

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from September 2022

Bromley Hills Primary School

Assessment conducted by: Jon Stevens/Jo Rogers	Job title: Headteacher & Deputy Headteacher	Covered by this assessment: 07.09.22 – 16.12.22
Date of assessment: 05.09.22	Date of next review: 16.12.22	Date shared with Governors: 19.10.22

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- If you have a query about coronavirus (COVID-19) relating to schools and other educational establishments, and children's social care, in England contact the **DfE coronavirus helpline - Telephone 0800 046 8687. Opening times: Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 6pm.**

Further support and advice is available from the local Health Protection Team on infectious and childhood illnesses (eg. norovirus and immunisations) via this email communicable.disease@dudley.gov.uk the inbox is monitored from 8.30 – 4.30 weekdays, a team member will respond.

Risk Description / Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible persons	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	High	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly • Information on the school website is updated. • Pupils/parents updated via classrooms/email/text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email/text/Teams message. <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	Governing Board
Poor communication with parents and other stakeholders	High	<ul style="list-style-type: none"> • All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Headteacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary via email and or text and Teams (for staff).	Governing Board

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Poor hygiene practice in school - general	High	<ul style="list-style-type: none"> • Pupils to wash their hands with soap/use anti-bacterial handwash • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue/in elbow, - To throw all tissues in a bin, - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, classrooms and other key locations for staff, pupils and visitors. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Pupils and staff do not share cutlery, cups or food. • All utensils are thoroughly cleaned before and after use – staff to put their items in the dishwasher. • Cleaners carry out additional cleaning. Door handles, doors and toilets are cleaned in the morning and paper/hand towels are refilled regularly. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	Governing Board

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Poor hygiene practice – specific – office spaces.	High	<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations Staff to wash / sanitise hands on arrival at school Antibacterial wipes are available for staff to use. 	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	Governing Board
Poor hygiene practice – specific – toilet/changing facilities.	High	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. As a result, safe practices are followed and the risk of infection is reduced for staff and pupils. 	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	Governing Board
Ill health in school.	High	<p>In line with government advice: In order to help reduce the spread of COVID-19 and other respiratory infections and protect those at highest risk:</p> <ul style="list-style-type: none"> Encourage staff to get vaccinated. Let fresh air in if meeting others indoors. Practise good hygiene: <ul style="list-style-type: none"> wash or sanitise your hands cover your coughs and sneezes clean your surroundings frequently Wear a face covering or a face mask. Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting. 	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	Governing Board

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		<ul style="list-style-type: none"> • Children and staff who are unwell and have a high temperature should stay at home / be sent home. They return to school, and resume normal activities when they no longer have a high temperature and they are well enough to attend. • Any pupil who displays signs of being unwell is immediately referred to First Aiders. • Any staff member who displays signs of being unwell immediately refers themselves to Headteacher, after taking their temperature. • Where the first aider is unavailable, staff ensure that any unwell pupils are moved to the isolation room (First Aid room) whilst they wait for their parent to collect them. School admin team to contact parents. • If a pupil needs to use the bathroom, they should use a separate bathroom, the disabled toilet, which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult and a window kept open. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection (face shields) should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen 					

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		<ul style="list-style-type: none"> Unwell pupils who are waiting to go home are supervised in the disabled toilet where they can be at least two metres away from others Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
A pupil/member of staff has tested positive and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> Staff who have symptoms of a respiratory infection, such as COVID-19, and have a high temperature or do not feel well enough to go to work or carry out normal activities are advised to stay at home and avoid contact with other people. Staff who feel unwell or have Covid-19 are to wear a face mask, whilst still in school and are awaiting to go home. Staff only return to work once the high temperature has gone and you feel well enough to return to work. Staff who have a positive COVID-19 test result, stay at home and avoid contact with other people for 5 days after the day of the test. At the end of this period, staff who have a high temperature or feel unwell, stay at home until they feel well enough to resume normal activities and no longer have a high temperature. If a child or young person has a positive COVID-19 test result they should stay at home and avoid contact with other people 	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	Governing Board.

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		<p>for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, they can come back to school.</p> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>					
A pupil/member of staff is a close contact with a positive case at home.	High	<p>In line with Government advice:</p> <ul style="list-style-type: none"> Children and young people who usually go to school and who live with someone who has a positive COVID-19 test result should continue to attend as normal. 	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	JS/JR
Contractors, deliveries and visitors increase the risk of infection.	High	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school All contractors/visitors to sanitise hands either prior to or on entry to the school site Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p> <ul style="list-style-type: none"> Any visitors to school upon arrival or prior to arrival or use the hand sanitiser provided. School staff to make visitors aware of current fire drill procedures and also who the designated safeguarding lead is on duty that day. Upon arrival any visitors will be shown where they are going to be working. The area will be well ventilated with windows and doors open. Areas where external visitors 	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	Governing Board

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External Agencies visiting children	High	<p>will work will be thoroughly cleaned before and after use. Visitors will bring with them any equipment and refreshments that they need.</p> <ul style="list-style-type: none"> • School will agree with visitors how the pupil will return to class after the session. • All pupils to sanitise hands after the session before returning to their classroom. • Upon departure, visitors will make school aware that they are leaving the premises. 	Low	Low	JS/JR (HT/DHT)	Information to be shared as and when necessary.	Governing Board

