



## Partial school return - covid-19

### St Alban's Academy



| Hazard/<br>Activity               | Persons<br>at Risk                   | Risk                                     | Control measures in use   | Residual risk<br>rating<br>H / M / L | Further Action<br>Required |           |
|-----------------------------------|--------------------------------------|--|---|--------------------------------------|----------------------------|-----------|
|                                   |                                      |  |   |                                      | YES                        | NO        |
| Arriving to school                | Pupils<br>Staff<br>Parents<br>Others | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>One-way system introduced when parents bring pupils to school – Parents to approach school via the pavement on the left of St Alban's Close observing the 2m rule</li> <li>Staff member will be outside the school gates enforcing the rules and revive the children who will be escorted into school</li> <li>Parents will not enter the school premises, they will cross the road in front of the school gates and leave the vicinity via the pavement on the right of St Alban's Close</li> <li>2 metre rule to be enforced while they are waiting for staff to receive their children</li> </ul> | <b>Low</b>                           |                            | <b>No</b> |
| Staff receiving child from Parent | Staff                                | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>Staff will direct children to their classroom</li> <li>Children will enter the classroom via the playground door</li> <li>Staff will direct children to wash their hands immediately upon arrival with allocated anti-bacterial hand sanitizer</li> </ul>  | <b>Low</b>                           |                            | <b>No</b> |
| Classroom set up                  | Staff<br>Children                    | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>The classroom must be set up to ensure a 2-metre rule is in place between each child</li> <li>Class size will not exceed 10 children</li> <li>Children to sit at the same table every day</li> </ul>   | <b>Low</b>                           |                            | <b>No</b> |

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|  |                   |  | <ul style="list-style-type: none"> <li>• Children to have a personal set of books and stationary set etc.</li> <li>• Bookcases to be out of action and books to be stored away or covered with material.</li> <li>• Cupboard tops and shelving to be cleared as much as possible so that the classroom environment is minimal.</li> <li>• All communal cloakroom areas to be out of action. Children to store coats at their table on the back of their chairs,</li> <li>• Children to bring water bottles from home</li> <li>• Tissues available on each table for pupils to use when coughing or sneezing and they must go into a bin after one use.</li> </ul> |            |  |           |
| Classroom Lessons                                    | Staff<br>Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Teaching staff must keep that safe distance at all times where possible when teaching.</li> <li>• Where children may require extra assistance a 2 metre rule must try to be enforced.</li> </ul>   | <b>Low</b> |  | <b>No</b> |
| Children requiring to use the toilet in lesson times | Children<br>Staff | Infection Control                        | <ul style="list-style-type: none"> <li>• Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser on entering the classroom.</li> </ul>   | <b>Low</b> |  | <b>No</b> |
| Break times  | Children          | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Children informed again of the importance of social distancing whilst outside.</li> <li>• Number of children on KS2 playground not to exceed 30 children</li> <li>• Number of children on KS1 playground not to exceed 20 children</li> <li>• Number of children on EYFS playground not to exceed 10 children</li> </ul>   | <b>Low</b> |  | <b>No</b> |

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|                              |                   |  | <ul style="list-style-type: none"> <li>• If numbers are approaching the maximum permitted introduce staggered breaks to reduce the number of children on each playground</li> <li>• Look at providing activities which can abide by the rules.</li> <li>• Supervising staff must keep a 2 metre distance from each other at all times.</li> </ul>  |            |  |           |
| Break Times – Staff Room     | Staff             | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Staff must sit at least 2 metres apart from each other</li> <li>• Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils</li> </ul>  | <b>Low</b> |  | <b>No</b> |
| Break Times Classrooms       | Staff<br>Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray.</li> <li>• Wear gloves whilst carrying out this task and wash hands after cleaning.</li> </ul>   | <b>Low</b> |  | <b>No</b> |
| Lunch breaks                 | Staff             | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Children will lunch in their classroom</li> <li>• Tables will be tables cleaned with disinfectant spray before and after children eating</li> <li>• Staff to ensure safe social distancing is continued.</li> </ul>   | <b>Low</b> |  | <b>No</b> |
| First Aid – minor treatment  | Staff<br>Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries.</li> <li>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands after contact</li> </ul> | <b>Low</b> |  | <b>No</b> |
| First Aid – Life threatening | Staff<br>Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• In the event of a serious injury or incident call 999 immediately.</li> <li>• Wear face covering and gloves when in close contact or dealing with bodily fluids</li> </ul>  | <b>Low</b> |  | <b>No</b> |

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|                        |                           |                           | <ul style="list-style-type: none"> <li>• In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>• Always wash hands after contact</li> </ul>  |     |  |    |
| First Aid & Medication | Staff<br>Pupils<br>Others | First Aid Procedures      | <ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</li> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</li> </ul>   | Low |  | No |
| Intimate Care          | Staff                     | Lack of infection Control | <ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:</li> <li>• Wear Gloves</li> <li>• Wear an apron</li> <li>• Wear a mask</li> <li>• Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> <li>• Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>• Staff must wash their hands once gloves and masks are removed</li> <li>• A poster to be displayed of instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul> | Low |  | No |
| Children who are upset | Staff                     | Spread of Infection due   | <ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> </ul>   | Low |  | No |

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|   |                            | to close contact                         | <ul style="list-style-type: none"> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, consider wearing a face covering.</li> <li>• Wash hands after contact</li> </ul>  |            |  |           |
| Children with behavioural issues                          | Staff                      | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> <li>• If aggressive or unsafe is displayed the child is to be escorted from the class by a member of staff observing social distancing protocol as much as possible</li> <li>• If the child refuses to leave the class a member of staff is to escort the remaining children to the hall for their safety and SLT to manage the behaviour incident</li> </ul>  | <b>Low</b> |  | <b>No</b> |
| Children leaving at the end of the school day.<br>Primary | Staff<br>Parents<br>Others | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• One-way system introduced – Parents to approach school via the pavement on the left of St Alban’s Close observing the 2m rule</li> <li>• Staff member will be outside the school gates enforcing the rules and revive the children who will be escorted into school</li> <li>• Children will line up on the playground observing the 2 metre social distancing rule.</li> <li>• Children escorted from playground when parent is next in queue</li> <li>• Parents will not enter the school premises, they will cross the road in front of the school gates and leave the vicinity with their child/children via the pavement on the right of St Alban’s Close</li> <li>• 2 metre rule to be enforced while they are waiting for staff to collect their children</li> </ul> | <b>Low</b> |  | <b>No</b> |
| Parent wishing to talk to staff                           | Staff                      | Spread of Infection due                  | <ul style="list-style-type: none"> <li>• Parents will be informed via the home school agreement that they are not permitted to enter the</li> </ul>  | <b>Low</b> |  | <b>No</b> |

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|   |                           | to close contact       | school premises and can only contact the school/talk to a member of staff via telephone or email  |            |  |           |
| Awareness of policies / procedures / Guidance | Staff<br>Pupils<br>Others | Inadequate information | <ul style="list-style-type: none"> <li>• All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>• All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or 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.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> </ul> | <b>Low</b> |  | <b>No</b> |

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| <p>Poor hygiene practice</p> | <p>Staff<br/>Pupils<br/>Others</p> | <p>Ill Health</p>           | <ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul> | <p style="text-align: center;"><b>Low</b></p> |  | <p style="text-align: center;"><b>No</b></p> |
| <p>Ill health</p>            | <p>Staff<br/>Pupils<br/>Others</p> | <p>Coronavirus Symptoms</p> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or</li> </ul>  | <p style="text-align: center;"><b>Low</b></p> |  | <p style="text-align: center;"><b>No</b></p> |

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|  |  |  | <p>difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</p> <ul style="list-style-type: none"> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• 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.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> </ul> |  |  |  |
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|  |                           |                           | <ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>   |            |  |           |
| Spread of infection                    | Staff<br>Pupils<br>Others | Lack of infection control | <ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>Parents are informed 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.</li> <li>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>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.</li> </ul> | <b>Low</b> |  | <b>No</b> |
| Poor management of infectious diseases | Staff<br>Pupils<br>Others | Lack of infection control | <ul style="list-style-type: none"> <li>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.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible.</li> </ul>   | <b>Low</b> |  | <b>No</b> |

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|----------------------------|---------------------------|-------------------|--|------------|--|-----------|
|                            |                           |                   | <ul style="list-style-type: none"> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>• Staff inform the headteacher when they plan to return to work after having coronavirus.</li> <li>• A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul> |            |  |           |
| Lack of communication      | Staff<br>Pupils<br>Others | Unsafe Practices  | <ul style="list-style-type: none"> <li>• The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.</li> <li>• Schools put into place any actions or precautions advised by their local HPT.</li> <li>• Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>   | <b>Low</b> |  | <b>No</b> |
| Cleaning while school open | Staff<br>Pupils<br>Others | Infection Control | <ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ All tables and chairs used by staff and pupils</li> <li>➢ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• All classrooms to have spray disinfectant and disposable cloths.</li> </ul>   | <b>Low</b> |  | <b>No</b> |

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|---------------------------------|---------------------------|--|---|------------|--|-----------|
|                                 |                           |  | <ul style="list-style-type: none"> <li>Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> </ul>   |            |  |           |
| Statutory Tests and Inspections | Staff<br>Pupils<br>Others | Maintenance issues                             | <ul style="list-style-type: none"> <li>Statutory inspections to continue but with social distancing in place at all times.</li> <li>In-house inspections should continue to ensure the school remains as safe as possible.</li> </ul>   | <b>Low</b> |  | <b>No</b> |
| Contractors in school           | Staff<br>Pupils<br>Others | Health & Safety<br>Inadequate control measures | <ul style="list-style-type: none"> <li>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</li> <li>Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>School to ensure no pupils or staff are in the area where contractors are working.</li> <li>Contractors will be designated a toilet they can use whilst on site.</li> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</li> </ul> | <b>Low</b> |  | <b>No</b> |
| Emergencies                     | Staff<br>Pupils<br>Others | Inadequate Control Measures                    | <ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> </ul>  | <b>Low</b> |  | <b>No</b> |

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|--|--|--|---|--|--|--|
|  |  |  | <ul style="list-style-type: none"><li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li></ul> |  |  |  |
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