

Date of assessment: 01/09/20 Review Date: 02/03/2022				Original Assessor: College of Teachers This risk assessment has been written in conjunction with the "Planning guide for primary schools" by the joint union Reviewed by: Trustees and College of Teachers				
<b>STEP 1: PREPARING THE SITE</b>								
Room/ Activity: Indoor .... classroom								
Hazard (of contamination)	Who does it affect: Staff Pupils Visitors Contractors	Risk			Control measures/notes	Residual Risk		
		S	L	R		S	L	R
Risk of contracting or spreading Covid-19 through <b>touching</b>	All  All Staff and pupils  Staff and pupils  Staff and pupils Staff and pupils  Staff and pupils Staff and	5	5	25	<ul style="list-style-type: none"> <li>Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock.</li> <li>Use the Outdoor tap which has been installed with hot water.</li> <li>Resources need to be shared or used communally (such as games, literacy and numeracy equipment, bean bags). Given the regular and thorough handwashing and that we are all in one bubble, no additional cleaning is required, however staff are on the look out for sneezes, contact with faces etc and will clean them if this occurs.</li> <li>Children may not bring toys into school (with the exception of specific items for pupils with SEND – see below)</li> <li>Remind children regularly to catch coughs and sneezes, and practice good oral hygiene. Parents to be advised that if a child is considered to have cold like symptoms or is unwell, they should stay home and take a lateral flow test</li> </ul>	5	2	10

	pupils				<ul style="list-style-type: none"> <li>Remind to not touch face</li> </ul>			
	Staff and pupils				<p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Everyone to wash their hands for at least 20 seconds: on arrival, before departure, before eating, after break/being outside, after toilet, as part of respiratory hygiene</li> </ul>			
	Staff and pupils							
	Staff and pupils							
	Pupils							
	All							
Risk of contracting or spreading Covid-19 through <b>personal proximity</b>	All	5	5	25	<ul style="list-style-type: none"> <li>Remind children regularly to catch coughs and sneezes, and practice good oral hygiene. Child appropriate posters are posted throughout school</li> <li>Singing/Recorder/Circle time: use own instrument which is kept in desk, ensure spaces are well ventilated</li> <li>Shared communal surfaces to be wiped down after use eg keyboards</li> <li>Routine cleaning of high contact surfaces (door handles, light switches, key pads, taps, kitchen and toilets) at: 12.30pm and 5.00pm.</li> <li>Resources need to be shared or used communally (such as games, literacy and numeracy equipment, bean bags). Given the regular and thorough handwashing and that we are all in</li> </ul>	5	2	10
	Pupils, staff							
	staff							
	Pupils, staff							

					one bubble, no additional cleaning is required, however staff are on the look out for sneezes, contact with faces etc and will clean them if this occurs.			
Risk of contracting or spreading Covid-19 through <b>sharing bodily fluids</b>	All All Staff  Staff Staff All Pupils, Staff  All Pupils, Staff	5	5	25	<ul style="list-style-type: none"> <li>Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock.</li> <li>Use the Outdoor tap which has been installed with hot water.</li> <li>Routine cleaning of high contact surfaces (door handles, light switches, key pads, taps, kitchen and toilets) at: 12.00pm and 5:00pm.</li> <li>Spray and wipes available for items that are used by different consecutive people eg keyboards</li> <li>Each classroom has its own disinfectant spray and cloth in case of rogue coughs or sneezes</li> <li>Remind children regularly to catch coughs and sneezes, and practice good oral hygiene</li> <li>Remind to not touch face</li> </ul> <p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Everyone to wash their hands for at least 20 seconds:</li> <li>on arrival, before departure, before eating, after break/being outside, after toilet, as part of respiratory hygiene</li> <li>Resources need to be shared or used communally (such as games, literacy and numeracy equipment, bean bags). Given the regular and thorough handwashing and that we are all in one bubble, no additional cleaning is required, however staff are on the look out for sneezes, contact with faces etc and will clean them if this occurs.</li> </ul>	5	2	10

	Pupils				<ul style="list-style-type: none"> <li>Children may not bring toys into school (with the exception of specific items for pupils with SEND – see below)</li> </ul>			
Risk of contracting or spreading Covid-19 through <b>sharing equipment</b>	All	5	5	25	<ul style="list-style-type: none"> <li>Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock.</li> </ul>	5	1	5
	All				<p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Everyone to wash their hands for at least 20 seconds: on arrival, before departure, before eating, after eating, after break/being outside, after toilet</li> </ul>			
	All Staff				<ul style="list-style-type: none"> <li>Use the Outdoor tap which has been installed with hot water.</li> <li>Wipe down shared surfaces after use e.g. keyboards</li> <li>Routine cleaning of high contact surfaces (door handles, light switches, key pads, taps, kitchen and toilets) at: 12pm and 5:00pm.</li> </ul>			
	Pupils, Staff				<ul style="list-style-type: none"> <li>Resources need to be shared or used communally (such as games, literacy and numeracy equipment, bean bags). Given the regular and thorough handwashing and that we are all in one bubble, no additional cleaning is required, however staff are on the look out for sneezes, contact with faces etc and will clean them if this occurs.</li> </ul>			
	Pupils, Staff				<ul style="list-style-type: none"> <li>Accommodations will be made for staff and pupils who are shielding or vulnerable</li> </ul>			
	Pupils				<ul style="list-style-type: none"> <li>Children may not bring toys and/or comforters into school with the exception of specific items for pupils with SEND</li> </ul>			

Risk of contracting or spreading Covid-19 through <b>insufficient cleaning</b>	All All Staff  All All Pupils Staff Pupils,	5	5	25	<ul style="list-style-type: none"> <li>• Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock.</li> <li>• Use the Outdoor tap which has been installed with hot water.</li> <li>• Routine cleaning of high contact surfaces (chairs, desks, door handles, light switches, key pads, taps, kitchen and toilets) at: 12pm and 5pm .</li> <li>• Spray and wipes available for items that are used by different consecutive people e.g. keyboards</li> <li>• Each classroom has its own disinfectant spray in case of rogue coughs or sneezes</li> <li>• Children may not bring toys into school (with the exception of specific items for pupils with SEND – see above)</li> <li>• Toilet seats should be closed when they are flushed</li> </ul>	5	1	5
Risk of contracting or spreading Covid-19 through <b>insufficient ventilation</b>	All All All	5	5	25	<ul style="list-style-type: none"> <li>• Where possible, doors will be kept open to aid ventilation</li> <li>• All classrooms to have window/s which open <u>or active fan ventilation to</u> allow for free flowing ventilation</li> <li>• Hand dryers have been disconnected</li> </ul>	5	2	10
Risk of contracting or spreading Covid-19 through <b>disposal of personal waste</b>	All All All  All Pupils, Staff	5	5	25	<ul style="list-style-type: none"> <li>• All bins are now pedal bins with lids.</li> <li>• All rubbish will be double bagged.</li> <li>• Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock.</li> <li>• Use the Outdoor tap which has been installed with hot water.</li> <li>• Remind children regularly to catch coughs and sneezes, and practice good oral hygiene</li> </ul>	5	2	10

	All All				<b>Handwashing</b> <ul style="list-style-type: none"> <li>• Everyone to wash their hands for at least 20 seconds:</li> <li>• on arrival, before departure, before eating, after break/being outside, after toilet, as part of respiratory hygiene</li> </ul>			
Risk of contracting or spreading Covid-19 through <b>sharing food or utensils</b>	All All Pupils, Staff	5	5	25	<ul style="list-style-type: none"> <li>• Children should bring their own water bottles, lunch, snack and utensils.</li> <li>• Food may not be shared among children unless: <ul style="list-style-type: none"> <li>○ It is prepared in school, handled and distributed by the adult in charge</li> <li>○ It has been cooked or heated at a hot temperature (baking bread or cooking popcorn)</li> <li>○ Birthdays: treats can be brought to share, but it should be a packaged item or fruit, which will then be prepared and distributed by the adult.</li> </ul> </li> </ul>	5	1	5
Risk of contracting or spreading Covid-19 through <b>entry and exit of the premises</b>	All All All Pupils, Staff	5	5	25	<ul style="list-style-type: none"> <li>• Visitors are permitted in school if they present with no covid symptoms</li> <li>• Hand washing and respiratory hygiene signs displayed prominently</li> <li>• Contractors to visit and maintenance and deep cleaning to be undertaken out of school hours when possible.</li> <li>• Departure – all children supervised in the garden, staff stationed at the gate and children are supervised to wash hands before handover to parents.</li> </ul>	5	2	10
Risk of contracting or spreading Covid-19 through <b>lack of personal hygiene</b>	All All	5	5	25	<ul style="list-style-type: none"> <li>• Hot water, soap, paper towels and disposable tissues available in every room used for personal care of pupils including toilets, and resources in stock.</li> <li>• Use the Outdoor tap which has been installed with hot water.</li> </ul>	5	2	10

	Pupils, Staff				<ul style="list-style-type: none"> <li>Children may not bring toys into school (with the exception of specific items for pupils with SEND – see above)</li> <li>Routine cleaning of high contact surfaces (door handles, light switches, key pads, taps, kitchen and toilets) at: 12pm and 5pm.</li> <li>Spray and wipes available for items that are used by different consecutive people e.g. keyboards</li> <li>Each classroom has its own disinfectant spray in case of rogue coughs or sneezes</li> <li>Remind children regularly to catch coughs and sneezes, and practice good oral hygiene</li> <li>Remind to not touch face</li> </ul>			
	Staff							
	Staff							
	Staff							
	Staff							
	Pupils, Staff							
	All				<p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Everyone to wash their hands for at least 20 seconds:</li> <li>on arrival, before departure, before eating, after break/being outside, after toilet, as part of respiratory hygiene</li> </ul>			
Pressure on staff returning to work (stress, emotional episode in school)	Staff	5	4	20	<p>Coronavirus And Your Wellbeing: Link to be available for all staff prior to school reopening and referred to in subsequent support meetings:  <a href="https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</a></p> <p>Returning to Work Wellbeing: Link to be available for all staff prior to school reopening and referred to in subsequent support meetings:  <a href="https://www.mind.org.uk/information-support/coronavirus/coping-as-a-key-worker/">https://www.mind.org.uk/information-support/coronavirus/coping-as-a-key-worker/</a></p> <p>Spotting Early Signs of Stress: Link to be available for all staff prior to school reopening and referred to in subsequent support meetings:</p>	5	2	10

				<p><a href="https://www.mind.org.uk/information-support/types-of-mental-health-problems/stress/signs-of-stress/">https://www.mind.org.uk/information-support/types-of-mental-health-problems/stress/signs-of-stress/</a></p> <p>Sources of Support for Mental Health: Link to be available for all staff prior to school reopening and referred to in subsequent support meetings: <a href="https://www.mind.org.uk/information-support/coronavirus/coping-with-mental-health-problems-during-coronavirus/">https://www.mind.org.uk/information-support/coronavirus/coping-with-mental-health-problems-during-coronavirus/</a></p> <p>School has signed up to EAP app, for all employees to use.</p> <p>All staff to be clear about and have consented to their roles and responsibilities in relation to changes made to teaching and learning provision.</p> <p>Weekly CoT meeting will include space for wellbeing discussion. All staff will be invited to share experiences and troubleshoot personal concerns.</p> <p>All staff will be encouraged to discuss concerns about workload, resources and flexibility of duties at the CoT weekly meeting.</p> <p>Members of staff who are shielding will be encouraged to attend these weekly CoT meetings via Zoom.</p> <p>Any changes to the staff roles, responsibilities, resources and environment should be communicated in advance with time for discussion and explanation.</p>			
--	--	--	--	---	--	--	--



					<p>Each member of staff can seek support from the CoT meetings and can also request 1:1 meeting with their line manager or contact the Chair of Trustees for details of a pastoral support meeting if they feel their concern is beyond the CoT remit.</p> <p>All Staff and Trustees to be aware of indicators of stress and intervene if signs are present in an individual who may not have disclosed any concerns personally. The onus should not be on disclosure from the individual: rather, a recognition from either party of signs of stress.  <a href="https://www.cipd.co.uk/knowledge/culture/well-being/stress-factsheet">https://www.cipd.co.uk/knowledge/culture/well-being/stress-factsheet</a></p> <p>If a member of staff feels their mental health is deteriorating to the point of being unable to work and they need urgent support, they can contact their line manager who will be able to help with any potential need for sick leave authorisation and signposting to immediate support.  <a href="https://www.mind.org.uk/need-urgent-help/using-this-tool">https://www.mind.org.uk/need-urgent-help/using-this-tool</a></p>			
Risk of contracting or spreading Covid-19 <b>during travel to or from school</b>	All  All	5	3	15	<p>Staff directed to government guidelines on Safer Travel to Work:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#checklists-for-safer-travel">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#checklists-for-safer-travel</a></p> <p>Confirm with staff who use public transport that they understand the guidelines and have access to face masks, sanitiser, etc.</p> <ul style="list-style-type: none"> <li>LSS will provide face masks for staff travelling to or from work on public transportation if needed</li> </ul>	5	2	10
Risk of contracting or spreading Covid-19 through <b>offsite visits</b>	All	5	4	20	<ul style="list-style-type: none"> <li>All educational visits will be assessed for Covid related risks before they are undertaken</li> <li>Local walks will take place in open places, consciously avoiding</li> </ul>	5	1	5

					<p>potential bottle neck areas.</p> <ul style="list-style-type: none"> <li>• Ongoing, dynamic risk assessments will take place throughout the walks</li> <li>• The following precautions will be added to relevant risk assessment: <ul style="list-style-type: none"> <li>○ All children was hands before they leave premises</li> <li>○ Only teacher in charge will open/close gates</li> <li>○ Children reminded not to touch railings/lamp posts etc</li> <li>○ Take and apply hand sanitiser as needed</li> <li>○ Wash hand before re-entering school</li> </ul> </li> </ul>			
Risk of contracting or spreading Covid-19 through <b>visitors to the school</b>	All  All  All	5	4	20	<ul style="list-style-type: none"> <li>• Access will be arranged for outside of school hours when possible and they will comply with safety measures.</li> <li>• When possible, visitors will be hosted in the garden, alternatively in a room with ventilation where a distance is maintained between the children and the speaker</li> <li>• Meetings with parents can be conducted in person, via phone or zoom.</li> </ul>	5	2	10
Risk of contracting or spreading Covid-19 through <b>personal proximity during wet weather</b> (i.e. having to spend all day incl breaks and lunch inside)	All	5	4	20	<p>As much time as possible will be spent outside, even in wet weather: Where this cannot be avoided, see above measures for <b>personal proximity</b></p>	5	2	10
Staff contracting covid-19 due to children	All Pupils, Staff	5	5	25	<ul style="list-style-type: none"> <li>• Staff wear PPE if they deem it necessary</li> <li>• Child contained in sick bay/first aid area</li> </ul>	5	2	10

exhibiting symptoms while in school	Pupils, Staff				<ul style="list-style-type: none"> <li>All parents informed and required to collect their children as soon as possible to reduce the risk of spreading Covid-19 due to prolonged contact</li> </ul>			
Trauma for school community resulting from lockdown	All  Staff  Pupils   Pupils Staff/Trustees Staff  Staff	5	4	20	<ul style="list-style-type: none"> <li>The following text will be added to our school behaviour policy: "Staff will be aware that children may have experienced trauma during lockdown and could exhibit problematic behaviours. Staff are expected to ascertain children's experience during lockdown through conversations with parents prior to the child's return to school. Staff are expected to have a compassionate response and, while maintaining the health and safety of all concerned, take appropriate measure to address these behaviours."</li> <li>Staff will communicate regularly to share insights and observations around children's behaviour that might give rise to a concern</li> <li>Safe space established in Ola's office if children need a bit of time or attention so they can resume participation in the lesson</li> <li>Educare training for staff around bereavement and supporting mental health</li> <li>Staff have completed Mental health first aid course, and Level 2 mental health courses.</li> <li>Parents are sign posted to mental health support services (Every Mind Matters <a href="https://www.nhs.uk/oneyou/every-mind-matters/">https://www.nhs.uk/oneyou/every-mind-matters/</a>, NHS mental health and wellbeing website <a href="https://www.nhs.uk/conditions/stress-anxiety-depression/">https://www.nhs.uk/conditions/stress-anxiety-depression/</a>) and government advice (<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/</a>)</li> </ul>	5	2	10

	Staff Staff				<p><a href="#">guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19#where-to-get-further-support</a>)</p> <ul style="list-style-type: none"> <li>• Parents are requested to make staff aware of any issues</li> <li>• Peer support for Trustees as well as staff</li> <li>• Peer support at weekly college meeting via zoom and in person with additional one-to-one support if necessary.</li> <li>• Staff can ask for additional one-to-one support from SLT.</li> <li>• If additional support is needed, SLT will contact trustees.</li> <li>• Whole staff wellbeing added to agenda: college meeting with teachers for the first hour, then opened up for all staff to join.</li> </ul>			
Risk of <b>school closure</b> due to positive Covid-19 case					<ul style="list-style-type: none"> <li>• As we are a small school, if there is a positive case, everyone should follow guidance on <a href="#">People with COVID-19 and their contacts.</a></li> <li>• All staff should have access at home to Zoom, work emails and the Internet</li> <li>• Tricia and Ola need to be able to send emails without approval</li> <li>• Contingency email with a timetable, zoom link and work for the first 2 days is ready and can be sent out by any member of staff if needed.</li> <li>• During the first 2 days, teachers can arrange cover as needed and convert existing planning into remote teaching planning, record videos and prepare work. Zoom main lessons will start on Day 3.</li> <li>• Each child has a contingency folder with basic items in them which they will keep at home.</li> <li>• SENDCO will put a plan in place for SEND and vulnerable children and assign staff to execute it.</li> </ul>			

# Lancaster Steiner School

## COVID-19

## Risk Assessment

Risk of contracting or spreading Covid-19 through a <b>member of the school community or their household showing symptoms</b>	All	5	5	25	<ul style="list-style-type: none"> <li>• Anyone with symptoms and their household should follow government advice on <a href="#">People with COVID-19 and their contacts.</a></li> <li>• <b>School should be informed</b></li> <li>• If staff develop symptoms, they should go home and alternative cover will be arranged.</li> <li>• If a child develops symptoms, they will be attended to by a member of staff wearing PPE, their parent/guardian will be notified and asked to collect them ASAP, the child will be contained in the first aid/sick bay area.</li> <li>• <b>The wider school community will be notified immediately, of any closure of the school</b></li> </ul>	5	2	10
	All							
	All							
	All Staff Pupils, Staff							

### Severity

- 5 Fatalities
- 4 Major Injuries
- 3 Moderate Injuries
- 2 Minor Injuries
- 1 Negligible / No Effect

### Likelihood

- 5 Almost a certainty
- 4 Probable
- 3 Likely
- 2 Unlikely
- 1 Negligible

### Risk

- 21-25 Intolerable; Additional Control Measures Required
- 16-20 Substantial; Additional Control Measures Required
- 11-15 Moderate; Additional Control Measures Required
- 6-10 Acceptable
- 1-5 Trivial

