

Coombe Hill Infants Schools - COVID 19 Risk Assessment. -

Please read in conjunction with Response to Survey Questions May 2020

Description of Activity	Provision of childcare/education during the Covid-19 pandemic.
Section	Coombe Hill Infant School
Location(s) covered	Coombe Lane West, Kingston Upon Thames KT2 7DD
Date of Original Assessment	22.05.2020

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	20.05.20
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes

Has action been taken	YES & ONGOING ACCORDING TO GOVERNMENT ADVICE
Monitoring checks and incident reporting	Head teacher, Deputy Head and SLT - regular report to Governors
Confirmed by Governing Body?	YES
Head teacher	Janet Berry
Deputy Head	Sue Jakob
Site Manager	Kate Curtis
Date:	29th May 2020

This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at healthandsafety@kingston.gov.uk.

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Review Dates

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Originally published for schools on 14/5/2020. (versions 1 and 2)			
This version - 29th May 2020	version 3 = 21/5/2020			

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No	Issue/hazard and what can go wrong	People at risk	Control measures/ mitigations to reduce the risk levels as low as practicably possible	In place? Comments
1	Some staff or pupils may be more vulnerable to complications associated with COVID-19	Staff Pupils	<ul style="list-style-type: none"> ● Staff/parents of pupils have been asked to let their Headteacher/ office manager know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: NHS list of high risk and moderate risk conditions ● For those with 'high risk' medical conditions, they must stay at home (working from home where technology allows) and shield. ● Where staff have 'moderate risk' medical conditions they should work from home where they can. If they can't work from home, but are usually fit and well, they can come to work - but they should not do particular activities including the provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do. ● Where possible, those with 'moderate risk' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. We have parking on-site for them if there are any problems with parking on the nearby streets. Return to work based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in the row above this one, and in line with Public Health guidance. Link: NHS list of high risk and moderate risk conditions <p>Government Guidance for schools provides specific advice in relation to those moderate risk, as follows:</p> <p><i>"Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible.</i></p> <p><i>Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot</i></p>	<p>Done</p> <p>Advised</p>

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			<p><i>work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.”</i></p> <p>Link: Government Guidance for Schools - shielding children and adults</p>	
2	<p>People with symptoms of COVID-19 creating potential for transmission from person to person</p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> • Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. • If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them. If you had to give your child Calpol before school, you must not send them in. If a child arrives at school unwell, the school reserves the right to send the child home. The child must self-isolate for 14 days. .https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection • The arrangements for this are discussed in detail in the section of this risk assessment called ‘Someone develops COVID-19 symptoms whilst at school’ - number 12 in this risk assessment (numbers are given in the far left column). • Children to wash hands on arrival and departure, as well as throughout the day. Dedicated toilets and sinks for each class. Poster for handwashing to be displayed by all sinks. 	
3	<p>Stress and anxiety for staff who are asked to</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Return to work based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in the row above this one, and in line with Public Health guidance. Link: NHS list of high risk and moderate risk conditions 	

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	<p>return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding).</p> <p>Parental anxiety</p>		<ul style="list-style-type: none"> ● Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. ● Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. ● School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). ● Staff and school have access to official guidance from DfE and Public Health England. ● All parents surveyed after receiving news and arrangements for reopening ● Follow up Q & A document circulated to all parents, staff and Governors to minimise anxiety and to address questions and concerns 	
4	<p>Testing</p>		<ul style="list-style-type: none"> ● The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This includes children aged 5 years and above. ● Anyone with COVID-19 symptoms will be asked to take a test and report on results ● The whole bubble will be asked to stay home until the results are back and reported to the headteacher. ● If positive the whole group must self isolate for 14 days. ● If negative the group can return to school ● A record will be kept of all cases needing to be tested <p>Link: Guidance on testing for essential workers (e.g. teachers) https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#contents Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils Link: Symptoms: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms Link: Essential Workers</p>	

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5	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>Handwashing</p> <p>Essential visitors</p> <p>Use of equipment including pens, keyboards</p> <p>Cleaning</p>	<p>Staff pupils visitors contractors</p>	<ul style="list-style-type: none"> ● Staff and children must wash their hands (20 seconds) upon arrival at the school site, wash their hands regularly throughout the day, especially before eating and drinking and to avoid touching their nose, mouth or eyes. Washing hands is also required after eating. They must wash their hands before and after outdoor play. They must wash their hands again before leaving school. Hand sanitiser is available around the school. Children must use the sink and toilet allocated to their group and be supervised by a member of staff at all times. ● Handwashing poster to be displayed by all sinks and staff to supervise. ● When sitting at tables, children should sit alongside (2 metres apart) rather than opposite each other ● Essential visitors - restricted to cleaners or emergency maintenance workers ● All visitors will be given clear guidelines ● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. ● Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. ● Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. ● All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. ● Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments ● Soap, paper towels (where used) and hand sanitiser are regularly replenished. ● Kitchen staff (Accent) have their own RA ● The H&S Team has consulted the London Coronavirus Response Cell and received confirmation that Public Health England has no concerns regarding the use of hand dryers. ● <p>Link: Guidelines on hand hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf</p>	
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			<p>Link: Wash your hands poster Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. Link: Catch it, Kill it, Bin it poster: https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p> <p>Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. First aiders have access to local handwashing facilities/hand sanitiser.</p> <ul style="list-style-type: none"> • Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others. • Increased cleaning of frequently touched surfaces using standard cleaning products, including computer equipment, phone handsets etc. • First Aid, Hygiene and Cleaning kits in every classroom. - teachers and TAs to clean resources between each bubble (Wednesday & Friday). • ICT Suite cleaned after every bubble has used it so that keyboards, screens, desks and mice are cleaned with disinfectant wipes - cleaning kit in ICT Suite • Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. • School closed to all pupils (apart from Key Workers) on a Wednesday to allow for thorough cleaning between each bubble. 	
6	<p>Social distancing -</p> <p>Classrooms</p>	<p>Staff Pupils Parents Visitors</p>	<ul style="list-style-type: none"> • No parents to enter school building • Horseshoe closed to all parents at all times. • Closed to staff between 8.20am and 9.45am and 2.40pm to 4.00pm • Parents given designated drop off and pick up time. • One parent only to accompany a child • One way path with 2 metre social distancing markings for parents to follow • Office closed to all parents apart from key worker group and for picking up a sick child (non COVID illness) • COVID-19 symptomatic children to be picked up from Kangaroo Corner • Parents advised to email or phone office with enquires NOT to enter office area • Visitors to the school have been greatly reduced to only those people who need to undertake essential work. 	

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	<p>Classrooms and offices</p>		<ul style="list-style-type: none"> ● Deliveries/maintenance will be planned as much as possible on Wednesdays when school is not full. ● The number of staff entering the school including offices has been reviewed - for example, where staff can undertake their work at home, they are working from home. ● Currently, only pupils who fall into specific categories are attending school which results in the majority of pupils not coming into school. On 1st June, the number of pupils attending is likely to rise to include Reception and Year 1 pupils. This risk assessment incorporates this scenario. ● Where possible and appropriate, outside space is utilised for lessons or activities. ● Seating is organised in classrooms so there are gaps of 2 metres between pupils and staff. ● Class sizes are adjusted (reduced) so that social distancing can be maintained. ● Children will be reminded to social distance through songs, stories, etc however, it is widely acknowledged that for young children social distancing will be difficult. Therefore the bubble will be strictly adhered to. <p>Quote from Government Guidance: <i>“For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. <u>Desks should be spaced as far apart as possible.</u>”</i></p> <p>Quote from Government Guidance (primary schools): <i>“It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.”</i></p>	
	<p>Classrooms and offices continued</p>		<ul style="list-style-type: none"> ● Groups are kept together throughout the day, including play and lunchtimes. ● The same teacher(s) and support staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. This will not always be possible for the key worker group, where numbers of children and available staff will vary. ● First aid, Hygiene and cleaning boxes in all classrooms and ICT Suite 	

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			<ul style="list-style-type: none"> ● Pupils use the same classroom or area of a setting throughout the day, with one child per table. There will be a thorough cleaning of the rooms at the end of the day and on Wednesday for the Reception and Year 1 groups, where the groups will change the following day. ● One way systems will be put in place wherever possible with clear signs marking out the entrance and exit points, to reduce congestion. ● Children and staff are encouraged not to share pens or other stationery items. ● Staff not supervising or teaching pupils are encouraged to work alone/remotely or from home. Where this is not possible, staff maintain the 2 metre distancing rule. ● The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days ● When sitting at tables, children should sit alongside (2 meters apart) rather than opposite each other ● Where ground floor classrooms/offices have fire exits leading directly outside, these can be utilised as entry points to reduce congestion in the main entry points, at set times. ● Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. ● Pupils and staff are encouraged not to share pens or other stationery items. ● No hotdesking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ● Where possible, those staff not supervising or teaching pupils work alone in each office/room. Where this is not possible, staff maintain the 2 metre distancing rule. 	
7	<p>Social Distancing -</p> <p>Travelling to and from school</p>		<ul style="list-style-type: none"> ● Unnecessary travel on coaches, buses or public transport is avoided where possible. ● Parents are discouraged from gathering at the school gates and reminded of the 2 metre distancing rule ● Only 1 family member accompanying the child, unless there is a sibling who cannot be left at home. ● The drop off and collection areas are cordoned off and marked off in 2 metre intervals. 	

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	<p>Drop off and collection times</p>		<ul style="list-style-type: none"> • Drop off and collection times are staggered to allow different classes to arrive and leave at different times. • The horseshoe will be closed to create a safe space for pupils and their parents. <p>The school regularly checks the Government Advice: Link: Government Advice for Schools - implementing protective measures Link: Government Advice - Conducting a SEND Risk Assessment https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance (the SEND one states it will be updated before the 1st June 2020)</p>	
8	<p>Social distancing - lunch and school canteens</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> • Children stay in their group to either eat lunch in their classroom or outside in good weather. • Staggered lunchtimes to reduce the total numbers of people in outdoor areas. • The hall will be closed to all pupils, with school dinners being delivered to each classroom. Only packed lunches will be provided by our catering team at the moment. • Pupils will wash their hands prior to going to lunch and at the end of lunch prior to re entering the classroom. • Tables and chairs set as per 2 metre social distancing rules, not sitting opposite each other • Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation, even if a fire door. All doors to be closed at the end of each day. • All catering staff will ensure they follow 2 metre social distancing rules <p>Link: Government Advice for Schools Link: Government Advice - Conducting a SEND Risk Assessment https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance (the SEND one states it will be updated before the 1st June 2020)</p>	

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9	<p>Social distancing - staff room and staff toilet facilities meetings</p>	Staff	<ul style="list-style-type: none"> ● Protocol set for the use of kitchen and toilet areas - 2 metre markings on the floor for movement around the office and staff room areas. ● The kitchen to be set up as an overspill staffroom, with tables and chairs set out 2 metres apart ● Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. ● Staff make their own drinks and handle their own food. ● Doors and windows opened where possible. ● Meetings which require more than 10 people will be facilitated on Google Meet . 	
10	<p>Social distancing - movement around school buildings</p>	Staff, pupils	<ul style="list-style-type: none"> ● Break times and the movement of pupils around the school are staggered to reduce large groups of children gathering. ● Windows and doors are opened to help with general ventilation where possible. ● Use external classroom doors to avoid use of internal corridors, as much as possible ● Where physically possible, movement around the building is via a one-way system. ● All corridors and the slope will be clearly marked. ● The external drop off zones will have clear one way markings. ● Classrooms marked to avoid congestion in doorways. ● Tables and chairs removed to encourage social distancing ● Equipment and resources minimised with each child having own pack <p>Link: Government advice on implementing social distancing measures in schools: 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#class-or-group-sizes</p>	

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11	Provision of first aid and medication	Staff, pupils	<ul style="list-style-type: none">• First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.• Disposable gloves are provided for first aiders in all First Aid kits non-latex, if possible, for allergy reasons• First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases.• A disposable plastic apron and face visor are recommended for first aiders when dealing with a pupil displaying COVID-19 symptoms.• Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.• All minor first aid to be dealt with in the classroom/playground - First Aid boxes in each classroom and each playground area• In the event of head injuries, major bumps, D&V, children should be taken to the office for first aid. The same applies for children requiring their asthma pumps. Room to be deep-cleaned following use.• If a child becomes ill with COVID-19 type symptoms, the teacher/TA will phone the office to alert them, then take the child to Kangaroo Corner (open both internal and external doors) where they will be met by a Paediatric First Aider. PPE to be used. Office to contact parents. Room to be deep-cleaned following use.• External door open in the first aid room to help ensure good ventilation.• Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. PPE to be disposed of in accordance with guidelines.• See also the section on 'Someone develops COVID-19 symptoms whilst at school' <p>Please see the following link for PPE guidance for first responders: Recommended PPE for ambulance staff, paramedics and first responders</p> <p>The following link provides information on donning masks: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</p> <p>The following link provides information on how to safely remove the masks and other PPE:</p>	
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	<p>Administering medication</p>		<p><u>Advice on removing surgical masks and other PPE.</u></p> <ul style="list-style-type: none"> ● <u>Government Advice to First Aiders including Resuscitation:</u> <u>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</u> ● <u>Resuscitation Council Advice</u> <p>Medication</p> <ul style="list-style-type: none"> ● Staff dispensing medication to pupils should minimise contact. ● Wash hands before and after dispensing the medication ● If required, gloves will be worn by staff when giving medication. 	
<p>12</p>	<p>Someone develops COVID-19 symptoms whilst at school</p>	<p>Staff, pupils, visitors, suppliers</p>	<ul style="list-style-type: none"> ● If anyone is experiencing a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <u>staying at home guidance</u>. ● If a pupil is awaiting collection, they are moved to a room (Kangaroo) corner, with adult supervision where they can be collected via an exterior door ● Where possible, a window is opened for ventilation. ● If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. 	

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			<ul style="list-style-type: none"> ● If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 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. ● If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. ● The school will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. ● Where possible, all deliveries should be booked for Wednesday (fewer pupils) or after school hours <p>Link: advice on cleaning in non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> ● Where a pupil or staff member tests positive for Coronavirus, the rest of their class/group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. <p>Link: What happens if someone attending school then tests positive for coronavirus?</p>	
13	Staff changing	Staff	<ul style="list-style-type: none"> ● Staff wear disposable gloves, masks and disposable aprons to assist children to change clothes. If there are behaviour issues associated with a child whereby splashing of body fluids is likely, this would need to be reviewed. 	

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	clothes - soiling		<ul style="list-style-type: none"> Following the task, staff bag the soiled clothes (for parents to take home), wash their hands and dispose of used equipment gloves, aprons and paper towels appropriately. Parents contacted and child sent home Areas are cleaned before and after use. Link: Guidelines on hand hygiene: https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf 	
14	Routine cleaning of communal areas of the school estate	Staff/ Cleaning Contractors	<p>For routine cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> Disposable gloves are provided for staff/contractors (see next bullet point) Staff wear their usual washable uniform/clothing Mops are used for the tasks No jet washing takes place during the current COVID-19 - not under any circumstances Staff wash their hands when they have finished their task and dispose of the gloves. Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal. 	
16	Storage and issuing of masks Putting on the masks	Staff	<ul style="list-style-type: none"> Where masks have been supplied for staff (e.g. first aiders) they are stored in the office and are also in a lidded box in each First Aid Box in each classroom. The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE Donning and Doffing PPE: https://youtu.be/-GncQ_ed-9w 	

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17	<p>Ventilation including mechanical ventilation</p>	All	<ul style="list-style-type: none"> ● CHI has referred to the relevant guidance and the ventilation/air conditioning is compliant with requirements. ● Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. ● Where schools have ventilation systems/air handling units/ air conditioning, refer to the following guide produced by the REHVA (Federation of European Heating, Ventilation and Air Condition Association): <p>HSE Advice:</p> <ul style="list-style-type: none"> ● The risk of air conditioning spreading coronavirus is extremely low <ul style="list-style-type: none"> ● If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. ● You do not need to adjust other types of air conditioning systems. ● Link: Guidance on Ventilation by REHVA: https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf 	
18	<p>The potential for transmission of virus droplets from surfaces to the hands and then to the face -</p> <p>shared equipment,</p>	All	<ul style="list-style-type: none"> ● Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others, including when signing in. If a school pen has to be used because an individual doesn't have a pen and needs to sign in, either reception staff sign in on their behalf or a pen is provided which is then wiped clean afterwards. ● Sharing of computers and Ipads is avoided, where possible, or cleaned between usage ● Sanitising wipes are provided for areas where pupils or staff are using keyboards and mice. ICT Rooms - keyboards and mice should be cleaned after each use/session. ● Increased cleaning of frequently touched surfaces using standard cleaning products, including computer equipment, phone handsets etc. ● Our play equipment will be cleaned by a Fogging machine daily, with children washing their hands before and after playing and immediately before eating. 	

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	play equipment and toys		<ul style="list-style-type: none"> • Easily cleanable play equipment should be used for play and each class will have their own set. These will be cleaned on a daily basis. • Gloves must be used when cleaning and disposed of appropriately • Soft furnishings which cannot be easily cleaned will be packed away and stored. 	
19	Fire Evacuation Fire Doors	All	<ul style="list-style-type: none"> • Fire evacuation procedures have been reviewed to consider if there are busy areas and whether the current assembly point present social distancing issues. • All fire doors which are not currently held open with automatic door release mechanisms, will be wedged open to avoid having to be touched regularly as people move around the school and to improve general ventilation. • Regular cleaning procedures in place of the areas of the door most frequently made contact with. • CHI- Fire evacuation procedures to remain the same, with reminders of social distancing. • All fire doors closed after school hours 	
20	Food and drink	All	<ul style="list-style-type: none"> • Staff to make their own drinks and not to share, foodstuffs, cutlery and cups, etc. • Pupils will no longer be in contact with the catering team. • Pupils are not allowed to swap food from their lunch boxes/plates 	
21	Communicating with staff and parents	All	<ul style="list-style-type: none"> • Arrangements for discussing in detail plans with all staff including individually have been discussed elsewhere in this risk assessment. • Parents will be kept informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children, changes to behaviour policy etc. • Include reminders of parents' roles in social distancing in the school's weekly newsletter, for example in terms of the weekends if the newsletter goes out towards the end of the week. • Emphasise to parents and carers that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school. • Class email groups are used to communicate with parents. • CHI Emergency WhatsApp group in place for all staff • All staff to carry their mobile phones with them at all time (on silent/out of sight of children) to be able to contact office in the event of accident or sick child 	

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Please read in conjunction with Response to Survey Questions May 2020

22	COVID controls declaration poster	-	<ul style="list-style-type: none"> • The Government has produced a declaration poster for employers to display which schools may like to display: Link: Covid Secure Poster 	
23	Relevant publications and posters - these are documents we have considered in writing this RA and have provided links to throughout the document. We are including them here for ease of reference.	-	<ul style="list-style-type: none"> • Government Advice on Implementing Social Distancing in Schools • Safe Working in Education, Child Care and Children's Social Care Settings • Reopening Schools and Other Settings - Information for Parents • Government Advice - Conducting a SEND Risk Assessment • (the SEND one states it will be updated before the 1st June 2020) • Government Guidance for Schools - shielding children and adults • Actions for Schools During the Coronavirus • Guidelines on hand hygiene • Advice on donning surgical masks and other PPE • Advice on removing surgical masks and other PPE • Video: PPE - Donning and Doffing PPE Video, Public Health England • School Premises - Managing Partially Opened Buildings • Guidance on Ventilation by REHVA • guidance on cleaning in non-healthcare settings • DfE Summary of Government Advice Scientific Evidence Summary • Covid Secure Poster • staying at home guidance • Catch it, Kill it, Bin it poster 	
24	After school club provision	staff/ pupils/ parents	<p>This Coombe Hill Risk Assessment applies to all after school club care - Coombe Connections is suspended during this period - and a skeleton offer is available for some key worker children.</p> <p>In addition:-</p>	

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			<ul style="list-style-type: none"> ● all staff maintain social distancing ● all food preparation must follow food hygiene guidance ● any equipment which has been unused during lockdown must be thoroughly cleaned before use - including the running of taps, dishwasher (Legionella) ● all food handlers must frequently wash their hands for at least 20 seconds ● masks and gloves must be worn during food preparation ● any D&V symptoms, staff must stay at home for at least 48 hours ● 	
	<p>Factors which could affect opening of school</p>		<ul style="list-style-type: none"> ● Do we have the right number of staff? ● Are rooms cleaned and ready to receive pupils? ● Do we have enough resources for handwashing/cleaning etc? ● Are we able to provide lunches for those that need them? ● Has any parent/pupil/staff reported in suspected or confirmed C19? ● <p>Tipping Points - requiring urgent action/discussion about closure</p> <ul style="list-style-type: none"> ● National infection rate rises above 1 ● Cases of confirmed Covid19 in more than one class ● Leadership decision that Guidelines cannot be met in the next half term ● Not enough staff available to safely teach children ● Running out of cleaning and handwashing resources ● Government instruction to amend provision. 	

Action Plan for Improvement

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No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.