Protective Measures Risk Assessment – September 2020

This is a protective measures risk assessment for St Luke's C.E. Primary School which has been prepared in response to the Government's full return plans.

No	Issue / Hazard	Control measures / Mitigations to reduce the risk levels as low as practically possible	In place? Y/N
1	**The potential for transmission of virus droplets from surfaces to the hands and then to the face.** **-Handwashing** **-Visitors** **-Use of equipment including pens, keyboards** **-Cleaning** **-Shared equipment** **-Play equipment & toys**	• On arriving at school, all staff and pupils are required to wash their hands or apply hand sanitiser. Pupils are also temperature checked and any recording above 39°C are sent home to arrange a test. • On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in the event of neither being available using a very local sink allocated to visitors. • Prominent signage is provided in the reception area so all are clear what is expected of them in relation to hand washing/ hand sanitising. • Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. • All staff and pupils are reminded to wash their hands regularly during the day, especially after using the toilet, before eating, and drinking and to avoid touching their nose, mouth or eyes. • Where a sink is not nearby, hand sanitiser is provided in classrooms and other learning environments • Soap, paper towels (where used) and hand sanitiser are regularly replenished. • Ensuring good respiratory hygiene - promoting 'catch it, bin it, kill it'. • Where toilets have lids, pupils and staff are encouraged to close the lids before flushing. • First aiders have access to handwashing facilities/hand sanitiser. • Staff, pupils and contractors use their own pens and stationery where possible, not sharing items with others. • Touch screen sign in equipment in reception has been modified so staff do not need to touch the screen to sign in and out. The screen is cleaned after each use by visitors. • Increased cleaning of frequently touched surfaces using standard cleaning products. • Sharing of computers and iPads is avoided where possible. • When play equipment is used, it is thoroughly cleaned between groups of children using it, and multiple groups do not use it simultaneously. • Only one group of children can play on the trim trail during the week, which is then cleaned and left unused for the weekend, so that the next group could use the trail the following week. • Easily cleanable toys can be used. Toys (such as those with intricate parts), soft furnishing or bedding which cannot be easily cleaned will not be used. • We will not use shared items that cannot be disinfected between groups of pupils, e.g. play-doh, sand and water trays.	**Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y**
2	**Social distancing -Classrooms**	• Visitors to the school have been greatly reduced to only those people who need to undertake essential work. • The number of staff entering the school including offices has been reviewed. • Where possible and appropriate, outside space is utilised for lessons or activities. • Adaptations have been made to the classrooms to support distancing where possible. That includes seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space. • Pupils line up, when coming into class from breaktimes, in the order of back row to front row to ease movement into classrooms and avoid children having to pass each other once seated.	**Y** **Y** **Y** **Y** **Y**

		● Pupils are kept in consistent groups to limit the number of pupils and staff they are in contact with. ● Pupils use the same classroom during the day, with a thorough cleaning of the rooms at the end of the day. Pupils are seated at the same desk each day. ● Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. ● Pupils have individual stationery and are encouraged not to share pens or other stationery items. ● No hot-desking for staff takes place. ● Sanitising wipes and disinfectant sprays are provided for each class.	**Y** **Y** **Y** **Y** **Y** **Y**
3	**Social distancing -Travelling to and from school**	● If travelling on public transport, pupils and staff will be required to wear face coverings. ● Parents are discouraged from gathering at the school gates and reminded of the social distancing rule. ● Drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. ● Parents wear face coverings whilst on school site. ● Where the use of public transport cannot be avoided, peak times are avoided, for example by introducing staggered start and end times. ● Clear messages are provided to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. ● Pupils are reminded about not socialising with each other in groups outside school.	**Y** **Y** **Y** **Y** **Y** **Y** **Y**
4	**Social distancing -Lunchtimes**	● Lunchtimes are staggered to reduce the total numbers of people in the hall and outside on the playgrounds at any one time. ● Queueing for lunch - social distancing between people applied. ● Entrance into smaller areas controlled with maximum number of people allowed in the space at any one time. ● Consistent groups of children are kept together in the hall and playgrounds. ● Exit doors/windows open to provide good general ventilation to the hall. ● Staff to make their own drinks and not to share, foodstuffs, cutlery and cups, etc. ● Caterers to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc. ● Pupils are not allowed to swap food from their lunch boxes / plates.	**Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y**
5	**Social distancing -Staff facilities**	● Protocol set for the use of kitchen and toilet areas - signage for one person at a time with distancing indicators on the floor. ● Staff room and offices are staggered to limit occupancy. ● Staff are encouraged to close toilet lids before flushing. ● Staff make their own drinks and handle their own food. ● Meeting room has some chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. ● Window(s) opened where possible.	**Y** **Y** **Y** **Y** **Y** **Y**
6	**Social distancing -Movement around school buildings**	● Breaktimes and the movement of pupils around the school are staggered to reduce large groups of children gathering.	**Y**
7	**Social distancing -Singing**	● Singing should not take place in larger groups such as school choirs and ensembles, or school assemblies. ● Singing can continue to take place, provided that it is done in well ventilated areas, positioning pupils back-to-back or side-to-side.	**Y** **Y**
8	**Provision of first aid and medication**	● First aiders have access to handwashing facilities including soap and paper towels / hand sanitiser. ● Disposable gloves are provided for first aiders. ● First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care for those suspected or confirmed as COVID-19 cases. ● Where possible a windows are kept open to help ensure good ventilation. ● Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.	**Y** **Y** **Y** **Y** **Y**

9	**Administering medication**	● Staff dispensing medication to pupils will minimise contact. ● Staff wash hands before and after dispensing the medication ● If required, gloves will be worn by staff when giving medication.	**Y** **Y** **Y**
10	**Someone develops COVID-19 symptoms whilst at school**	● If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home / their parents are contacted to collect them and they should arrange to be tested. ● If a pupil is awaiting collection, they are moved to the meeting room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. ● Where possible, a window is opened for ventilation. ● If the pupil needs direct personal care before they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. ● If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. ● If they need to go to the bathroom while waiting to be collected, it should be cleaned and disinfected using standard cleaning products before being used by anyone else. ● The school will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. ● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste.	**Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y** **Y**
11	**Staff changing nappies**	● Staff wear disposable gloves and disposable aprons to change nappies. ● Following the task, staff wash their hands and dispose of used equipment gloves, nappies and paper towels appropriately.	**Y** **Y**

12	**General hygiene practice**	● Sufficient handwashing facilities are available. Where a sink is not nearby, there are hand sanitisers available.
		● Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.
		● All adults and children are told to:
		  ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
		  ○ clean their hands on arrival at school, before and after eating, and after sneezing or coughing;
		  ○ are encouraged not to touch their mouth, eyes and nose;
		  ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
		● Help is available for children people who have trouble cleaning their hands independently.
		● Young children are encouraged to learn and practise these habits.
		● Lidded bins for tissues are emptied throughout the day.
		● The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid.
		● The amount of shared resources that are taken and brought in from home is limited.
		● Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.
		● Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.
			Y
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			Y

		● Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. ● Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. ● Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	**Y** **Y** **Y**
13	**Ventilation including mechanical ventilation**	● The risk of air conditioning spreading COVID-19 in the workplace is extremely low so we will continue to use this as normal.	**Y**
14	**Communicating with staff and parents**	● The school will keep parents informed of the general arrangements being made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important. ● We will remind parents of their role in the school's weekly newsletter and email correspondence. ● We will emphasise to parents that if a child feels in any way unwell or under the weather, they need to stay at home and not come into school.	**Y** **Y** **Y**
15	**Parental Engagement**	● Parents are told that if their child needs to be accompanied to the school then only one parent can attend. ● Parents are informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). ● Parents will not be able to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment). ● Parents and children are encouraged to walk or cycle to their education setting where possible.	**Y** **Y** **Y** **Y**
16	**School closure**	● The school communicates with parents via letter / email regarding any updates to school procedures which are affected by the COVID-19 pandemic. ● Pupils working from home are immediately assigned work to complete set by their teacher on the Google Classroom platform. ● Teachers will plan and provide work equivalent to the core teaching pupils would receive in school, ideally with daily contact with teachers. ● Work assigned will be meaningful and ambitious in a number of different subjects. ● The headteacher maintains the plan for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning. ● The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.	**Y** **Y** **Y** **Y** **Y** **Y**

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