


|  <p>Telford &amp; Wrekin<br/>COUNCIL</p> | <p><b>Risk Assessment of COVID 19 Returning to school</b></p>                        | <p><b>Business Unit/ School: LAWLEY PRIMARY SCHOOL</b></p>  | <p><b>Portfolio: Education</b></p>   |   | <p><b>Carried out by: T Wilkin, L Ponter, C McQuiggin, K Smallman (COG), S Dorsett (Union Rep) alongside Government Guidance and T&amp;W</b></p> |                               |                    |
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| <p><b>Date: 26/05/2020 Updated: 12/06/2020</b></p>  | <p><b>Review date: 17/07/2020</b></p>  | <p><b>Specialist assessment needed**:</b></p>   |                                      |   |  |                               |                    |
| <p><b>What are the hazards?</b></p>   | <p><b>Who might be harmed and how?</b></p>   | <p><b>What are we already doing?</b></p>  | <p><b>Risk rating* L, M or H</b></p> | <p><b>What further action is necessary?</b></p>   | <p><b>By whom?</b></p>   | <p><b>By when ?</b></p>       | <p><b>Done</b></p> |
| <p>Risk of infection – safety of staff and children</p>   | <p>Staff, Pupils, Visitors, Contractors<br/>Risk of COVID 19 infection<br/>Death</p> | <p>Staff to continue to follow Government advice and only to attend work if feeling well enough and not suffering from any of the symptoms outlined by the NHS (or a family member in the same household).</p> <p>Tests available for any member of staff that is showing symptoms and as soon as this becomes apparent it should be reported to the Headteacher via a call who will then organise the testing.</p> | <p>M</p>                             | <p>Any staff member who is ill should self-isolate by following the NHS guidelines and to also adhere to the ones for anyone in the household who has symptoms.</p> <p>Guidance can be found at <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> | <p>All staff</p> <p>All staff</p>  | <p>Ongoing</p> <p>Ongoing</p> | <p>✓</p> <p>✓</p>  |

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|  |  | <p>10 to 15 pupils in each classroom maximum. The same teacher and TA will be assigned to each group and these stay with the same group during the day and on subsequent days where possible. This will include using the same classroom.</p> <p>Desks and seats to be separated and children to use the same desk each day.</p> <p>Outdoor learning to be planned where possible - weather permitting.</p> <p>Outdoor equipment to be cleaned after use.</p> <p>Pupils allocated an entrance and exit to the school which is staffed to ensure no</p> |  | <p>W/C 26<sup>th</sup> May – Teachers to be in school setting up ready for pupils return.</p> <p>Cleaning materials available to wipe down areas regularly and cleaner also on site during the day.</p> <p>Weather report to be looked at daily by teaching staff when planning.</p> <p>Monitor and review.</p> <p>Email sent to parents to make them aware of processes</p> | <p>Teachers</p> <p>All staff</p> <p>Teachers</p> <p>Teachers</p> <p>Admin and Teachers</p> | <p>Ready for 1<sup>st</sup> of June.</p> <p>Ongoing</p> <p>Daily</p> <p>After use</p> <p>Before 1<sup>st</sup> June and then daily.</p> | <p>✓</p> <p>✓</p> <p>✓</p> |
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|  |  | <p>parents come into the building. One parent to drop off and pick up children.</p> <p>Parents informed by email that they cannot speak to the teachers on the door and all correspondence is to go via email to the office.</p> <p>Children to be provided their own pencils and glue stick which are to be left in school.</p> <p>Children encouraged to bring the minimum needed into school.</p> <p>Regular handwashing to continue to take place for staff and children.</p> |  | <p>including not congregating at entrances. Staff and children to stay in their own areas as much as possible during the day.</p> <p>Office to send email and to make parents aware of the email when calling them.</p> <p>Office team to be made aware when stock is running low so an order can be placed.</p> <p>KS2 ipads to be brought in but cleaned at the start of each day.</p> <p>Regular checks to be made on soap in the toilets to make sure</p> | <p>Admin and Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>Cleaner and all staff</p> | <p>Before 1st June and then daily.</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> | <p>✓</p> <p>✓</p> <p>✓</p> |
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|  |  | <p>Extra handwashing areas to be set up at sinks in the blocks.</p> <p>Unnecessary items to be removed from classrooms and stored.</p> <p>All adults and children should frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</p> <p>Ensure that help is available for children who have trouble cleaning their hands independently.</p> <p>Children and staff are</p> | <p>it is kept topped up.</p> <p>Regular checks to also be made on these areas for soap levels.</p> <p>If items cannot be cleaned easily (such as soft toys) – replace in the short term with items that can.</p> <p>This should be especially undertaken when arrival at school, before and after eating, and after sneezing or coughing.</p> <p>Children encouraged to learn and practise these habits through games, songs and repetition.</p> <p>Monitor and review.</p> | <p>Cleaner and all staff</p> <p>Teachers</p> <p>All staff</p> <p>Teachers and TA's</p> <p>All staff</p> | <p>Ongoing</p> <p>Before 1<sup>st</sup> of June</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
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|  |  | <p>encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze. ensure that bins for tissues are emptied throughout the day</p> <p>Where possible, all spaces should be well ventilated using natural ventilation by opening windows.</p> <p>Doors should be propped open, where safe to do so using a dorguard (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Normal personal hygiene and washing of clothes following a day in school encouraged for staff and children.</p> <p>Number of children using</p> |  | <p>Bins readily available for tissue waste ('catch it, bin it, and kill it').</p> <p>Caretaker to check all windows at the end of the day.</p> <p>The Fire Risk Assessment should adhered to at all times.</p> <p>To be included in email to parents.</p> <p>Monitor and review.</p> | <p>All staff and Caretaker</p> <p>All staff</p> <p>All staff</p> | <p>Ongoing and at the end of the day</p> <p>Daily</p> <p>Daily</p> <p>Ongoing</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
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|   |   | the toilets at one time should be limited to the number of cubicles.  |   |   |                         |         |   |
| Intimate care – safety of staff and children                                      | Staff, Pupils, Visitors, Contractors<br>Risk of COVID 19 infection<br>Death | PPE to be available for any intimate care and medical support.  | M | Admin team to monitor PPE levels and restock in plenty of time.   | Teachers/<br>Admin Team | Ongoing | ✓ |
| Visitors to the school including parents – Risk to Office Team /Staff<br>Children | Staff, Pupils, Visitors, Contractors<br>Risk of COVID 19 infection<br>Death | All correspondence where possible to be through email however if visitors attend site then they should be spoken to through the intercom.                 | M | Antibacterial wipes/spray and cloth to be used to wipe down the receiver after use.   | Admin Team              | Ongoing | ✓ |
|   |   | Where possible visitors should not be given access to the site. If someone needs to enter the foyer area then the window is to be kept shut as a barrier. |   | If someone is to leave something such as a delivery or water bottle/lunch box then they are asked to place it in the foyer and to leave. The team will then use PPE to retrieve the delivery and use spray and a disposable cloth to wipe anything down | Admin Team              | Ongoing | ✓ |

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|  |  |  |  | and dispose of any outer packaging of deliveries. These will then be taken to the appropriate place or the person requested to come and collect. |               |           |   |
|  |  | The office window to outside will be remain open during the day to give fresh air to the office team.                          |  | The office team are to take regular breaks outside if necessary.   | Admin Team    | Ongoing   | ✓ |
|  |  | The office door will remain on the latch to control access to the office and the team will be spoken to via the double window. |  | Monitor and review   | Admin Team    | Ongoing   | ✓ |
|  |  | Contractors will need to continue to attend the site to meet statutory requirements and keep a safe environment.               |  | Only approved contractors to attend site. Advice from T&W H&S department should be sought if in doubt.   | HT/Admin Team | As needed | ✓ |
|  |  | Any contractors who attend site should provide their   |  | Monitor and review. Checks made to see   | Admin Team    | Ongoing   | ✓ |

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|   |   | <p>own Risk Assessment before coming which outlines the additional measures put in place by them for COVID 19.</p> <p>Staggered start and finish times for each year group to limit the amount of parents needing access at one time.</p> |   | <p>that they are following the Risk Assessment.<br/>DBS in place or supervision whilst social distancing will need to take place.</p> |          |         |   |
| Mental wellbeing of staff and children being back in school       | Staff, Pupils, Visitors, Contractors<br>Risk of COVID 19 infection<br>Depression<br>Anxiety<br>Attempted suicide<br>Death | Our team are highly skilled in emotional caring for our pupils and staff.   | M | KR & IW to signpost further resources as needed.  | HT/KR/IW | Ongoing | ✓ |
|   |   | Staff who are feeling anxious will be recommended to contact their GP for medical guidance.   |   | Regular contact will be made with staff that are unwell.  | HT       | Ongoing | ✓ |
| Staff children being brought into school due to childcare issues. | Staff, Pupils, Visitors, Contractors<br>Risk of COVID 19 infection<br>Death   | Staff will be allowed to bring their own children into school when working.   | M | Any staff member or child that is feeling unwell or has any of the symptoms to follow the Government Guidelines and self-isolate.     | HT       | Ongoing | ✓ |
|   |   | Staff children to be with key   |   | This may be subject   | HT       | Ongoing |   |



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|   |   | worker children.   |   | to change depending on numbers.   |                 |         | ✓ |
| Children falling behind that aren't in school               | Staff, Children<br>Mental wellbeing<br>Anxiety                                    | Teachers working from home will be tasked with planning the online learning for children not in school.  |   | The normal curriculum will not be followed however the school will continue as they have done with the Key Worker children.   | HT/<br>Teachers | Ongoing | ✓ |
| Not being able to keep children to social distancing rules. | Staff, Pupils, Visitors,<br>Contractors<br>Risk of COVID 19<br>infection<br>Death | Gov.uk states that they know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Therefore it is important to reduce contact between people as much as possible, and this can be achieved by ensuring children and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups. | M | By also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered. | HT/<br>Teachers | Ongoing | ✓ |
| Lack of social distancing at breaks and                     | Staff, Pupils, Visitors,<br>Contractors   | Break and Lunchtimes are to be staggered and different   | M | Sun protection to be worn when eating   | Teachers        | Daily   | ✓ |

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| lunchtimes   | Risk of COVID 19 infection<br>Death                                | <p>areas allocated such as KS2 children can eat outside.</p> <p>Lunchtimes will run over a two hour period which will be timetabled.</p> <p>Staff to have staggered breaks too and to adhere to social distancing when using communal areas such as the staff room and toilets.</p> <p>Public Health England states that transitory contact such as passing in the corridor is low risk. Where possible a one way system will be in place in the corridors which will have children leaving classrooms to the hall and then leaving the hall by the external door to their classroom door.</p> |   | <p>and playing outside.</p> <p>Monitor and review</p> <p>Lunchtime Supervisors in at lunchtimes to give teachers and TA's a break.</p> <p>Lunchtime Supervisors to monitor contact and one way system at Lunchtimes.</p> | HT<br><br>HT<br><br>HT/LTS | Daily<br><br>Daily<br><br>Daily | ✓<br><br>✓<br><br>✓ |
| Lack of social distancing when being served lunch by staff | Staff, Pupils, Visitors, Contractors<br>Risk of COVID 19 infection | Disposable gloves to be worn and changed regularly.  | M | Gloves to be supplied by T&W.  | T&W<br>Catering team       | Daily                           | ✓                   |

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|   | Death  | <p>Frequent Handwashing</p> <p>Only cold sandwich meals will be made limited the contact between lunch staff and children.</p> <p>List of pupils to be provided and meals can be put through tills at end of service</p>  |   | <p>Soap dispensers to be kept topped up.</p> <p>To be managed by T&amp;W catering staff.</p> <p>Office team to post these in the kitchen post box after registration has taken place.</p>                 | <p>T&amp;W</p> <p>T&amp;W catering team</p> <p>T&amp;W catering team</p> <p>Admin team</p> | <p>As needed</p> <p>As needed</p> <p>Daily</p> <p>Daily</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| Vulnerable staff (and those staff looking after vulnerable family members) and children due to medical conditions or age. | <p>Staff, Pupils, Visitors, Contractors</p> <p>Risk of COVID 19 infection</p> <p>Death</p> | <p>Staff to follow government guidance for conditions.</p> <p>Office has a chart of all staff and their current medical condition that is updated as necessary.</p> <p>Clinically extremely vulnerable individuals (those with serious underlying health conditions which put</p> | M | <p>Proof may be required such as letter or text message from Government outlining requirements where necessary.</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness for</p> | <p>HT</p> <p>HT</p>  | <p>Ongoing</p> <p>Ongoing</p>                               | <p>✓</p> <p>✓</p>                   |

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|  |  | <p>them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) are advised not to work outside the home and to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work but to work from home.</p> |  | <p>example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> |          |  |   |
|  |  | For the vast majority of   |  | For clinically   | Parents/ |  | ✓ |

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|  |  | <p>children the coronavirus is a mild illness. Children (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. The school does not expect these children to be attending and they should continue to be supported at home as much as possible.</p> |  | <p>vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p> | HT             | As needed |   |
|  |  | <p>If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p>   |  | <p>If a child or staff member lives in a household with someone who is extremely clinically vulnerable, <b>as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely</b></p>   | Parents/<br>HT | Ongoing   | ✓ |

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|  |   |  |   | <b>vulnerable guidance,</b><br>it is advised they only attend work if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. |              |         |   |
| Level of cleaning and risk of infection  | Staff, Pupils, Visitors, Contractors<br>Risk of COVID 19 infection<br>Death | A cleaner will be on site from 12.00 daily to do regular cleaning of door handles and other areas that are touched on a continuous basis.<br><br>The cleaner is to make sure that soap levels are maintained and cleaning products are on safely on hand where needed. | M | Monitor and review   | Cleaners/ HT | Daily   | ✓ |
|  |   |  |   | Monitor and review   | Cleaner      | Ongoing | ✓ |
| Administering First Aid, Intimate Care or looking after a child that has hurt themselves | Staff, Pupils, Visitors, Contractors<br>Risk of COVID 19 infection<br>Death | A first aider will also be on site to administer first aid.<br><br>PPE will be available to use when administering first aid,  | M | Qualifications kept up to date.  | HT           | Daily   | ✓ |
|  |   |  |   | Stock levels to be checked regularly.  | Admin Team   | Ongoing | ✓ |

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|   |   | intimate care or when looking after a child that has hurt themselves.  |   | Parents called to collect the child if needed.   |           |         |   |
| Child becoming unwell during the school day | Staff, Pupils, Visitors, Contractors<br>Risk of COVID 19 infection<br>Death | Should a child become unwell during the school day then they should be removed from class and sat in the sensory room where they can be monitored whilst waiting for the parent to arrive to collect them. | M | 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 child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Disposable PPE should be binned once the child has | All staff | Ongoing | ✓ |

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|  |  |  |  | been collected and other PPE cleaned. |  |  |  |
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### Risk rating system\*

| SEVERITY       |  |          | PROBABILITY   |          |
|----------------|--|----------|---|----------|
| outcome        | example  | score    | outcome   | score    |
| <b>MINOR</b>   | Bruising, minor cuts, mild irritation to skin or eyes  | <b>1</b> | <b>Unlikely</b> (e.g. no previous history)  | <b>1</b> |
| <b>SERIOUS</b> | Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence | <b>2</b> | <b>Possible</b> (e.g. similar incidents have happened in the past)                  | <b>2</b> |
| <b>MAJOR</b>   | Permanent disability , major notify able injury or disease   | <b>3</b> | <b>Probable</b> (e.g. same situations have happened in the past)                    | <b>3</b> |
| <b>FATAL</b>   | DEATH  | <b>5</b> | <b>Highly probable</b> (e.g. has occurred recently here or in another organisation) | <b>5</b> |

**Probability score x Severity score = Risk Rating total**

Risk rating total

1-4            low risk  
5-10          medium risk  
15-25        high risk



**\*\*Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment.