

Assessment conducted by: Skeve Constantinou, Lenka Jenks	Job title: Deputy Headteacher School Business Manager	Covered by this assessment: All staff, volunteers and pupils
Date of assessment: 12 th March 2020	Review interval: Annually	Date of next review: When new guidance is produced

Related documents
Infection Control Policy, First Aid Policy, Business Continuity Plan, Health and Safety Policy, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Staff Conduct

Risk Rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major injury, disability or ill-health.	High (H)	High	Medium (M)
	Severe Causes injury requiring medical treatment.	High	Medium	Low (L)
	Minor Causes injury requiring first aid treatment.	Medium	Low	Low

Risk/Issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell. 	Y		DHT		M

		<ul style="list-style-type: none"> The Child Protection and Safeguarding Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 					
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. 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. Pupils, staff and visitors should wash their hands: <ul style="list-style-type: none"> -before leaving home -on arrival at school -after using the toilet -after breaks and sporting activities -before food preparation -before eating any food, including snacks -before leaving school Pupils are discouraged from sharing cutlery, cups or food. Talk to the children about avoiding touching their eyes, nose and mouth with unwashed hands Avoid close contact with people who are unwell All cutlery and cups are thoroughly cleaned before and after use Clean and disinfect frequently touched objects and surfaces- including door handles, and computer keyboards 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. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. 	Y	<p>Allow time in timetable for hand washing</p> <p>Review start and end of day procedures to ensure all children wash their hands</p>	SBM DHT	Immediately	M

Ill health	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the First Aid lead. • First Aid Lead to contact the parents of unwell pupils as soon as possible of the situation. • First Aid Lead to advise/call NHS 111 or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days. People who become unwell should be advised not to go to their GP, pharmacy, urgent care centre or hospital. Whilst waiting for advice from NHS 11 or an ambulance to arrive • Unwell people try to find somewhere safe for the unwell person to sit which is at least 2 meters away from other people. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Staff to act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. 		<p>Appoint medical room as isolation room-no entry signs to be allocated</p> <p>Disabled toilets to be used for unique use</p>	DHT	Immediately	M
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Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. • Parents are informed via the newsletter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the School/First Aid Lead if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. First Aid lead to contact school nurse • Parents are encouraged to seek advice from NHS 111 if their child has an impaired immune system or a medical condition, including asthma as to whether they should remain at home • The school nurse, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 					M
Poor management of infectious diseases	M	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the First Aid lead. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The First Aid Lead is informed by pupils' parents when pupils return to school after having coronavirus – the First Aid Lead informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. 					L

		<ul style="list-style-type: none"> The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 					
Lack of communication	M	<ul style="list-style-type: none"> The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools contact their local HPT for specific recommendations for their school Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 					L
Emergencies	M	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 					L
Confirmed Case	H	<ul style="list-style-type: none"> First Aid Lead contacts the local health protection team PHE London Incident Coordination Centre (ICC) the school nurse and Learning Network Inspector DfE helpline Send information to parents informing them that there is an outbreak of flu and reinforcing exclusion criteria i.e. do not send children back to school until they are symptom free, and basic hygiene advice. Headteacher makes decision to close school on advice of LNI 		Work/projects for children to complete at home will be sent/uploaded on the school website if the schools are closed		Immediately	M