



CURIOUS CHILDREN
GROWING MASSIVE MINDS

Maidenbower Junior School

COVID 19 Risk assessment

Related documents

[Infection Control Policy, First Aid Policy, Health and Safety Policy, Supporting Pupils with Medical Needs Policy, COSHH Policy, Administering Medication Policy, Data Protection \(GDPR\)Policy](#)

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| Approved by: | Elaine Jenkins, SLT, staff and Full Governing Body | Date: 10 th June 2020 |
| Last reviewed on: | May 2022 | |
| Next review due by: | November 2022 | |
| Version number: | 9 | |

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| Assessment conducted by: HT, SLT, ELT, Premises | Job title: H/T Elaine Jenkins Risk Assessment for COVID-19 from 1 st June | Covered by this assessment: pupils, staff and other relevant individuals . |
| Version 1: 1 st June 2020 Version 2: 10 th June Version 3: 4 th July Version 4: 1 st September Version 5: 7 th September Version 6: 5 th October Version 7: 5 th January 2021 Version 8: 25 th January Version 9: 3 rd May 2022 with amended highlights | | Amended and Signed by: Elaine Jenkins: Head teacher  |
| Dates of further versions amended by: Elaine Jenkins: Head teacher  | Pat Wright: Chair of Governors  | Review interval: In line with Government and County updates Date of next review: Weekly considerations |

Coronavirus (COVID-19): risk assessment for pupils at MJS

| Risk rating | | Likelihood of occurrence | | |
|---------------|---|--------------------------|----------|------------|
| | | Probable | Possible | Remote |
| Likely impact | Major Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| | Severe Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| | Minor Causes physical or emotional discomfort. | M | L | L |

| Area for concern | Risk rating prior to action H/M/L | Recommended controls | In place? Yes/No | By whom? | Deadline | Risk rating following action H/M/L |
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| Awareness of policies and procedures | <u>H</u> | <ul style="list-style-type: none"> • All staff, parents and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy <ul style="list-style-type: none"> • Children to be made aware of procedures including fire drill • SLT 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 have received necessary procedures/training that helps minimise the spread of infection via powerpoint • Staggered timings retained; Y3 = 8.30 and 3.05; Y5 = 8.30 and 3.10; Y4 = 8.40 and 3.15; Y6 = 8.45 and 3.20 • The school keeps up-to-date with advice issued by, but not limited to, the following which is saved in SLT: <ul style="list-style-type: none"> - DfE - NHS - County • Staff are made aware of the school's infection control procedures in relation to coronavirus via email, Zoom and face-to-face meetings • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, website and social media – 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 SLT and the teachers and are informed that they must tell a member of staff if they begin to feel unwell. • GDPR Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. | <u>Y</u> | <u>H/T</u> | <u>5th</u> <u>January</u> | <u>L</u> |

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| Hygiene practice | <u>H</u> | <ul style="list-style-type: none"> • Pupils wash their hands • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is also provided for use. Staff to hand sanitise on exit and entry to school/classrooms and shared areas. • Infection control procedures are adhered to as much as possible in accordance with the DfE guidance. • 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. • Staff to ensure that children washing their hands/hand sanitise correctly, where necessary. • Staff to wipe down own class tables • Pupils do not share cutlery, cups or food. • All members of staff to use their own thermal cup and takes responsibility for cleaning it. • All utensils are thoroughly cleaned before and after use. • 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 and Premises manager arranges enhanced cleaning from 12o'clock – 1.30pm for the cleaning of all toilets – staff and children's, staff room areas • Children's toilets to be cleaned and checked in a morning after break and in the afternoon after lunch • Launchpad children use the L/P toilet at all times | <u>Y</u> | <u>H/T</u> <u>Premises</u> <u>Teachers</u> | <u>Every holiday – Deep clean x2 per year</u> <u>and daily checks</u> <u>Daily</u> | <u>L</u> |
| Ill health | <u>H</u> | <ul style="list-style-type: none"> • Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of or change to sense of smell or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil/staff who display signs of being unwell in school is immediately referred to the First Aider. • Where the school nurse is unavailable, staff act in line with the Infection Control Policy Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe • If a child/family member thought to be displaying symptoms does not test positive, the child will return from immediate effect • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by First Aid Officer | <u>Y</u> <u>Y</u> | <u>All staff</u> <u>First Aid Coordinat</u> <u>or</u> <u>First Aid Coord</u> | <u>As informed by Govt</u> <u>Daily</u> | <u>L</u> |

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| | | <ul style="list-style-type: none"> 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. Unwell pupils who are waiting to go home are kept in the First Aid room Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. Children who are known to us as medically vulnerable and particularly those who have not been in school for the whole period, will receive a call from our First Aid medical officer to check anxiety levels and to reassure. | | Premises | | |
| Spread of infection | | We await further Govt guidance as colder weather returns | | | | |
| Poor workplace ventilation leading to risks of coronavirus spreading | H | <ul style="list-style-type: none"> Fresh air is the preferred way of ventilating your classroom and office space so windows and doors (that are not fire doors) are to be opened. Fans simply recycle air unless used in conjunction with open doors and windows | Y | All staff | Every day | L |
| Management of infectious diseases | | We await further Govt guidance as colder weather returns | | | | |
| Contracting or spreading the virus by not social distancing | | We await further Govt guidance as colder weather returns | | | | |
| Increased risk of infection and complications for vulnerable workers | H | <p>The following have been identified and individual risk assessments are in place;</p> <ul style="list-style-type: none"> ➤ Clinically extremely vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus | Y | SBM | Y | L Due to this group being at home |
| Communication | H | <ul style="list-style-type: none"> The First Aider reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts County 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 County/Government Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. | Y | H/T SLT First Aid Coord All staff SBM | As soon as available | L |

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| | | | | <u>Premises</u> | | |
| Disruption to the running of exams | | No longer applicable at this time | | | | |
| Partial school closure and opening | | No longer applicable | | | | |
| Vacant premises/ Holiday cover | | No longer applicable | | | | |
| Emergencies | <u>H</u> | <ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date <u>First Aid Policy</u> in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. We continue to have half termly fire drills will resume Fire doors are fixed with door mechanisms that release when the fire alarm is over 65 decibels. Therefore enabling doors to remain open so that no one has to keep touching and cleaning their surfaces | <u>Y</u> | <u>Front Office staff</u> <u>SBM</u> <u>First Aid Coord</u> | <u>Daily and as approp</u> <u>½ termly fire drills</u> | <u>L</u> |

