

Cedars Primary School

Preventing and Managing Sickness including Outbreaks Risk Procedures and Risk Assessment

As the school is currently operating in Stage 4 (containment) of the Initial Coronavirus Risk Assessment March 2020 to the COVID-19 pandemic,
this **Infection Control Risk Assessment** for full re-opening must be adhered to (1st September 2020)

Risk Assessment Form

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Reception	Staff Visitors Contractors Children	<ul style="list-style-type: none"> Visitors to remain behind the reception desk allowing 2-metre social distance. Signs of symptoms, visitor will be asked to leave. Reception / Site Manager to remind visitors to wash their hands regularly and where they can do this. Reception / Site Manager to wash hands before and after receiving letters. Site Manager to clean the post box each day. School to only send post if essential. Hand surfaces are cleaned regularly. <p>Contractors</p> <ul style="list-style-type: none"> On site kept to urgent repair / maintenance only. Will be issued with this Risk Assessment prior to attending site. All visitors to school to complete the visitor questionnaire – if any answer to the questionnaire states NO, the contractor / visitor will be asked to leave site immediately. To use shared adult toilet (Lighthouse). To clean the toilet and basin after use, using the cleaning product and disposable cloths provided. To avoid all children on site. 	4	2	4	

			<ul style="list-style-type: none"> • Maintain social distancing requirements at all times when on school premises • Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances – staff/visitors at Cedars can wear them if they feel safer to do so should social distancing at a particular time not be possible. 				
	Exposure to Covid-19	Staff Visitors Contractors Children	<ul style="list-style-type: none"> • All staff are to wash/gel hands upon entry and exit to the building and at least every hour. • Teachers and Teaching Assistants also to wash their hands at the start of the session, prior and after play, handling children’s books and before going home. • Headteacher/Deputy Head, Administrative Team and Site Manager should wash/gel their hands, use only their own computer, telephone and desk area. • In the staffroom, items/surfaces should be disinfected after use. Avoid soft chairs. • Daily site and cleaning check list to be completed. • Teachers have access to telephones to assist with their wellbeing and to ensure remote access to family where possible. • If pupils have symptoms, they must be collected from site promptly in line with the Attitude and Behaviour Addendum required for any pupil on site during partial re-opening • If staff have symptoms, they must return home immediately and follow government guidance at the time • People experiencing COVID symptoms must arrange a test and provide the school with the results as soon as possible • People with symptoms must adhere to the track and trace requirements 	4	2	8	

			<ul style="list-style-type: none"> • Adaptations to classrooms will be made to support social distancing • Pupils will be seated side by side and facing forwards • Assemblies will be held in key stage groups • Face-to-face meetings between staff will follow prevention measures • Social distancing rules to be adhered to by all on site at all times – children in key stage bubbles throughout the school day, staggered drop-off and pick-up times for parents. • Staff must only use personal protective equipment (PPE) for activities that bring them into close personal contact, such as washing, personal hygiene and contact with bodily fluids and symptomatic pupils / staff. • Appropriate PPE will be used for each episode of care then placed and stored securely within disposable rubbish bags. • These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This should be put aside for at least 72 hours before being disposed of as normal. Area where symptomatic child/adult has been to be cleaned and sanitised. • Supply Teaching/Support Staff only used where necessary 				Site Manager to share with Cleaners
	Hygiene	Staff Visitors Contractors Children	<ul style="list-style-type: none"> • Adequate cleaning materials to be in each classroom each day – tissues, bins, hand sanitiser, disinfectant sprays, cloths and paper towels, IT cleaning products including PPE equipment e.g. gloves and aprons • All tables and chairs are to be wiped with disinfectant spray before and after lunchtime and individual children places when changing classrooms. • If children sneeze or cough, child's place to be wiped with disinfectant spray and child to wash their hands. Promote– catch it, bin it, kill it approach • All children are to wash hands and gel upon entry to the classroom at the start of the 	4	2	8	

session and after play. They are also to wash and gel prior to going out to play and home. Washing hands before and after lunch as usual too.

- Site Manager to check supplies across the school daily and replenish as required.
- All classroom doors to be propped open throughout the day. Windows to be open
- Children to have their own frequently used equipment (e.g. pen, pencil, ruler, rubber, tissues)
- Only essential equipment brought in from home to school – kept in classroom (no cloakroom use). Children to wear PE kits on the day they have PE
- Key stage groups to have their own play equipment
- Equipment to be sanitised daily by dunking in Milton-fluid
- No Library use – mobile library in classroom
- Laptops/IPad trolleys to stay in key stage group areas. Children are to wash hands before using a laptop/lpad and staff to wipe down the computers after use with a computing wipe. All computers at the end of the school day to be sprayed cleaned. Trolley handles to be wiped throughout the day before and after use.
- No soft furnishing and soft toys
- General medical treatment (First Aid) – children to be treated in their classrooms or playground from key stage medical bag
- Office staff to use their own equipment and wipe equipment frequently
- Visitors to adhere to rules as set out in the Risk Assessment
- Daily whole school cleaning at the beginning and end of each school day to include the hall and activity room
- Adequate cleaning materials to be provided and disposed of accordingly
- Any homemade, **non-disposable** face coverings that staff or pupils are wearing when they arrive at school are removed by the wearer

			<p>and placed in a plastic bag to be taken home (The wearer must then wash their hands).</p> <ul style="list-style-type: none"> • Disposable face coverings that staff or pupils arrive wearing are placed in a refuse bag and disposed of appropriately? • Lidded bins for tissues are in classrooms and other key locations – these are emptied morning and afternoon(double bagged) throughout the day • Water fountains disconnected • Hand dryers disconnected • Air conditioning turned off • Lettings – hall/disabled toilet/year 5/6 surface/door handles areas additionally cleaned following provision 				
	Biological Agents	<p>Children</p> <p>Staff</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Specific COSHH risk assessments (Control of Substances Hazardous to Health) have been completed that consider the control of infection. • Suitable personal protective equipment (PPE) is provided • Adequate hand washing facilities are provided and maintained in suitable locations. • There are suitable arrangements for the collection, storage and disposal of clinical waste. • There are adequate arrangements made for the collection, movement and cleaning of soiled laundry. • Contact with soiled/infected laundry is minimised by the use of laundry bags/washing machine. • All staff have been briefed in appropriate control of infection. 	4	2	8	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so