

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a risk assessment for Cockburn MAT for dealing with the current Covid-19 situation in the workplace.

We have taken every effort to cover all scenarios within our setting as we are reviewing as and when government guidelines change or further advice is available.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Awareness of policies and procedures	Staff/ students/ visitors (same for all sections)	<ul style="list-style-type: none"> • All staff, children and young people (CYP), parents/carers, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: • Health and safety, Infection Control and First Aid. • All senior leaders have regard to all relevant guidance and legislation • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 				

		<ul style="list-style-type: none">• The school keeps up-to-date with advice issued by, but not limited to, the following:<ul style="list-style-type: none">- DfE- NHS- HSE- H & S• Staff are made aware of the school's infection control procedures in relation to coronavirus via email and Frog 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 website— they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus- when have attended.• Children and young people (CYP) are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell• Confidentiality is followed at all times – this includes withholding the names of staff, volunteers and children and				
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		young people (CYP) with either confirmed or suspected cases of coronavirus and those with serious underlying health conditions.				
Spread of Covid-19 Coronavirus-hygiene	<ul style="list-style-type: none"> Anyone who physically comes in contact with you in relation to school site 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand driers for drying of hands See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities not readily available/ available in classrooms and work areas as well as all reception areas. <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches,</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters displayed regarding hand washing and social distancing.</p> <p>Checks will be carried out to ensure that the necessary procedures are being followed.</p>			

		<p>reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public health. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p> <p>Majority of staff apart from essential staff (to work from home wherever possible (apart from when on rota to be in school).</p> <p>Using a skeleton rota which takes account of: review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference call/ video conferencing as and when necessary, to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p>	<p>Premises Manager in conjunction with the School Business Manager to ensure cleaning standards are at the highest quality and that staffing is appropriate</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management spot checks. Staff to take individual responsibility to ensure adhering to social distancing guidelines. To report to management any concerns.</p> <p>Staff reminded to monitor themselves and others to look out for symptoms and be vigilant so any staff member or student will be sent home if displaying symptoms and advised to self-isolate.</p> <p>HR and senior management track staff who are self-isolating so we are aware when they are available to return to work.</p> <p>Staff to gain isolation notes where appropriate- refer to flowchart provided for more information. https://111.nhs.uk/isolation-note/</p>			
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		<p>Social distancing also to be adhered to in dining area and smoking area.</p> <p>Staff bringing in own children In line with H & S bulletin 9- this is only if agreed by Mr Gurney.</p> <ul style="list-style-type: none">- The staff member's own child should be broadly in line with the children on site. For example- a 9 year old would likely be appropriate to be cared for in a key stage 2 provision whereas likely be less appropriate to be cared for in a key stage 3 provision.-The staff member's own child should be counted in the numbers in the ratios for the overall setting as per the previous bulletin no.8, i.e. approximately in line with 1:10. If you are accommodating under 5s then please speak to our team to help you plan this on a setting by setting basis.-If the staff member's own child has an EHCP or additional needs then there will need to be an assessment of risk put into place and consideration as to how the ratios may be affected. <p>Note that all staff providing care for children aged 5 and under will fall within the Childcare Act 2006 disqualification regulations, therefore appropriate</p>				
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		<p>assurances around suitability will have to be sought when using staff on a rota.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will remove gloves carefully to reduce contamination and dispose of them safely.</p> <p><u>PPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Role dependent will consider need for PPE- bulletin 7 from LCC H & S team referred to, as this is the last control measure – refer to first aid section.</i></p> <p><u>Symptoms of Covid-19</u> Staff informed of the symptoms- If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance- via government website.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p>			
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		<p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the senior leadership team will contact the Public Health to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>If Student displays signs of being unwell in line with the symptoms refer to medical aid and first aid section.</p> <p><u>Minibus Drivers</u></p> <p>Students to be of minimum numbers when so suitable distancing can be achieved.</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the</p>	<p>HR, School nurse and Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information via email and on FROG and open-door policy for those who need additional support.</p> <p>Minimising spread- Parents informed that students should not come in if they show signs of being unwell and believe they are symptoms of coronavirus. Staff to follow FAQs provided regards informing school if unwell. Staff and students to follow government advice regarding self-isolation periods and submission of isolation notes- staff to see FAQs and flowchart provided by school.</p> <p>Staff and Students who are classed as vulnerable to inform school and to follow government guidelines. Staff will also need to provide a copy of NHS letter confirming they fall into this group.</p>			
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		<p>Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>See resources sent to ALL staff. Frog and wellbeing pages continually updated.</p> <p>Well being check ins for staff</p>	<p>Staff who have family members in their household who are shielding to inform head of school and HR so we can assess any additional support as we can adhere to social distancing guidelines.</p> <p>Pregnant staff to follow RCAG advise as per government updates. If under 28 weeks pregnant and asked to be in school then to observe social distancing.</p>			
Partial Closure- containment		<p>Communication with parents/carers via letter and social media.</p> <p>Home learning packs produced and paper copies compiled for those without access to a computer at home, to minimise disruption to learning. Email addresses set up for year groups to ask queries.</p> <p>Staff to work from home when not on the rota or asked to attend school by Head of School. Line managers to ensure work is delegated and monitored and to communicate and concerns or need for work to senior leadership.</p> <p>Support provided to staff on how to safely work for home.</p> <p>Staff who cannot work from home but are well enough to work will work in school on a rota basis ensuring social distancing</p>	<p>Ensure staff are updated in line with PHE, Government & H&S advice and review plan in light of.</p> <p>Ensure measures in place regarding social distancing as far as possible</p> <p>Minimum numbers of staff on site required to maintain safety. Staff that are surplus to ratios or specific roles required to be on site will be part of a rota to keep staff numbers to a minimum.</p> <p>All staff and children to immediately wash hands on entry and exit to building</p> <p>Keep group sizes as small as possible to allow for social distancing in the groups without isolating children</p>			

		<p>Staff who are not on rota but intend to work in school must make SBM manager aware and ensure that social distancing guidelines can be followed.</p> <p>Condition specific links provided to staff. Staff to ensure they are constantly checking the advice linked to any underlying conditions as this is an evolving picture.</p> <p>Limit number of visitors to site</p> <p>If staff and children and young people (CYP) are based at a different site to their usual one ensure that they are informed of the fire evacuation, first aid, accident reporting and safeguarding procedures. It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.</p> <p>In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations,</p>	<p>and taking into account their specific needs.</p> <p>Movement around school will be limited as far as possible. As always there needs to be a balance between social distancing and not making students feel isolated.</p> <p>Students should be brought to the school entrances as close as possible to the area they will be based and handed over to staff observing social distancing principles. The same applies at end of day hand over. Parents / carers should be reminded to follow social distancing whilst waiting.</p> <p>Students and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing and before and after eating. Paper towels should be available for drying hands. All persons should wash their hands before leaving the premises.</p>			
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		<p>staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.</p> <p>Staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media</p>	<p>Tissues to be available in all group areas and should be single use only and binned after use. Any waste products used by staff or students that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route.</p> <p>Use of toilets should be for individual groups where possible or on a rota with social distancing observed if groups have share / mix e.g. staff toilets.</p> <p>Lunch should be served in areas can adhere to social distancing/ or on a rota ensuring cleaning in between sessions. Tables should be cleaned after use with hot soapy water and dried with paper towels.</p> <p>Equipment used to be sanitised at the end of the day, but keep to a minimum. Washed before/after use (as you can't always assume the last person did it)</p> <p>Regular handwashing regime reminders throughout in the day. Poster displayed</p>			
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			<p>Where possible keep storage areas for bags/coats 2m apart to prevent cross contamination within the school and to home.</p> <p>Activities in school to be based around those involving minimal physical contact where this is possible, or substituting alternative methods for students where physical handling is required, i.e. not skin on skin.</p> <p>On arrival at home, staff should take sensible precautions to limit cross-contamination. Before contact with others in the house, staff should remove outer clothing and place it straight into a wash. Staff should then wash/shower thoroughly.</p>			
Outdoor Activities			<p>Handwashing regimes should be followed as above in addition to hands being washed before and after outdoor activity.</p> <p>The same protocols above in place for indoor activities should be in place for outdoor activities, i.e. allocation, cleaning, storage, etc.</p>			
Safeguarding		<p>Taken due regard of https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-</p>	<p>Safeguarding Policy updated and disseminated to staff to follow.</p>			

		and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers	<p>H&S and Government advice to be followed at all times</p> <p>DSL available at all times</p>			
Medical Provision and First Aid			<p>First Aider on site at all times</p> <p>If a member of staff is required to have skin on skin contact with a student in school during this time then it is recommended that gloves are worn and a disposable apron. After the procedure, the apron should be removed first and placed into a bin liner, then the gloves removed and dropped into the bin liner. The bin liner should be sealed and stored outside securely for 72 hours to minimise likelihood on infection. No multiple uses.</p> <p>Staff are made aware of any medical conditions / needs of the children and young people (CYP) they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the children and young people (CYP) are and staff trained in their use.</p> <p>Food allergies / intolerances information shared with catering</p>			

			<p>staff for staff and students they may not already be aware of.</p> <p>Continue to adhere to their medical needs policy regarding the administration of medication.</p> <p>Staff should be made aware of the relevant factors in any IPRAs for the students they are caring for. IPRAs may need to be revised if there are changes in provision on site or if they are to be based at a different site</p> <p>Under no circumstances are glass thermometers permitted to be used to take a children and young people's temperature. The two types of thermometers that must be used are forehead testing models, and the ear testing models with the disposable caps. Any models aside from those, and especially models which are intrusive or enter the children and young people, should be avoided. The exception would be unless this is part of the children and young person's Individual Health Care Plan and carried out with medical supervision.</p>			
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			<p>The manufacturer's instructions should be followed at all times as different models have variations in accuracy and results.</p> <p>The items should be thoroughly cleaned before and after use. A high temperature (according to the NHS guidelines) is any temperature OVER 37.8 degrees C. We do not make clinical judgements in school therefore the temperature is either high or it is not. In the case of a high temperature the parent/carer should be called and isolation procedures should begin. Advice can be sought from 111 during any intervening period.</p> <p>As schools will now have 'clean' or 'sterile' rooms available it should be possible for the remainder of the group to leave the area where children and young people displaying symptoms is waiting and move to the clean room.</p> <p>The student in isolation should be made to feel as comfortable as possible, i.e. reassured, given a drink, have access to the same play items, etc. The staff member supervising should ensure they</p>			
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			<p>maintain a distance of 2m where possible without making the child or young person feel anxious.</p> <p>Once the child or young person has been collected the room where they have been waiting can be sealed and a note placed on the door stating the date and time of the sealing. After 72 hours the virus should have died and a clean of the room can commence. Please note the room does not need to be cleaned before it is sealed as this increases the risk to the person cleaning the room. The exception to this would be if the room is high traffic, i.e. a hygiene suite or similar.</p> <p>In the case of a hygiene suite or similar high traffic area that absolutely cannot be shut off for 72 hours then cleaning team will be contacted for advice as to how to proceed. Staff should not attempt to clean the area themselves when it has been occupied by a person sent home with symptoms.</p>			
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