

# Christ Church (Church of England) Infant School and Nursery



## Covid-19 Risk Assessment March 2021

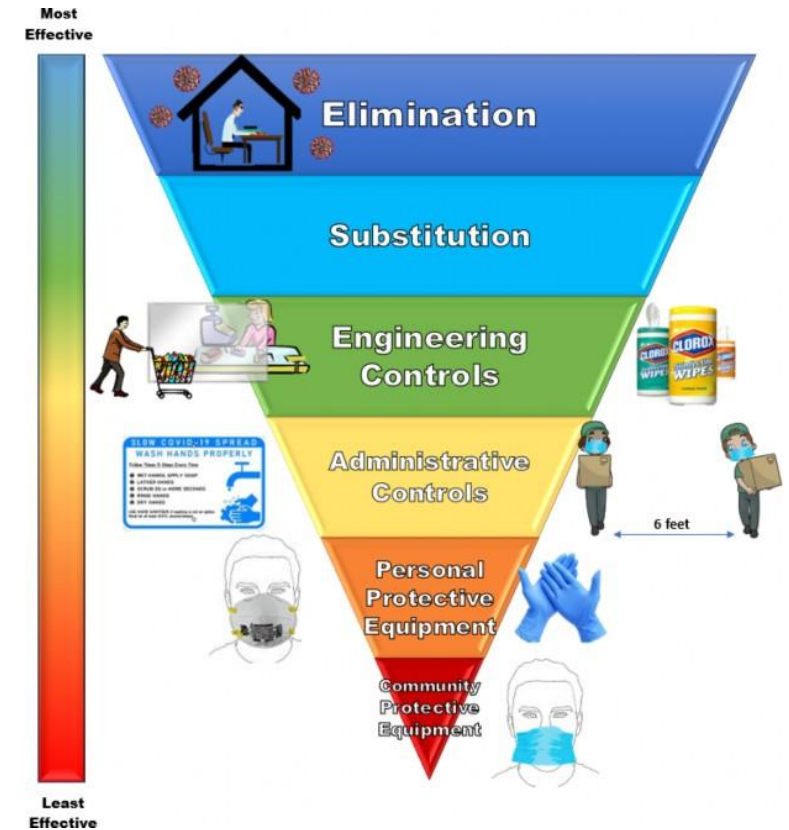
Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

Our plans for reopening have adhered to the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



**All staff are provided with Lateral Flow Tests and encouraged to self-test twice per week on a Sunday and Wednesday. Alternatively, they may choose to attend a Lateral Flow Testing site if they do not feel comfortable or confident to complete the self-tests.**

### **Shared Responsibility**

**All staff are responsible for ensuring that they follow the instructions held within this Risk Assessment. They are also responsible for reporting to the senior leaders if other members of our school community are not adhering to or are breaching these requirements.**

**Title:** Covid-19 Risk Assessment

Hazards	Who might be harmed	Controls Required	Risk Rating  L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water (ideally warm water) in place.</li> <li>• Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• Stringent hand washing taking place. (in accordance with this <u>guidance</u>).</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>• Classes to teach children hand washing techniques.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Children to wash hands before and after eating a snack and before and after eating dinner.</li> <li>• Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed.</li> <li>• Appropriate receptacles for disposal of tissues which are emptied each day.</li> <li>• Pupils discouraged from sharing cutlery, cups or food.</li> <li>• Parents informed of hygiene expectations and to advise it is discussed with their children.</li> </ul>	M	<p>Hand wash available at all washing stations. Hand sanitiser available in all rooms for use by children when they entering or leaving the classroom.</p> <p>Boxes of tissues are available in every room and bins with sack liners that can be tied and sealed.</p>			

		<ul style="list-style-type: none"> <li>• Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.</li> <li>• Areas are kept well ventilated using natural ventilation where possible. Doors and windows should be opened at regular intervals during the day but not kept open continually to ensure a comfortable working environment. Children and staff should not need to wear coats indoors.</li> <li>• <u>Cleaning</u></li> <li>• Pupils sit at same desk each day which is thoroughly cleaned at the end of each day.</li> <li>• If children do need to move to another table or area within the classroom the table will be cleaned before/ after use.</li> <li>• Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&amp;S policy.</li> <li>• Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods.</li> <li>• Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• <b>Crockery and cutlery used by staff must be washed immediately after use. Used items must not be left in classrooms or sinks. The dishwasher must not be used as this creates the opportunity for contamination when the items are being loaded/unloaded.</b></li> </ul>		<p>Cutlery to be handed to pupils by staff wearing gloves. Pupils should not select cutlery from a shared location.</p> <p>Cleaners use a chlorine based cleaning product. Clothes used for cleaning will be disposed of daily.</p> <p>A surface sanitising cleaning fluid is available in each classroom and stored out of the reach of children.</p> <p>Cutlery to be handed to pupils by staff wearing gloves. Pupils should not select cutlery from a shared location.</p>			
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		<ul style="list-style-type: none"> <li>• <b>Staff must have their own dedicated cups and cutlery which must be stored away and not available for communal use.</b></li> <li>• The photocopier control panel is cleaned between users.</li> <li>• An increased cleaning regime has been introduced during the day at break and lunch times. This must be completed and recorded on the wall chart. Cloths used for cleaning must be disposed of and not left on surfaces.</li> </ul> <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> <li>• The staffroom is limited to one person at any one time.</li> <li>• When waiting to use the photocopier staff should ensure 2m distancing.</li> <li>• Staff will not enter the main office or Head Teachers Office unless invited to do so with PPE in place and social distancing maintained.</li> <li>• Photocopying from the office machine must be kept to a minimum and can only be done when office staff are not present or 2m distancing can be achieved.</li> <li>• Office kitchen facilities cannot be accessed by teaching staff.</li> <li>• School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).</li> <li>• Implementation of social distancing in all areas outside of the classroom.</li> <li>• <b>Class bubbles are maintained throughout the school day and mix as a year group when playing outdoors.</b></li> <li>• <b>Small numbers of children may be required to work with children from the other year group class for phonics or Catch Up sessions. The mixing in these groups will be kept to a minimum.</b></li> </ul>		<p>Additional posters and floor markings to remind staff to maintain 2m distancing at pinch points i.e. staffroom and photocopier.</p> <p>School website, Marvellous Me, Text message.</p>			
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		<ul style="list-style-type: none"> <li>• Desks should be placed in rows with all children facing forwards.</li> <li>• Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day.</li> <li>• Designated play areas at break times and limit the movement of pupils around school to reduce large groups of children gathering.</li> <li>• Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering</li> <li>• Collaboration can be done on TEAMS.</li> <li>• TEAMS must be active in classrooms at all times and used as the primary means of communication with the school office.</li> <li>• All communication on TEAMS chats between classrooms must be GDPR compliant. Sensitive or confidential information must not be shared using this system as it is displayed on the computer and classroom screen to be seen and read by pupils and colleagues.</li> <li>• The library is limited to one adult at any one time plus a pupil group for intervention. 2m distancing MUST be maintained.</li> <li>• Staff reminded daily of the importance of social distancing both in the workplace and outside of it.</li> <li>• Review of work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time whilst ensuring the safe management of the site. Staff working from home must be prepared to come into school at short notice to cover for ill or absent staff.</li> <li>• Redesigning processes / rooms to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Management checks to ensure this is adhered to.</li> <li>• Parents discouraged from gathering at school gates through staggered start and finish times.</li> </ul>		<p>Failure of staff to maintain social distancing will be subject to disciplinary action.</p> <p>Additional Document provided.</p> <p>PPE required if;</p> <ul style="list-style-type: none"> <li>• a child, young person or other learner becomes</li> </ul>			
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- **Parents and Staff are required to wear face coverings when on the playground at the start and end of the day.**

Reducing contact point activities

- School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.
- School will cease hand shaking of children and visitors.
- Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation but whilst maintaining a comfortable working environment.
- Sports equipment will be used to deliver the curriculum. The children will use hand sanitiser at the start and end of each lesson.
- Toilets- Children will only use the toilets allocated to their Year Group/Class.

Dealing with a suspected case (staff and / or pupil)

- 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.
- If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance.
- 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 any potential infection.

unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. A sealed pack of PPE will be available in each classroom.

- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).
- Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.

- Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.
- If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.
- If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.
- Family members of the person with suspected symptoms should also self isolate until the outcome of the test is established and for 10 days for a positive result.
- **The school will not allow pupils or staff to return to school until the full 10 day isolation period has been completed.**
- **Negative COVID tests taken following overseas travel will not be accepted by the school before the full 10 day isolation period from the date of return has been completed.**

Controlling other users of building (visitors / contractors)

- 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

Emergency procedures / PPE

- All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.
- Pupils' parents are contacted as soon as practicable in the event of an emergency.



- Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.
- 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.
- All medical waste must be double bagged and disposed of.
- Used PPE to be double bagged and disposed of.
- Multiple use PPE such as visors must not be left lying around but stored securely. Re-useable visors must be named/labelled to prevent cross contamination/use and cleaned after use.
- Hands must be washed thoroughly when removing PPE.
- Visors/ masks must be worn when entering a bubble other than your own or when moving around the school building.
- When dealing with a toileting incident the staff member must wear PPE. The child's soiled clothes must be double bagged and sent home.

Personal Protective Equipment (PPE)

*Note:* Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.

Teacher / staff shortage		<ul style="list-style-type: none"> <li>• School monitors daily any staff absence.</li> <li>• 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.</li> <li>• Daily report to the EHT on number of absences and symptoms.</li> <li>• Weekly summary data for each class to EHT.</li> <li>• Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance or a negative test result has been confirmed.</li> </ul>	H	If there are any shortages of teachers or to allow the efficient running of the school, teaching assistants can be allocated to lead a group, working under the direction of a teacher.			
		<ul style="list-style-type: none"> <li>• Sports Coaches, Supply Staff and PPA Cover Staff can teach classes throughout the school but should maintain social distance wherever possible. These staff should not attend site if they have come into contact with a person with COVID19 or display symptoms. Visors or masks must be worn at all times when entering a bubble other than the designated bubble for that adult. 2m distancing must be maintained.</li> <li>• <b>Staff must check with Soccer Coaches that the same equipment is not used with consecutive groups on the same day.</b></li> </ul>	M				
Impact on physical and mental health		<ul style="list-style-type: none"> <li>• Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>• Regular communication of mental health information (e.g. H&amp;S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support.</li> <li>• Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home.</li> </ul>	M				
Curriculum							

Spread of COVID 19PE Through contact with heavy breathing and sweat.	Staff and Pupils	Physical Education – Limit the physical activity taking place in an indoor space that may result in others breathing in the breath droplets of others or coming into contact with sweat.	H	Wherever possible PE to take place outdoors.  If indoor facilities are used children should face forwards, be well spaced and avoid over exertion.	Teacher		
Reading Books	Staff and Pupils	Reading books can be issued for use at home but must be quarantined for 72 hours before being placed back into circulation.	L				
Through mixing of clothing when changing	Pupils	Pupils will come to school in their PE kit on timetabled days to reduce items coming in from home and the risk of children mixing clothing.	L				
Through contact with the breath of others expelled at force.	Staff and Pupils	Music- Singing, wind instruments and proximity in small group tuition in small rooms.  All of the above cancelled until further notice.	L				
Food in School other than lunch boxes.	Staff and Pupils	Children are allowed to bring commercially sealed bags of sweets for birthday celebrations. Unwrapped food items that have not been commercially produced and sealed cannot be given/shared with the children for any reason.	L				
Spread of COVID 19  Cross contamination of Bubble Groups	Staff and Pupils	Whole school worship or group gatherings of more than one class bubble.  No whole school or year group gatherings will take place indoors until further notice.	L	Whole School Worship may take place via TEAMS delivered directly to each classroom.			
Wrap Around Care – Breakfast Club and After School Club.							

Spread of COVID 19  Cross contamination of Bubble Groups	Pupils and Staff	Christ Church ASC  Children will be collected by designated staff and organised to walk socially distanced to the ASC at Christ Church Nursery. (See Separate Risk Assessment).  The children will meet the ASC staff in the dining area or ICT Suite at the end of the day.	L				
		Tettenhall Kindergarten ASC  Children will be collected by the staff from Tettenhall Kindergarten and they will meet outside in the Gazebo.  Only children from Christ Church Schools attend this setting.	L		Lisa		
		Playkidz Breakfast Club – The children will be organised into three bubbles. Infant and Junior (Years 3/4 and Years 5/6). A register of attendees will be left at the school office each day.  Juniors will go directly to their classrooms and infants will walk socially distanced to the Infant Site.	L		J Turner		
<b>Visitors in School</b>							
Spread of COVID 19	Pupils and staff	Visitors to school will be allowed with pre booked appointments such as Social workers, Speech Therapists etc.  They will be required to have their temperature checked on entry, answer three questions about their exposure to people with symptoms, overseas travel and track and trace. They will be required to sanitise their hands and wear a mask. They will be required to maintain social distancing when working with a child.	L				

**Considerations for additional control measures:**

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.

- 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.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- 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).

#### 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 adventure 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. Read [COVID-19: cleaning of non-healthcare settings](#).

#### For shared rooms:

- 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, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

#### 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 ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

#### **Additional considerations:**

Effective communication is key and cannot be underestimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and 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.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the Executive Head Teacher when they plan to return to work after having coronavirus.
- The Executive Head Teacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.

- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.