

Cadmore End CofE School

Additional Covid-19 School Premises Risk Assessment March 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
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Approved by Headteacher and Governing Body Premises, Health & Safety Committee Date:
Shared with staff:

Access					
Pedestrian access to school	Pupils, staff, parents, visitors, contractors	Risk of spread of Covid-19 Through physical contact	<ul style="list-style-type: none"> • Access to and exit from school using one-way system • Entrance and exit via side gates only • Cones used to designate social distancing • No adults other than reception/nursery parents are permitted to walk past drop off zone. • Anyone who is not a member of Cadmore End staff and is over the age of 12 years, must wear a mask on school premises. This includes outside. • Staff must wear a face mask at all times • Have a hand sanitiser at the front gate. To be used by both children and adults • Staggered start and finish times to avoid congestion. • EYFS/KS1/KS2 parents to drop children off and collect at gate/amphitheatre • No visitors allowed on site unless prior appointment or in a safeguarding/medical emergency. • Essential visitors to the school are restricted to one at a time, contact details are taken and they must sanitize on arrival and when they leave and must wear a face mask at all times. 	Monitor	Low

Vehicle access During drop off and collection	Pupils, staff, parents	Being hit by moving vehicles	<ul style="list-style-type: none"> • System communicated to all groups • Parents to park at bottom carpark • Parents to observe social distance when walking to and from the zoned drop off/collection point • Staggered start and finish time to avoid over crowding • Access only permitted at specified times • System communicated to all groups 		Monitor	Low – Med
Infection outbreak and reporting						
Suspected case of Covid-19 in school	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> • Due to size of school and staff working across classes, we will operate as one bubble. However, we continue to follow recommendations (outlined in this document) to reduce the risk of contracting/spreading the virus. • All staff to follow COVID Self-test policy and risk assessment. Please see here for further details • All parents will receive a letter outlining expectations to keep everyone safe. • Any child who is unwell should not come into school or become poorly in school will be sent home. • If unwell whilst on site, isolate child or staff member in library • Open windows and make patient comfortable • Access and put on PPE as per county guidance • Alert parent and send child home with isolation instructions / send staff member home with isolation instructions • Identify all others in close contact and prepare contacts list for PHE • Report case to PHE • Deep clean all areas used or visited by child / staff member • Alert all staff to hazard and reassure • Follow further guidance from PHE • Alert Governors to hazard and actions 			Low
Bins						

Hazardous waste	All staff and cleaners	contamination	<ul style="list-style-type: none"> • PPE worn before any handling of waste • All waste from potential Covid-19 case to be bagged and marked as such • Removed from building to outside storage area and contractor notified • Cleaners not to handle potential Covid-19 waste. Staff member dealing with case to dispose. 			Low
Caretaking						
Cleaning chemicals	Staff and cleaners	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> • Class teachers to ensure each room has sufficient cleaner for surfaces and sanitiser each morning • Ensure labels clear and shared with all staff • Place orders with headteacher 			
Cleaners	Staff and cleaners	Cross contamination	<ul style="list-style-type: none"> • Cleaners to come after school • Schedule in place where high risk areas are deep cleaned daily • Touch points within classroom to be cleaned during the day by class staff • Touch points outside classroom and around school to be cleaned by Lindsey 			
Designated Learning Areas						
Maintaining social distancing	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> • Children to enter school observing social distancing • Allocated space for belongings in trays (KS2 only) • Pupils to be seated next to each other but more than 1 meter opposite. • Water bottle's to be kept in the tray. • Children to wash hands before choosing healthy snack • Staff discretion to wear a mask in their class • Staff to wear a mask when walking around the school • Staff to wear a mask when working in close contact with a child. • Staff to wear a mask if working with children outside their class 		Adults to monitor	Low
Cleaning						

Learning surfaces - tables, doors and handles Toilet doors and handles	All staff	Cross contamination	<ul style="list-style-type: none"> • Use anti-bacterial cleaner • Store out of reach of children • Wear gloves when cleaning • Spray onto cloth and wipe all surface contacted by children / adults at end of every session, morning break or after any direct coughing or sneezing • Deep clean learning areas at end of day 		Increase use as needed, after sneezing or coughing episodes	Low
Toilets	Debbie and Lindsey	Cross contamination	<ul style="list-style-type: none"> • Wipe down push points and handles throughout day at end of sessions • Deep clean at end of day 		Ensure check rota in place	Low
Computer keyboards used by children	All staff	Cross contamination	<ul style="list-style-type: none"> • Wipe keyboard surface with alcohol cloth after use • Class teacher to ensure all laptops are wiped after each use. • Clean photocopier after use • 		Under adult supervision	
Contractors						
Covid-19 awareness	Debbie and staff	Cross contamination	<ul style="list-style-type: none"> • Alert to social distancing in school • Check health status • Monitor access away from children / staff – separate times if possible 			Low
Evacuating the school	Pupils, staff, visitors	Personal injury Cross contamination	<ul style="list-style-type: none"> • New drill explained • Register order maintained • Drill practiced and reviewed with Fire Risk Assessment 			Low
Cleaners	Pupils, staff, visitors	Cross contamination	<ul style="list-style-type: none"> • Cleaners to come after school • Schedule in place where high risk areas are deep cleaned daily 			
First aid						
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> • Paediatric first aider to wear a mask and aid any injured child/adult <ul style="list-style-type: none"> • Training on safe use of PPE given to all staff and protocol for suspected infection • PPE used in suspected cases 			Low
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> • First Aid kits available in original designated areas. First aid bags only to be used by paediatric trained staff. • Hands must be cleaned before handling bag 		Weekly check	Low

			<ul style="list-style-type: none"> Paediatric first aider to wear a mask and aid any injured child/adult 			
Grounds maintenance						
Grass cutting etc	Contractor	Cross contamination	<ul style="list-style-type: none"> Onsite only when children are indoors 			Low
Gym/Hall						
Hall	All staff	Maintaining social distancing	<ul style="list-style-type: none"> Pupils who have hot meals to eat at designated tables in the hall. Hall is cleaned after use 			Low
Interactive White Boards	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> Avoid surface contact games and activities where ever possible Wipe down surface with recommended cleaner if touched by children 		Adult only use	Low
Kitchen						
Staff kitchen	Staff	Cross contamination	<ul style="list-style-type: none"> Closed for children until further notice Staff to use upstairs kitchen but practice social distancing, wearing face masks and keeping the room well ventilated. Staff to clean equipment after use 			Low
School kitchen	All staff		<ul style="list-style-type: none"> Closed for children until further notice. Closed to non-catering team Catering team to wear PPE equipment at all times 			
Lessons						
General	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Classroom is set up to observe social distancing Pupils to have their own essential resources where possible Shared resources are regularly cleaned Text books to have plastic sleeves to ensure easy cleaning Frequent cleaning of whole class resources Try to observe a 1 meter rule where possible Windows and internal doors open in classrooms for ventilation 		KS1 & 2	Low

P.E.	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Non-contact games Maintain spacing Limit equipment Identify equipment for cleaning at end of session 			Low
Library, ICT	All staff pupils	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Pupils can borrow a book. When returned, wipe cover Laptops cleaned after use 		Review end week 1	Low
Office						
Office and Headteacher's room	School secretary, bursar, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Staff can have access to office but maintain social distancing and sanitise regularly Sit apart facing away from each other Keep office window to outside open Keep door open when possible Wipe keyboards down at end of day Wipe phone and drawers down at the end of the day 		Work in different rooms available wherever possible	Low
Off site visits						
Trips	Pupils, staff, volunteers	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Cancelled until further notice 		Review as necessary	Low
Play equipment, external						
Playground furniture Benches Adventure trail and log stack.	All staff	Cross contamination	<ul style="list-style-type: none"> KS1 and KS2 can access the whole playground but continue to use play equipment from their designated box. EYFS to use Prayer play area at lunch All play equipment is cleaned at the end of the day 			Low
Playground						
Maintaining social	Pupils, staff	Maintaining social distancing	<ul style="list-style-type: none"> KS1 and KS2 can access the whole playground but continue to use play equipment from their designated box. 			Low

distancing at break times		Cross contamination personal injury	<ul style="list-style-type: none"> EYFS to use Prayer play area at lunch Designated equipment for each bubble which is cleaned at the end of the day 			
Playtime and lunchtime						
Breaks/lunch	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> As above Children to eat at designated internal tables. If weather is warm and dry, children to eat outside 			Low
Store rooms						
Access	Staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Limit to one person at a time Use sanitiser regularly 			Low
Toilets						
Toilet access and use	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> EYFS and Donna to use upstairs toilet. Other staff to use downstairs. Toilet doors and handles wiped down regularly throughout day. 			Low

DATE OF REVIEW: 23.2.21	COMMENTS: Re-written as original document had too many changes. This new document reflects measures in place for March 21 return
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating.

	Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.