

COVID-19 Site Safety Risk Assessment

RAA Co19



Establishment/Department:
Ventrus School – Name: St David's CE Primary

Address: Dinham Road, Exeter, EX4 4EE

Person(s)/Group at Risk

Staff, Pupils, Service Users, Contractors, Visitors

Assessment Date: May 28th 2020

Date to be reviewed: This document is to remain under constant review due to the fast-changing nature of DfE/ Gov.UK guidance in response to the current challenges

Activity/Task/Process/Equipment

Covid-19 Site Safety Related Issues further to return planned June 1st 2020
based on the principles and guidance contained within DfE Guidance: (COVID-19): implementing protective measures in education and childcare settings (12 May 2020)
This risk assessment has been reviewed/amended to ensure it is applicable to St David's C of E Primary School. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance:
<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Assessor(s) :

Francesca Brinicombe
& Sam Lydon-Drake

| Significant Hazard and possible Outcomes/injuries | Control Measures in Place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i> |
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| <p>Arrival at School</p> <p>Limit people grouping together/risk of infection</p> | <ul style="list-style-type: none"> • Parents informed that children must be dropped by one parent only, via letter sent 27/05/20 informing them of offer of place Staff to reinforce this daily/as required • Parents informed of their child(ren)'s allocated drop off and collection times and the process for doing so, prior to return date, including protocols for minimising adult to adult contact (for example, which entrance to use), via letter sent 27/05/20 informing them of offer of place. Staff to reinforce this daily/as required. All parents accepting a place have completed an electronic form confirming they understand drop off/pick up specific arrangements for their child. • All pods have their own designated entry/exit with specific time (only being used by one pod at any one time) • Parents made aware that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); Clearly marked place for parents to wait – within Social distancing marks • All pods have their own designated entry/exit with specific time (only being used by one pod at any one time) • Signage has been erected outside the school to indicate the need to follow Covid19 guidelines/social distancing • Hazard tape is in place and 2m distancing tape where applicable, to direct children and adults to drop off points • Staff and children will wash their hands on arrival to/exit from school as detailed in staff routines for their class – reminders to be issued on entry to school and frequently throughout the day |

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| <p>Changes in Teaching Style</p> <p>Reduce the spread of the virus</p> | <ul style="list-style-type: none"> Teachers will plan lessons or activities, in accordance with the government guidance, that will ensure reduced child to child/child-adult contact Groups are staffed adequately using Teachers and TAs, so that cleaning/ breaks etc. can be covered from within the pod staff team, wherever possible In line with the Dfe priority list, taking account of space and staff availability, places have offered to Reception. Year 1, Year 6 and Key Worker children – demand has been satisfied and all places requested have been granted Teachers to deliver in accordance with guidance to pupils at school and also remotely to pupils at home Timetable established for outdoor spaces to facilitate learning outside Use of careful timetabling, classroom selection/learning environment, has been used to reduce movement around the school or building (see detailed plan attached) Pods will not mix and Collective Worship/Assembly will take place within the pods in or outdoors (as appropriate) Break/lunch times will be staggered, so that children are not all moving around the school at the same time (see detailed plan attached) Pod sizes and the allocation of rooms ensures groups should not meet Toilets have been reallocated so that pod members do not share facilities with a different pod Adults allocated to one pod only – ratios allow for covering of staff absence RAs for all EHCP/V children returning to school will be reviewed by SENDCo, prior to their start date (8th June). Parents accepting the place must complete an electronic form accepting the RA. Staff planning for their pod prioritises pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn, along with staff mental well being |
| <p>Child Behaviour</p> <p>Encouraging good hygiene practices to avoid virus spread</p> | <ul style="list-style-type: none"> Handwashing, coughing into tissues, Catch it, Bin it, Kill it, etc detailed in pod routines; reminders to be issued on entry to/exit from school and frequently throughout the day inc. before and after eating, sneezing or coughing Routine established by pod leader to include toilet breaks Handwashing with soap/use of hand sanitiser, etc detailed in pod routines, as children/staff enter/exit the class; reminders to be issued on entry to/exit from school and frequently throughout |

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| | <p>the day inc every time they change activity</p> <ul style="list-style-type: none"> • Pod staff will remind children not to touch face/mouth/nose etc • Children to be taught the 'catch it, bin it, kill it' and use it frequently with pod members as reminder • Children to be taught to sing Happy Birthday twice, as the children wash their hands • Pod leaders to practice handwashing with young children, and those with additional needs, who may find this tricky (eg EHCP child) |
| <p>Shared Resources</p> <p>Virus spread on equipment and books</p> | <ul style="list-style-type: none"> • As much as possible, children/pods/staff to be allocated own sets of resources; no sharing of resources between children/pods/staff • School resources used will be cleaned with anti-bac/Milton at the end of the session/ prior to being used by anyone else (adult/child) • School resources will remain on site and must not be taken home <p>Home resources must not be brought in to school</p> <ul style="list-style-type: none"> • All children have been directed to online materials for reading – e.g. Oxford Owl/EPIC; no reading books to go home • Wherever possible, children will have individual resource sets to prevent the sharing of stationery and other equipment. Shared materials and surfaces should be cleaned and disinfected more frequently, but at least daily • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • TAs allocated directed time within their work schedule for the cleaning of resources (see detailed plan) • PE will continue as a key part of the curriculum offer; staff will take all reasonable steps to ensure children are not making physical contact during physical activities. Wherever possible, learning groups will have their own sets of resources. Where this is not possible, resources will be cleaned between groups <p>TAs allocated directed time within their work schedule for the cleaning of resources inc PE equipment if used (see detailed plan)</p> |

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| | Staff will plan activities that minimise contact |
| Changes to building use being safe for pupils & staff e.g. Fire Procedures/First Aid Procedures/Statutory & Mandatory Building Compliance | <ul style="list-style-type: none"> Review undertaken of Whole school risk assessment (RAA22) to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) Fire risk assessment has been reviewed; evacuation routes unchanged as all classes had separate routes/doors etc Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers are in place and that interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Social distancing for children/staff to be observed as much as is practicable in an emergency situation First Aid risk assessment (RAA09) has been reviewed; rotas ensure adequate numbers of first aid and PFA trained staff. First aid arrangements communicated via daily briefings following a whole school sharing of measures on the 1/6/20 INSET day. First aid arrangements meet requirements inc paediatric first aider – there is an appropriately trained staff on site at all times. Water management regimes remain in place, flushing and monitoring of temperatures have been maintained throughout any period of closure. |
| Classrooms Contamination spread/large numbers of people | <ul style="list-style-type: none"> YR/Y1/Y6 children have been placed into pods; no pod is more than 15 pupils; detailed plan (attached) show max pod size based on room size/age of children etc and allocated spaces Vulnerable/key worker children have been placed into pods; no pod is more than 15 pupils; detailed plan (attached) show max pod size based on room size/age of children etc and allocated spaces. All returning EHCP Rec/Y1/Y6 pupils are allocated a place in the pod for their year group Classrooms and environments have been set up/timetabled to minimise contact Hazard tape and 2m distancing tape have been used where applicable, to direct children and identify areas out of use Unnecessary items have been removed from classrooms and other learning environments where there is space to store it elsewhere; these have been boxed and stored Soft furnishings/rugs/cuddly toys/hard to clean toys have been removed; these have been boxed and stored. Playdough sand etc will not be used – unless single use – eg used and discarded Classroom schedule for cleaning established and built in to the daily routine – Pod members to |

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| | <p>share the cleaning and disinfecting tasks, using the cleaning, inc the designated toilet area in line with the timings specified in the routine, including but not limited to light switches, door handles, electronic equipment, keyboards etc.</p> <ul style="list-style-type: none"> • Play equipment will be provided to individual groups of children/classes to avoid sharing; where this is not possible the equipment used should be cleaned thoroughly between groups. • Where it is necessary to share resources, they will be cleaned with anti-bac/Milton prior to being used by anyone else, whether they have been used by an adult or child • All classes have sinks. Classes supplied with cleaning materials including sanitizer – to be taken with staff when not working in the classroom e.g learning outdoors • Tissues available in classrooms; bins for tissues will be emptied throughout the day • Windows will be kept open, doors propped open, where safe to do so (bearing in mind fire safety, security and safeguarding) all spaces will be kept well ventilated using natural ventilation. Staff to open windows at the start of each day (weather permitting) to increase ventilation. • All doors have maximum capacity numbers identified and state whether or not children can enter |
| <p>Staff Areas & Kitchens</p> <p>Contamination spread/large numbers of people</p> | <ul style="list-style-type: none"> • Staff breaks have been planned to stagger the usage/limit occupancy: Rec/Y1 staff – break time facilities established in servery; KW/Y6/office staff – break time facilities established in staff room; if sitting/eating in staffroom social distancing must be observed • All doors have maximum capacity numbers identified and state whether or not children can enter • Orders for cleaning stocks placed to ensure there are always adequate materials; stocks currently good • Disinfectant spray and wipes available in all rooms • Schedule for cleaning established and built in to the daily routine for servery/staffroom/staff toilets etc – Cleaning and disinfecting tasks inc the designated toilet area must be cleaned in line with the timings specified in the routines; these should be displayed in the area (eg servery). Cleaning to including kettle, door handles, boiler taps, light switches & photocopier touchscreens • Staff have been advised to reduce the use of communal / shared facilities, such as tea and coffee facilities; staff have been asked to bring their own food and utensils • A system has been put in place to prevent the sharing of stationery and other equipment, suitable procedures are in place for managing access to items of 'heavy use' such as photocopiers to reduce "hands on" and ensure social distancing |

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| | <p>Office staff to collate copies and leave for collection.</p> <p>Anti bac to be available for cleaning of photocopier lid etc prior to use</p> <p>Procedures to be communicated with staff on Mon 1st June – INSET day</p> |
| <p>Changes in Catering Service</p> <p>Reduce the need for large numbers of children in one area</p> | <ul style="list-style-type: none"> • Lunchtimes have been timetabled, staggered and shortened • All children eating in pods in their designated spaces • Surfaces cleaned thoroughly between groups, using standard products, such as a disinfectant spray or antiseptic wipes • Spray and wipes available for staff, in all pods/work spaces • Lunches to be stored in classrooms, to prevent the need to use additional resources/spaces |
| <p>Pinch points/School halls</p> <p>Spread of virus through large groups</p> | <ul style="list-style-type: none"> • Hall marked out to accommodate socially distanced exercise session; timetable for outdoor space established • Timetable for outdoor space established for any playtimes these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place • All doors have maximum capacity numbers identified and state whether or not children can enter |
| <p>Play grounds / external play equipment, etc</p> <p>Contamination reduction</p> | <ul style="list-style-type: none"> • Timetables have been established for outdoor spaces - for any learning/PE etc to optimise opportunities to work/learning outside • Outdoor equipment will only be used where equipment has been appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously; TAs allocated directed time within their work schedule for the cleaning of resources inc PE equipment if used (see detailed plan) • Large play equipment eg climbing frame and sandpits will not to be used and have been cordoned off |
| <p>Pinch points Stairs and Hallways</p> <p>e.g. narrow areas where there are pinch points for potential contamination spread</p> | <ul style="list-style-type: none"> • Wherever possible, children will be 2 metres away from each other, and in small groups. While brief, transitory contact, such as passing in a corridor, is low risk, usage of main corridor for transition has been planned to ensure that it does not overlap with transition of other pods; there is a gap in timings in case one group overruns • All corridors have been cleared • In additional to cleaning tasks undertaken throughout the day in pods, a daily cleaning regime is in place, to include door handles and handrails; Floors/ corridors etc will be cleaned by caretaker at end of each day |

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| <p>Specialist Substances bought in additionally – COSHH</p> <p>e.g. burns / fire / skin irritants / inhalation / incompatible materials/ inadequate storage</p> | <ul style="list-style-type: none"> • COSHH completed for all substances; substances kept to a minimum • All substances are kept in their original containers – nothing decanted • When not in use all substances are stored in a lockable store with flammables kept separately • Material Safety Data Sheets, and RAA05 COSHH risk assessments are in place for all additional substances and stored in the COSHH file • Appropriate personal protective wear is worn when handling • Cleaning Contractors COSHH data is also updated accordingly by H&S Coordinator |
| <p>Staff & Children Toilets</p> <p>e.g. reduce virus spread/general hygiene & lack of consumable stocks</p> | <ul style="list-style-type: none"> • Schedule for cleaning established and built in to the daily routine – Pod members to share the cleaning and disinfecting tasks inc the designated toilet area in line with the timings specified in the routine. Staff area also has a cleaning plan/regime • Checklist for completing cleaning throughout the day established – displayed in key areas and staff to sign when task completed • 2m distancing tape used where applicable – showing waiting points (2m SD leading in to toilet area) • Cleaning needs discussed with cleaning contractors and staff to address the additional cleaning requirements; all staff briefed (1/6/20) • Hands to be washed more often than usual - thoroughly for 20 seconds with running water and soap; dry hands thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. This is built into pod routines. • Anti bac soap available – hand drier available (toilet area) paper towels (classroom) • Schedule for cleaning established and built in to the daily routine for toilets etc – Cleaning and disinfecting tasks inc the designated toilet area door handles, water taps, toilet flush, light switch, hand drier must be done in line with the timings specified in the routine – these should be displayed in the area (eg servery; read COVID-19: cleaning of non-healthcare settings) • Disposable towels and disinfectant spray available in both staff toilets, where possible bins will be emptied throughout the day |
| <p>In the event of suspected case of Covid19 virus</p> | <ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance; admin to inform parent and request immediate collection • If a child is awaiting collection, they should be moved to the Acorn Room, where they can be |

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| | <p>isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required</p> <ul style="list-style-type: none"> • If a child needs to go to the bathroom while waiting to be collected, they should use the allocated pod toilet, but cleaning should then immediately take place before it is used by another child. • An Isolation Kit will be available in the Acorn Room. PPE should be worn by staff caring for the child while they await collection, if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn; PPE will be available in the Acorn Room and supply will be maintained • In an emergency, admin to call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital; admin to alert parent and headteacher at the earliest opportunity <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Materials will be provided to clean the affected area after someone with symptoms has left; this will reduce the risk of passing the infection on to other people</p> <ul style="list-style-type: none"> • Accurate records of staff and pupils will be maintained to enable public health contact tracking and test regimes; all medical interventions to be recorded in First Aid Book |
| <p>Quarantine Area –ACORN ROOM</p> <p>Identify suitable area to avoid further contamination</p> | <ul style="list-style-type: none"> • The area identified for isolation (Acorn Room) needs to be well ventilated, if air conditioning is present this needs to be disabled. Roof light windows to be opened at the start of each day to keep the room well ventilated • Signage is available in the Acorn Room, to make others aware that the room is in use • Acorn Room to be deep cleaned, using disinfectant spray prior to further use; staff briefed in RA/H&S briefing on 1/6/20 – INSET day • Cleaning materials available in the Acorn Room |
| <p>Vulnerable Groups</p> <p>High risk staff with vulnerable / shielding family member, underlying</p> | <ul style="list-style-type: none"> • HT has completed RAs for any staff identified as vulnerable or extremely clinically vulnerable • RAs shared with HR and reviewed at least every 4 weeks – review dates set • Parents should follow medical advice if their child falls into a vulnerable category and are clinically, extremely vulnerable; currently, no clinically vulnerable children • Pupils whose care routinely already involves the use of PPE due to their intimate care needs will |

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| <p>health conditions or other risk factors</p> | <p>continue to receive their care in the same way; intimate care plans enhanced for EHCP child who may require some intimate care and PPE available</p> <ul style="list-style-type: none"> Access to testing is already available to all essential workers and members of key workers' families. https://www.gov.uk/apply-coronavirus-test. Ventrus is set up as an employer and can access tests for staff; staff have been made aware <p><u>Children with additional needs</u></p> <ul style="list-style-type: none"> SENDCo has completed RAA35 for any EHCP children returning to school; RAA35s to be shared with staff prior to child's start date (by 8/6/20) RAA35 to be discussed and agreed (possibly electronically) with parent prior to conditional acceptance of place <p><u>EYFS</u></p> <ul style="list-style-type: none"> Staff will take all reasonable steps to manage social distancing in EYFS and establish regular handwashing and hygiene routines. Pod set up to support social distancing Parents have been informed social distancing for very young children is difficult/impossible and that it cannot be guaranteed. All parents have electronically signed and agreed to their child's place on that basis. Resources will be restricted to those that can be washed/sanitised in line with government guidance. TAs allocated directed time within their work schedule for the cleaning of resources (see detailed plan) Soft furnishings/rugs/cuddly toys/hard to clean toys have been removed. Playdough sand etc will not be used – unless single use – eg used and discarded Children will wash/sanitise their hands on entry to /exit from the classroom and when moving to new activities wherever possible. Handwashing etc to be detailed in pod routines – reminders to be issued on entry to/exit from school and frequently throughout the day inc after sneezing or coughing – learn the 'catch it, bin it, kill it' and use it frequently with pod members as reminder Staffing has been planned to enable most pods to operate with a reduced staffing level (eg 2 staff members with one pod). Adults will remain with one group, wherever possible. Where this is not possible, due to e.g. staff shortage the number for groups they work in will be kept to the absolute minimum. |
| <p>Contractors/Visitors/Staff on</p> | <ul style="list-style-type: none"> All regular/emergency maintenance and inspections will proceed following the below guidelines: - Admin will ensure that contractors are asked for additional Covid-19 Risk Assessments, prior to |

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| School Premises Limit spread of virus | <p>arrival, which meet the current government guidelines, along with other general work related RA's</p> <ul style="list-style-type: none">• Where visits are required, contractors will be made aware of site guidance on social distancing and enhanced hygiene practices; planned visits will be scheduled when there are no pupils on site, unless there is an emergency• Numbers of contractors on site will be kept to a minimum• Contractors will be required to confirm attendance with admin, prior to arrival• Unnecessary visits to site will be postponed; visitors arriving unexpectedly will not be granted access to the site• If staff or pupils choose to wear either disposable or washable face masks/coverings, they need to follow the Gov.UK guidelines and Ventrus Use of Washable Face Masks, How to use Disposable Masks & the Face Mask Instructions provided. |
| Relaying and monitoring new practices to reduce risk of Covid-19 transmission Ensuring clear communication and consistency throughout | <ul style="list-style-type: none">• INSET DAY on 1/6/20: all staff attending will receive a training briefing prior to the additional year groups returning to school; this will include:<ul style="list-style-type: none">- Time to read and ask questions about risk assessments; routines and expectations; alternative layouts and any changes to fire evacuation routes; use of PPE; location of designated isolation room for suspected cases, etc.• Headteacher/SLT will monitor the effectiveness of arrangements throughout the day and amend risk assessments/routines as necessary. Changes to these arrangements will be communicated to all staff, possibly through a morning and/or end of the day briefing• Staff will be given regular opportunities to raise concerns and ask questions |

| Assessor's Recommendations - Additional Control Measures or Actions | | | |
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| Section | List Actions / Additional Control Measures | Date action to be carried out | Person Responsible |
| Arrival at School | <p>Staggered arrival times: 0900 Rec via Rockside gate 0900 KW via Front gate 09.15 Y6 via front gate via pupil entrance 09.20 Y1 via Rockside gate Member of staff to monitor entrance of their class group to ensure one child at a time enters and is directed to their classroom. Two metre distance markings to be made on school wall along Rockside to indicate appropriate spacing for KS1 parent when waiting. NO Rec/KS1 parents to be allowed on site</p> <p>Staggered departure times: 15:00 Rec via Rockside gate 15:00 KW via Front gate 1515 Y6 via pupil door and front gate 15.15 Y1 via Rockside gate Two metre distance markings to be made on KS1 playground to indicate appropriate spacing for children when waiting to be called to meet parent at the gate. Y6 pupils to line up two metres apart in playground prior to exit NO parents to be allowed on site</p> | 01 June 2020 | |
| Changes I Teaching Style | <p>Staggered break times: Reception KS1 playground Y1 - Field Y6 – Front playground (diff time to KW) Key Workers: Front Playground (diff time to Y6)</p> | 01 June 2020 | |
| Changes to Building Use | <p>Fire risk assessment (to be adapted to reflect Covid 19) – evacuation routes remain the same with each classroom having an individual and different specific exit point in the event of a fire.</p> <p>Y6 Pod to exit/enter for break times via the pupil entrance – (RA for staff member means no child must access the office area – stringent social distancing – Small blackboard to be placed</p> | 01 June 2020 | |

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| | in corridor to remind children they must pass to the office or use the front main entrance Acorn room designated as Isolation room | | |
| Changes in Catering Service | Staggered lunchtimes. Packed lunches to be served in classrooms MTA to deliver school packed lunches to pods MTA does not enter pod Home packed lunches to be stored in pod (not on trolley) | 01 June 2020 | |
| School Hall | Hall to be used as exercise space. Hall not be used as a thoroughfare; KS 1 and 2 remain in their respective buildings | 01 June 2020 | |
| Staff and Children Toilets | Caretaker/cleaner's hours to facilitate full cleaning of pods and toilets etc Routine cleaning through the day set up with staff being responsible for their own pods and the associated pod toilets | 01 June 2020 | |
| Quarantine Area | Acorn room designated as isolation space | 01 June 2020 | |
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Signed: the Headteacher: Francesca Brinicombe

Date: 28th May 2020

The outcome of this assessment should be shared with all employees

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator

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RAACo19 COVID-19 RISK ASSESSMENT

Once Complete to be located in the H&S File

| STAFF NAME | SIGNATURE | DATE READ |
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