

# COVID-19 Risk Assessment – HERONSGATE

<b>School name</b>	Heronsgate School		
<b>Assessment carried out by (name/role)</b>	Jane Edwards		
<b>Date of assessment: latest update</b>	1 <sup>st</sup> September 2021	<b>Date of next review</b>	23 <sup>rd</sup> October 2021

<b>Hazard identified</b>		<b>The spread of Covid-19 coronavirus</b>				
<b>Who might be harmed and how?</b>	<b>Measures to control the risk</b>	<b>How are you already controlling this risk?</b>	<b>What further action (if any) do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>D o n e</b>
Staff Pupils Parents Volunteers / governors Visitors Contractors Risk of contracting Covid-19 and risk of transmission to others	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> <li>• Posters at entrance reminding people not to enter the site if they are displaying any symptoms.</li> <li>• Staff given instruction on what to do if they or someone in their household experiences symptoms;</li> <li>• Staff given instruction on what to do if a pupil show symptoms at school;</li> <li>• Any staff / pupils displaying symptoms of coronavirus in school to be sent home; Protocol to be followed</li> <li>• Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms;</li> <li>• Staff/pupils will be encouraged to get tested if they display symptoms of coronavirus; Included in staff protocol</li> </ul>				<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)		<ul style="list-style-type: none"> <li>If a member of staff or pupil tests positive they must stay at home and isolate.</li> <li>Restricting the number of visitors to the school to those where it is vital they attend the premises</li> <li>Parents invited into the school by appointment only</li> </ul>				<p>✓</p> <p>✓</p> <p>✓</p>
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p> <p>Limiting cross contamination in school fridge</p> <p>Removing access to drinking fountains</p>	<ul style="list-style-type: none"> <li>Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing;</li> <li>Provision of hand soap and disposable paper towels in shared areas and use of hand dryers in toilets where installed. Regular checking of supplies;</li> <li>Regular reminders about hand washing.</li> <li>Hand sanitiser and tissues available in classrooms and other key locations;</li> <li>Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.</li> <li>All water to drinking fountains turned off. Signage in place.</li> </ul>				<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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	Enhanced cleaning	<ul style="list-style-type: none"> <li>• Enhanced cleaning protocols are in place. These include:               <ul style="list-style-type: none"> <li>○ Thorough cleaning of classrooms and communal areas at end of the day;</li> <li>○ Cleaning of frequently touched surfaces often;</li> <li>○ Bins for tissues emptied regularly during the day;</li> <li>○ Cleaning of play / outdoor equipment between groups;</li> <li>○ Cleaning of other equipment for practical lessons between groups;</li> </ul> </li> <li>• Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time;</li> <li>• Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.</li> </ul>				<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
	Maximising ventilation	<ul style="list-style-type: none"> <li>• Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).</li> </ul>				<p style="text-align: center;">✓</p>

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		<ul style="list-style-type: none"> <li>Daily checks to ensure windows in rooms are opened including the high ventilation windows in classrooms</li> <li>Additional classrooms windows opened when classrooms are empty to allow the room to air.</li> </ul>				<p>✓</p> <p>✓</p>
	Minimising contact and mixing between groups of staff and pupils	<ul style="list-style-type: none"> <li>No whole school assemblies in the hall – Phase assemblies with classes well-spaced and windows opened.</li> <li>Playtimes in phases outdoors</li> </ul>	<p>Update to school protocols</p> <p>Timetables updated</p>	CGP	1st September 2021	<p>✓</p> <p>✓</p>
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required in school for primary aged pupils.</p>	<ul style="list-style-type: none"> <li>A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home;</li> <li>Face coverings can be worn by staff if required in situations where there may be larger groups of people or in situations where they may feel necessary. (Not whilst teaching)</li> </ul>	Update to school protocols	Headteacher	W/B 1 <sup>st</sup> September 21	<p>✓</p> <p>✓</p>

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	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> <li>• Protocol is that face-to-face meetings with parents and other agencies can be organized by zoom if preferred</li> <li>• Visitor protocol to be observed at all times, including hand washing and/or provision of sanitiser on arrival.</li> <li>• Contractor visits are scheduled outside school hours where possible and minimised.</li> </ul>				<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
	Monitoring	<ul style="list-style-type: none"> <li>• Management checks to be undertaken weekly on the control measures in place and reported back to the Head</li> <li>• Staff MUST report any breaches of health and safety protocol they have witnessed.</li> </ul>				<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
Heightened risk for those in vulnerable or potentially more vulnerable groups, e.g.	Clinically vulnerable children and adults and those potentially more vulnerable: Parents expected to follow medical advice if their child is in this category School will support clinically vulnerable support staff and	<ul style="list-style-type: none"> <li>• Staff and parents given advice on who is and who is not expected to attend school based on latest Government guidance and the school's needs</li> <li>• Information provided by staff on their health and personal characteristics used to identify individuals with &gt; 4 indicators of increased vulnerability. HR to meet with individuals</li> </ul>				<p style="text-align: center;">✓</p>

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extremely clinically vulnerable, clinically vulnerable, staff over 60, staff with a BMI > 40, BAME, Men	<p>others considered to be at greater risk to work from home where possible, otherwise the safest available on-site role will be offered following risk assessment</p> <p>Reminders to clinically vulnerable staff, staff over 60, staff with a BMI &gt; 40, BAME staff and men that it is especially important for them to comply with the risk mitigation measures set out in their generic or individual risk assessment</p>	<p>concerned to identify further measures to mitigate risk of working on-site in addition to those in generic risk assessment for potentially more vulnerable individuals</p> <ul style="list-style-type: none"> <li>• Generic risk assessment for all staff who fall into the clinically vulnerable or potentially more vulnerable group</li> <li>• Individual risk assessments on an 'as required' basis for pupils who attend school.</li> <li>• Reasonable adjustments for disabled workers to be assessed on an 'as required' basis</li> </ul>				<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

**In the case where the school has multiple connected cases, 10% of the school population or 5 cases, the school will take advice from Public Health England. In that case there is a possibility that advice may be to return to previous protocols with class bubbles and social distancing reintroduced.**