

# EMMANUEL COMMUNITY SCHOOL

## Risk Assessment



Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in a School Environment
Section(s) / Team(s) covered	Whole school
Location(s) covered	Whole school building – Emmanuel Community School
Date of Original Assessment	20.05.2020 (DRAFT)

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	Since week beginning 11.05.2020. Various staff members have already contributed to the writing of this draft Risk Assessment. Final version will be agreed before 1 June 2020.
Are staff covered by this risk assessment aware of the controls noted and understand them?	Staff to sign having read, understood and agreed the Risk Assessment.
Copy of form sent to Trade Union Safety Representative	N/A We don't have an assigned Union health and safety rep, but have considered Union (e.g. NEU, NAHT, ASCL, etc.) recommendations.

Has action been taken	Ongoing
Confirmed by Line Manager?	Yes
Lead Assessors name (print)	Mrs T Oluwatudimu (CEO) Mr P Lewis (Headteacher) Dr L Lawson (Inclusion / Designated Safeguarding Lead)
Lead Assessor's signature	Final copy to be signed in due course.
Date:	

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
28.05.2020				

## Significant hazards and current controls

	Concern - background	Control Measures	Frequency	Person with Responsibility
<b>Start and end of school day</b>	<b>Concern - background</b>	<b>Control Measures</b>	<b>Frequency</b>	<b>Person with Responsibility</b>
Pupils entering the playground at the start and end of the day to arrive/go home	Risk of catching COVID-19 infection through close contact	<ul style="list-style-type: none"> <li>• Parents to not enter the school playground.</li> <li>• Signage/posters to be visible on school fence to remind parents of queuing and keeping a 2 metre distance.</li> <li>• Use Rectory Road entrance gate.</li> <li>• Main school office gate (The Drive) to be closed.</li> <li>• Mark 2 metre spaces outside the school on Rectory Road, Seaford Road and The Drive.</li> <li>• Gate to open at 8:45 and will be closed by 09:15.</li> <li>• Children wash their hands on entering the school and leaving.</li> <li>• A member of staff is on the playground in the morning from 8:45 – 09:15.</li> <li>• A member of staff is on the playground at the end of the day so who will open the gate and stand 2 metres apart to ensure the child is being met with their parents.</li> <li>• End of day children released at different exits:               <ul style="list-style-type: none"> <li>• Year 1 Rectory Rd gate,</li> <li>• Reception The Drive main gate,</li> <li>• Year 6 The Drive Ark gate.</li> </ul> </li> <li>• Parents to wait outside of designated gates, socially distanced along the pavements. Once parents reach the gate, their child will be sent over to them:</li> <li>• Gates open at 3:15pm.</li> <li>• Siblings stay together and wait at the gate designated for the oldest of the siblings.</li> <li>• Gates to be signposted to indicate above arrangements.</li> </ul>	Daily - mornings and afternoons	Children, parents and staff
Fixed play equipment i.e. climbing frame	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Climbing frames out of bounds. Area to be taped off.</li> <li>• Benches out of bounds and to be taped off.</li> </ul>		Staff Pupils Visitors

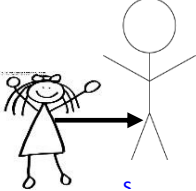

Being injured by bike/scooter brought to school and risk of infection	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Bike/scooter to be left outside the main office.</li> <li>• Pupils not to have contact/touch other learners' bikes/scooters.</li> </ul>		Staff Pupils Visitors
<b>Personal Hygiene</b>	<b>Concern - background</b>	<b>Control Measures</b>	<b>Frequency</b>	<b>Person with Responsibility</b>
<b>Hand-washing</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Handwashing – 20 seconds with warm soapy water.</li> <li>• Sanitisers – to be installed in key access points to school and in toilets.</li> <li>• Hand cream to be made available.</li> </ul>	On entry to the building, after any transition point, after using the toilets, before and after eating. At transition points into and out of the building.	Site supervisor to check water is hot enough in classrooms and toilets. All staff to model handwashing with children using the 20 second rule.
<b>Clothing</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Clean clothes regularly.</li> <li>• There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school.</li> <li>• Uniform that cannot be machine washed should be avoided.</li> </ul>	In keeping with normal practices.	All staff and parents.
<b>Tissues/Paper towels</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• All children and staff must be taught to 'blow it, bin it, bag it' routine for tissues.</li> <li>• Any paper towels used to dry hands must also be disposed of in the same way.</li> <li>• Each classroom to have a <b>lidded bin</b> for tissues and paper towels only.</li> <li>• When emptying lidded bins, the bag must be sealed and then placed inside another black bag.</li> <li>• <i>(Should any child or adult who has used the tissues go onto to show symptoms of Covid 19, the disposal bags should be stored outside for 24 hours before being placed in the usual disposal bins).</i></li> </ul>	As needed.	LC to ensure every classroom has a bin with a lid. Site supervisors to ensure there is a plentiful supply of paper tissues and towels. All staff to model the correct disposal.
<b>Cleaning</b>	<b>Concern - background</b>	<b>Control Measures</b>	<b>Frequency</b>	<b>Person with Responsibility</b>
<b>General cleaning – classrooms/office</b>	Stop the spread of virus in asymptomatic	From the research and evidence, the virus can be disposed of using hot soapy water and household detergent.	Daily	Site team

<b>spaces/staff room.</b>	carriers or anyone with early symptoms.	<p>Daily:</p> <ul style="list-style-type: none"> <li>• Cleaners to wipe down all surfaces with disinfectant spray. This includes – back of chairs, tables, teacher desk.</li> <li>• Any lino or plastic flooring to be mopped with clean mop, hot soapy water.</li> <li>• Any carpeted areas to be hoovered.</li> </ul>		
<b>Classrooms – contact points.</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Site supervisor/cleaners to clean surfaces – light switches, door handles, etc. This should become part of the daily routine – and be built into the transition routines.</li> </ul>	Daily	SL/KN to ensure plentiful stocks of wipes and spray.
<b>Toilets</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Extend Site Supervisor hours so that toilets can be cleaned after breaks (am and pm) and lunch.</li> <li>• KN till 11:30</li> <li>• SL to start at 13:30</li> </ul>	Daily, before school, after school and during the lunch break.	Site Supervisors
<b>Spillages</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• There will be a Site Supervisor on site at all times.</li> <li>• KN till 11:30</li> <li>• Midday staff 11:30-13:30</li> <li>• SL to start at 13:30</li> </ul>	As required.	Site Supervisors / Midday staff
<b>Main Halls</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Wooden flooring to be mopped with clean mop, hot soapy water and left to dry overnight.</li> </ul>	Daily	SL
<b>Dining Hall</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Children will use the Dining Hall on a strict rotation, keeping only to their (bubble) see physical distancing below.</li> <li>• After each sitting – the Midday Meals Supervisor on duty in the Dining Hall will wipe down tables with hot, soapy water.</li> <li>• At the end of each sitting all tables, chairs, contact points and floor will be cleaned by middays.</li> </ul>	Daily	Middays

<b>Equipment</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>Classrooms will be set to ensure 2 metres between desks.</li> <li>Where reasonably practicable children will sit back to back or all in the same direction.</li> <li>Children must not share their workstation or hot desk during the day.</li> <li>Children must use the same desk every time they are in the classroom.</li> <li>All soft furnishings, soft toys and any toys or equipment which are hard to clean have been removed.</li> <li>Any ICT equipment used (e.g. tablets/laptops) to be wiped off before anyone else makes use of it.</li> </ul>	Daily and as required.	Setting staff and Staff and children.
<b>Staff Room</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>All members of the school staff using the staffroom uphold the highest standards of cleaning.</li> <li>Cups – keep to one mug that is yours and make sure you wash and dry it properly after use.</li> <li>Microwaves – ensure you wipe down with warm water and detergent after every using.</li> <li>Waste – e.g. Teabags, coffee grounds, packaging to be thrown away in the bin. If bin is full, take responsibility and empty – there will be a supply of black sacks kept to hand in the staff room.</li> <li>Any spillages to be wiped up after use.</li> <li>Wipe down the area where you sat after finishing your meal.</li> <li>The Ark space and kitchen to be used as an overflow additional staff room to be used by the KS2 team, whilst KS1 team use the main staff room.</li> </ul>	As required and daily.	All staff to share the responsibility.
<b>Library</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>Soft furnishing and books should not be shared at this time. The library will therefore be out of bounds until guidance changes. Out of bounds signs to be used.</li> </ul>	Not accessible	All staff.

As part of our approach to establishing a safe, welcoming, altogether and nurturing school for all of our community, we are replacing the commonly used phrase 'social distancing' with 'physical distancing' in all our communication and planning.

Physical Distancing	Concern - background	Control Measures	Priority	Person with Responsibility
Classroom Environment	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• All unnecessary furniture to be removed and/or made inaccessible to pupils – this could include: <ul style="list-style-type: none"> <li>• Soft furnishings,</li> <li>• Paper Chests,</li> <li>• Filing cabinets</li> <li>• Children’s Trays</li> <li>• Drapes,</li> <li>• Toys,</li> <li>• Dressing Up clothes.</li> </ul> </li> </ul> <p>EYFS</p> <ul style="list-style-type: none"> <li>• Space out tables rather than being in groups of 4.</li> <li>• Children can still use the carpet but will need to ensure they sit 2 metres apart.</li> <li>• There will be a strict rotation of indoor and outdoor toys on a rolling basis.</li> <li>• Toys to be stored in plastic containers and washed in warm, soapy water at the end of each sitting. They will be left outside to dry as sunlight is a ‘natural’ cleaner.</li> <li>• It is recommended to have 3 sets of equipment – one in use, one drying out and one in reserve.</li> <li>• Explore involving the children in washing the equipment they have used at the end of their session – make it fun and part of their daily routine.</li> </ul> <p>Yr 1 and Yr 6</p> <ul style="list-style-type: none"> <li>• Tables to be arranged in rows.</li> <li>• Children to be allocated a seat and this remains theirs.</li> </ul> <ul style="list-style-type: none"> <li>• Each child to keep their own allocated key equipment in a tray. Each tray will contain: <ul style="list-style-type: none"> <li>- Ruler</li> <li>- Pencil</li> <li>- Pen</li> <li>- Whiteboard</li> <li>- Whiteboard Pen</li> <li>- Whiteboard eraser</li> <li>- Pencil sharpener</li> <li>- Colouring pencils</li> </ul> </li> </ul>	Establish as a norm as soon as possible.	All class teachers overseen by SLT

		<ul style="list-style-type: none"> <li>- Scissors</li> <li>- Glue stick</li> </ul> <ul style="list-style-type: none"> <li>• Children not to bring book bags to school. For the time being – children will not be allowed to borrow books.</li> <li>• Children will also not be changing for PE so there is no need to bring PE equipment.</li> <li>• Packed Lunches – children will store on their tables.</li> <li>• They will be encouraged to wipe down lunch box after use.</li> <li>• Coats – children will hang coats over the back of their chair to minimise pinch points at pegs etc.</li> <li>• Establish a safe walk way in the classroom and a position where you can see all children.</li> <li>• Keep all spaces well ventilated – windows and doors open.</li> </ul>		
<p><b>Adult to child</b></p>	<p>Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.</p>	<ul style="list-style-type: none"> <li>• A common cause of spread could be through touch. Someone touches a surface where the virus is live, then touches their face. The virus can enter the body through any part where there is mucus – nose, eyes, mouth.</li> <li>• We are going to have to relearn what we know is good habits:             <ol style="list-style-type: none"> <li>1) Even if a child coughs, an adult standing in front of them is already partly physically distanced. Try to establish habits of standing side to side on, not kneeling or bending down to a child's height.</li> </ol>  <ol style="list-style-type: none"> <li>2) Model not touching your face – this is something we do without even being aware of it. Train yourself to clasp your hands together – when moving around or talking to people. This minimises touching backs of chairs, banisters, etc.</li> </ol>  </li> </ul>	<p>Establish as a norm as soon as possible.</p>	<p>SLT to support – allocated adults to oversee.</p>

		<ul style="list-style-type: none"> <li>• <b>We will operate a 'bubble' system:</b> <ul style="list-style-type: none"> <li>▪ 1 adult to a maximum of 15 children.</li> <li>▪ If a child has an EHC plan, an additional adult will be allocated dependent on the level of need of the child. (This will be reviewed as we empty classrooms or furniture and know how many children we can safely seat).</li> <li>▪ Adults and children will not rotate for lessons, rather, they will move as a unit around the school.</li> <li>▪ Children will be allocated their own space in the playground when there is any overlap.</li> </ul> </li> </ul>		
<b>Adult to Adult</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>▪ As adults we understand the risks of spreading the virus and have a personal responsibility to do all we can to adhere to physical distancing rules.</li> <li>▪ There will be a timetable for accessing the staffroom, movement around the school will be controlled and we must all adhere to the rules in place.</li> </ul>	From 1 <sup>st</sup> day of reopening.	SLT and all staff.
<b>First aid and sickness</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>▪ As soon as possible the child should be moved to the medical room.</li> <li>▪ The door will be closed but not shut.</li> <li>▪ There will be a supply of face masks, aprons and gloves kept in the room for anyone having to supervise an unwell child.</li> <li>▪ Parents will be called to collect their child from school.</li> <li>▪ Medical room to be deep cleaned.</li> <li>▪ Procedures in place for both pupils and adults.</li> <li>▪ Accidents in classrooms or playgrounds will be dealt with the 1<sup>st</sup> Aider on site.</li> </ul>	From 1 <sup>st</sup> day of reopening.	SLT and Premises staff.
<b>Moving around the school.</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>▪ There will be a strict one-way system in place across the school which must be adhered to at all times.</li> <li>▪ Pupils to leave classrooms via external doors and enter the school building via the grey door by the hall.</li> <li>▪ Children will be expected to walk sensibly keeping a 2 metres distance between them.</li> <li>▪ This must be modelled by all the staff.</li> <li>▪ Each class will have a timetabled playtime.</li> </ul>	From 1 <sup>st</sup> day of reopening.	SLT/Premises Staff
<b>Dining Hall</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Lunchtimes will be strictly timetabled.</li> <li>• Kitchen staff will observe physical distancing from one another.</li> <li>• Children will wash their hands prior to entering the dining hall</li> <li>• Children will sit 2 per round table 3 per rectangular table and will line up for food two metres apart.</li> </ul>	From 1 <sup>st</sup> June or whenever we reopen.	SLT



		<ul style="list-style-type: none"> <li>• They will take their food to their allocated space.</li> <li>• They will not get up to leave the Dining Hall and return used crockery until told to by the Midday supervisor allocated to their bubble.</li> <li>• Children will use the sanitiser by the exit to the Dining Hall as they leave.</li> <li>• Children with packed lunches will wipe their lunch box before leaving and store on the wall in their playground.</li> </ul>		
<b>Playtimes / Lunch times</b>	<p>Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.</p>	<ul style="list-style-type: none"> <li>• Breaks to be staggered.</li> <li>• Classes to exit via class door and enter school via the grey door.</li> <li>• Since resources cannot be shared, each child to have their own soft ball and skipping rope. These will be provided by the school. It will be the child's responsibility to look after their personal equipment.</li> </ul> <p><b><u>MORNING BREAK</u></b> - Climbing frame not to be used.</p> <ul style="list-style-type: none"> <li>• 10:00-10:15 – Year 6</li> <li>• 10:15-10:30 – Reception</li> <li>• 10:30-10:45 – Year 1</li> <li>• 10:45-11:00 – Key worker pupils</li> <li>• Each group to be overseen by their allocated teacher</li> </ul> <p><b><u>LUNCH TIME- see rota below</u></b></p> <ul style="list-style-type: none"> <li>• <b>Group 1 – Reception</b></li> <li>• <b>Group 2 – Reception</b></li> <li>• <b>Group 3 – Year 1</b></li> <li>• <b>Group 4 – Year 1</b></li> <li>• <b>Group 5 – Year 6</b></li> <li>• <b>Group 6 – Year 6</b></li> <li>• <b>Group 7 – KS1 Key workers</b></li> <li>• <b>Group 8 – KS2 Key workers</b></li> </ul> <p><b><u>AFTERNOON BREAK</u></b> - Climbing frame not to be used.</p> <ul style="list-style-type: none"> <li>• 14:00-14:15 – Reception</li> <li>• 14:15-14:30 – Year 1</li> <li>• 14:30-14:45 – Year 6</li> <li>• 14:45-15:00 – Key worker pupils</li> <li>• Each group to be overseen by their allocated teacher</li> </ul>	<p>Immediately</p>	<p>Midday staff All teaching and support staff SLT</p>

<b>Deliveries / External Visitors.</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Visitors to the school to be kept to a minimum.</li> <li>• If a visit to the school is essential the visitor must adhere to the social distancing protocol.</li> </ul>	Now and on-going.	Premises staff
<b>PPE (Personal Protective Clothing)</b>	<b>Concern - background</b>	<b>Control Measures</b>	<b>Priority</b>	<b>Person with Responsibility</b>
<b>PPE 1. Everyday use</b>	Stop the spread of virus in asymptomatic carriers or anyone with early symptoms.	<ul style="list-style-type: none"> <li>• Current Government Guidance is that there is no need for PPE in schools.</li> <li>• Aprons, masks and gloves will be available in Medical Room.</li> <li>• Staff using public transport should follow the guidance and if advised to cover their mouths and nose.</li> </ul>	Immediately	Individuals.

### Lunch times

		Midday	From	To	Year group	Start eating	Finish eating/Movie	Play outside
Group 1	15 children	Abena	11:30	12:00	Reception (1)	11:30	11:45	12:00
Group 2	15 children	Arnolda	11:30	12:00	Reception (2)	11:30	11:45	12:00
Group 3	15 children	Jetmira	12:00	12:30	Yr 1 (1)	12:00	12:15	12:30
Group 4	15 children	Gladys	12:00	12:30	Yr 1 (2)	12:00	12:15	12:30
Group 5	15 children	Valentina	12:30	13:00	Yr 6 (1)	12:30	12:45	13:00
Group 6	15 children	Shumina	12:30	13:00	Yr 6 (2)	12:30	12:45	13:00
Keyworker KS1		Abena	13:00	13:30		13:00	13:15	13:30
Keyworker KS2		Arnolda	13:00	13:30		13:00	13:15	13:30

Extra time required to clean after 1:30