northamptonshire Schools Covid-19 Notification Process for confirmed cases, NHS Test and Trace guidance for businesses and employers.				
Risk rating	Likelihood of occurrence at EBPS			
	Probable	Possible	Remote	
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	M	L

This Risk Assessment must be read in conjunction with the 'EBPS School Reopening Plan' and the following documents issued by the DfE:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

<https://educationhub.blog.gov.uk/2021/07/06/parents-pupils-teachers-and-students-find-out-what-step-4-of-the-covid-roadmap-means-for-you/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic>

Reporting as of July 2021: [https://northamptonshire-self.achieveservice.com/service/Coronavirus\\_case\\_notification](https://northamptonshire-self.achieveservice.com/service/Coronavirus_case_notification)

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of and signposted to all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- First Aid Policy</li> </ul> </li> <li>• All staff have regard and are signposted to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• Relevant staff receive any necessary information/training/guidance that helps minimise the spread of infection, e.g. infection control information/training/guidance.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE (e.g. regular/daily relevant updates are forwarded to all staff by the Head Teacher) and the Local Authority</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> </ul> </li> <li>• Staff are made aware of the school's infection control procedures (as per current DfE/PHE guidance) including this risk assessment in relation to coronavirus via EBPS web site and/or email.</li> </ul>	Y	DR	January 2021 - completed	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Parents are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus by their class teacher and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• That staff and pupil confidentiality are maintained at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> <li>• Individual risk assessments for high profile or SEND children are in place and shared with key staff</li> <li>• Individual risk assessments for staff deemed to be clinically extremely vulnerable or clinically vulnerable (CEV and CV) are in place.</li> <li>• Clinically extremely vulnerable staff and children to follow current guidance about working from home.</li> <li>• CEV children and their parents are to follow the guidance given by their medical practitioner at all times.</li> <li>• Staff are deployed carefully to minimise risk of spread of Covid – 19 and the Head Teacher balances this with the expectation that a 'full educational offer' is provided.</li> <li>• The Head Teacher will monitor the DfE Contingency Framework regularly and will follow the guidance therein:</li> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></li> </ul>				
Poor hygiene practice	H	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils and staff wash their hands with soap/sanitiser regularly throughout the day including before entry to classrooms in the</li> </ul>				

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		<p>morning and after break times and lunchtimes for no less than 20 seconds.</p> <ul style="list-style-type: none"> <li>• Additional alcohol-based sanitiser (that contains no less than 70% alcohol) or soap and water is provided for use where social distancing cannot be adhered to. Tissues are provided in each classroom.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap/sanitiser (or hand sanitiser where applicable), clean water, paper towels and pedal action waste disposal bins are supplied in all toilets and kitchen areas and are emptied regularly throughout the day.</li> <li>• Any cleaning products kept in classrooms are stored out of the reach of pupils.</li> <li>• Bar soap/sanitiser is not used, in line with the PHE guidance – liquid soap/sanitiser dispensers are installed and used instead. Stocks are maintained.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils and staff do not share classroom stationery, cutlery, cups, food.</li> <li>• Cleaners are employed by the school to carry out additional regular, thorough cleaning throughout the day that follows national guidance and is compliant with the PHE/DfE guidance and COSHH Policy and the Health and Safety Policy.</li> <li>• Particular attention will be given by cleaning staff to main contact points (desks, chairs, doors, taps, toilet flushes, hand rails, etc.) and cleaning by classroom staff of equipment used by the pupils using suitable disinfectant and anti-bacteria products</li> </ul>	Y	DR/SLT/SBM/ Site Manager	January  2021 - completed	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols from PHE are followed.</li> <li>• Lidded bins in all classrooms and in other key locations around the site for the disposal of tissues and any other waste, their disposal via double bagging.</li> <li>• Doors to be wedged open to maintain ventilation and minimise point of contact contamination on door handles. But doors to be closed when the classrooms are empty (break/lunch) and in the event of an alarm being raised.</li> <li>• <b>NOTE: Fire doors should not be wedged open at any time</b></li> <li>• The HT will ensure ventilating rooms through opening windows as per DfE's current operational guidance and the 'System of controls'.</li> </ul>				
Ill health	H	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of sense of smell and/or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Staff displaying symptoms should not be on site and should have a test urgently. The results to be shared with the Head Teacher immediately.</li> <li>• Shielded pupils and staff who are at 'high risk' (clinically extremely vulnerable) and those with underlying medical conditions deemed to be moderate risk (clinically vulnerable) are to follow the guidance from their GP and other medical practitioners. This includes pregnant staff. All CEV and CV staff have own tailored Risk Assessments.  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/</a></li> </ul>	Y	DR/SLT/ First Aid Staff	January 2021 - completed	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Any pupil who displays signs of being unwell is immediately referred to SLT and then First Aid staff who will contact parents immediately.</li> <li>• First Aid staff will ensure that any unwell pupils are moved to 'The Zone' whilst they wait for their parent to collect them.</li> <li>• PPE is available and is to be worn by staff dealing with children or adults displaying symptoms of Covid – 19.</li> <li>• Pupils displaying symptoms of coronavirus <b><i>do not</i></b> come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Parents are frequently asked to ensure that parent contact details held by the school are up to date (mobile and land line numbers)</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use toilets near the school office to minimise the spread of infection. Toilets areas are then cleaned with suitable products.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the EBPS Administering Medications Policy.</li> </ul>				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Spread of infection	H	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the national guidance, using PPE at all times.</li> <li>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Pupils encouraged to 'Catch it, bin it, kill it' <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents are informed via letter not to bring their children to school or on the school premises if they or anyone in the household show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Children who have displayed symptoms of coronavirus or have tested positive must self-isolate for 10 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. (See the EBPS School Reopening Plan for further detail)</li> <li>• Expectations about Social Distancing as per current guidance from the Government and the DfE is shared with and understood by all staff.</li> <li>• Current Social Distancing Measures apply to all rooms across the site where this is possible to implement e.g. staff rooms. This also includes additional and regular cleaning, maintaining good ventilation, not sharing crockery/cutlery/food and limiting numbers.</li> <li>• Amendments or addendum to the schools Relationship and Behaviour policy have been submitted to governors and to all staff</li> <li>• The head teacher will maintain suitable staffing levels and where this is not possible will inform the Chair of Governors and staff of next steps.</li> </ul>	Y	DSR/SLT	January 2021- Completed	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The school will follow the directive as appears on P15 DfE 'Restricting attendance during the national lockdown: schools' January 2021': <i>'The overarching principle to apply is reducing the number of contacts between children and staff'</i>.</li> <li>In the event of a pupil or member of staff having a confirmed and reported positive test for Corona Virus the Head Teacher will follow DfE guidance including referring to and following the advice from the DfE Helpline (0800 046 8687).</li> <li>The Head Teacher will also notify the Local Authority: <a href="https://northamptonshire-self.achieveservice.com/service/Coronavirus_case_notification">https://northamptonshire-self.achieveservice.com/service/Coronavirus_case_notification</a></li> <li>The Head Teacher will also notify the NHS: <a href="mailto:nccq.covid.intelligence@nhs.net">nccq.covid.intelligence@nhs.net</a></li> <li>All staff to carry out Lateral Flow tests twice weekly (Sunday and Wednesday evening) at home and the results shared with school. This information is recorded in accordance with DfE and LA guidance. A separate EBPS LFD Risk Assessment has been completed by the Head Teacher. 'LFD Tests - Staff Info Booklet' has been shared with all staff. Positive test results must be shared with the Head Teacher immediately.</li> </ul>				
Poor management of infectious diseases	M	<ul style="list-style-type: none"> <li>Staff are alert and vigilant and report concerns about a pupil's symptoms to HT/DHT/SLT and First Aid trained member of staff.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Current Social Distancing Measures are implemented as much as possible as per the DfE guidance, face coverings PPE are worn as per DfE guidance.</li> </ul>	Y	DR/SLT/SBM/ All Staff	January 2021 - completed	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with HT/DHT.</li> </ul>				
Lack of communication	M	<ul style="list-style-type: none"> <li>All staff report immediately to the HT/DHT about any cases of suspected coronavirus, even if they are unsure.</li> <li>The Head Teacher contacts the DfE (0800 046 8687) immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken with relevant staff.</li> <li>The Head will keep the Chair of Governors briefed regularly.</li> <li>The Head Teacher uses letter templates from the DfE to inform parents of confirmed positive tests in school.</li> <li>The school will put into place any actions or precautions advised by PHE and will contact PHE for specific recommendations for their school.</li> <li>The school will keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>All visitors to the site including contractors are fully briefed of this Risk Assessment and are expected to adhere to this Risk Assessment.</li> <li>The school office will use 'Inventry' to record all visitors with sufficient detail to support rapid contact tracing if required by NHS Test &amp; Trace.</li> </ul>	Y	DSR/SLT/ Admin and First Aid Staff	January 2021 - completed	L
Partial school closure	H	<ul style="list-style-type: none"> <li>The school communicates with parents via letter/Parent Mail/text regarding any updates to school procedures which are affected by the coronavirus pandemic.</li> <li>A thorough calculation using 2 metre social distancing (Page 16 'DfE Restricting attendance during the national lockdown: schools' January 2021) and other guidance is used to produce a final number</li> </ul>	Y	DSR/SLT All staff	January 2021 - completed	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>of how many children and staff are to be in classrooms and on site during a partial closure. <i>‘Ideally adults should maintain 2 metre distance from each other and from children. When staff or children cannot maintain social distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in smaller groups’.</i></p> <ul style="list-style-type: none"> <li>• Pupils continuing education in school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>• Pupils continuing education in school are seated in rows facing forwards wherever this is possible</li> <li>• Pupils working from home are assigned work to complete to a timeframe set by the school where this is possible as per the school’s ‘Contingency Plan’.</li> <li>• The Head Teacher oversees the plan for pupils’ continued remote education to ensure there is minimal disruption to pupils’ learning – this includes monitoring pupils’ learning while not in school as far as this is possible</li> <li>• The recently revised Relationships and Behaviour Policy and the Staff Code of Conduct are adhered to at all times, even while working remotely.</li> <li>• The Head Teacher ensures all pupils have access to school work as per DfE guidance prior to a full/partial school closure following a further spike or outbreak of coronavirus. See the EBPS Contingency Plan.</li> <li>• The Head Teacher works with the IT technicians from Easi PC to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required and where possible.</li> </ul>				

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		<ul style="list-style-type: none"> <li>The Head Teacher liaises with the Digital Learning Lead and relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> <li>The school manages the use of parents' and pupils' contact details in line with the GDPR and the EBPS Data Protection Policy, e.g. collecting emails to send school work to pupils.</li> <li>The school implements staggered starts and ends to the school day along with break, lunch times to support social distancing measures</li> </ul>				
Vacant and partly vacant premises	M	<ul style="list-style-type: none"> <li>Access to the school is restricted – security is maintained as normal</li> <li>The Head Teacher/Deputy HT and site manager remain on-call in case of an emergency or if access to the school is required.</li> <li>External signage is visible to show that access to the site and building is restricted.</li> <li>Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>The site manager and relevant governor for Health and Safety ensures the school premises are safe.</li> <li>Any hazards are reported to the Head Teacher as soon as possible and issues are resolved prior to school returning to usual business.</li> <li>The Head Teacher ensures the school remains open only when it is safe and advisable to do so, in line with local (LA) and national (DfE) advice.</li> </ul>	Y	DR/SLT/SBM/ Site Manager	January 2021 - completed	L
Emergencies	M	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Y	DR/SLT/ Admin staff	January 2021 - completed	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>In the event of an emergency (fire alarm, lock down raised) staff to follow existing procedures and practices. Staff and children to know nearest exits rehearsed this with the children. <b>The priority will be for staff and children to vacate the school quickly and safely as per normal.</b> All staff and children to be made aware of this. Where possible staff to avoid converging and congregating and to what they reasonably can to maintain current social distancing measures. (Whole school evacuation practice completed 8/6/2021).</li> </ul>				
School Reopened from March 8 <sup>th</sup> 2021	H	<ul style="list-style-type: none"> <li>Routine and scheduled Health and Safety inspections of the site to take place involving the relevant Governor, SBM, site manager and issues raised and rectified promptly</li> <li>All staff and children are free from infection before returning to school</li> <li>The school environment is cleaned and the recommended measures made by the DfE have been fully implemented</li> <li>Staff and pupil well being is surveyed in advance to the reopening and then again during the summer term.</li> <li>Parents fully informed of EBPS measures in place</li> <li>A separate EBPS Reopening September 2020 and March 2021 Plan was shared with governors and all staff.</li> </ul>	Y	HT/SLT/SBM/ Site Manager	March 2021 - completed	M

As checked on 13/7/2021 by :

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