



Charlton House Independent School

Covid – 19 - Risk Assessment – reopening of the school March 2021

Ref	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents, governors	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> *Health and Safety Policy *First Aid Policy <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <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' <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) <p>We have followed national and local guidance when writing the risk assessment. Guidance used, but not limited to, the following:</p>



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| | | <ul style="list-style-type: none">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreakhttps://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closureshttps://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirushttps://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirushttps://www.gov.uk/guidance/coronavirus-covid-19-getting-testedhttps://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppehttps://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settingshttps://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-carehttps://www.gov.uk/guidance/contacts-phe-health-protection-teamshttps://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance |
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			<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Staff and governors 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 or are displaying any symptoms.</p>
(b)	Poor hygiene practice	Staff, visitors, pupils, contractors, parents	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Essential Visitors are permitted on to site wearing face coverings of surgical grade type or better. Permitted visitors must 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 at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>



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			<p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene expectations by the class teacher)</p> <p>Pupils are able to use hand sanitiser, under the supervision of a member of staff.</p> <p>Pupils are discouraged from sharing cutlery, cups, food, stationary items, equipment. Children in Year 1 – Year 6 are supplied with their own stationary items. Items used less frequently to be shared, pencil sharpeners, colouring pencils etc. Children will return to using their own school books and stationery which will be contained within their own desks and will not be shared.</p> <p>Cleaners are employed to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>Additional cleaning will take place throughout the day by all staff of all touch points including door handles, tables, toilets etc</p> <p>All classes to have cleaning kits to clean tables, touch points etc throughout the day by class teachers.</p> <p>Enhanced cleaning to be undertaken where required, for example in a class where a confirmed case of Covid 19 has been reported – advice about enhanced cleaning protocols is sought from PHE.</p>
(c)	Ill health	Staff, visitors, pupils,	All staff will be asked to self-test twice weekly on a Sunday and a Wednesday by 1900 and report results to NHS Track and Trace and to the school office. Please note that this testing is voluntary and staff can refuse to be part of the testing process.



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		<p>contractors, parents</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste of smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Staff to be emailed the national guidance as above before school opening.</p> <p>Children who feel unwell whilst in school will have their temperature taken immediately using a non-contact thermometer</p> <p>Any pupil or member of staff who displays signs of being unwell, <u>coronavirus (COVID-19) symptoms</u>, have a cough, fever, or has a loss of, or change in, their normal sense of taste of smell (anosmia), or difficulty in breathing, and believes they have been exposed to coronavirus seeks immediate medical advice. They are advised to follow the <u>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</u></p> <p>Further details can be found here <u>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</u></p> <p>If a pupil displays symptoms whilst in school.</p> <p>The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the former staff room where they can be isolated behind a closed door, and with appropriate adult supervision. A window should be opened for ventilation. If it is not possible to isolate them in the former staff room, move them to an area which is at least 2 metres away from other people.</p> <p>If unwell pupils and staff are waiting to go home, they are instructed to use the downstairs disabled toilets to minimise the spread of infection. The toilets will be put out of use and taped closed until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>
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		<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>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. They are also requested to get the pupil tested.</p> <p>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. They are advised to follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>
(d)	Confirmed Case of Covid- 19	<p>If a staff member or pupil tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>As soon as the school is aware of a confirmed case of Covid-19 we will contact the DFE Helpline, 0800 046 8687. Public Health will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attends the school – as identified by NHS Test and Trace.</p> <p>A rapid risk assessment will be completed to confirm who has been in close contact with the person during the period that they were infectious (48 hours) before displaying symptoms.</p>



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			<p>Based on the advice from the DFE, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. If the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p>
(e)	Spread of infection	Staff, visitors, pupils, contractors, parents	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be communicated to children through class assemblies, PSHE and posters around the school.</p>



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		<p>Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.</p> <p>Bodily spillage kits are available in the First Aid room.</p> <p>Cleaning kits are available in all classrooms.</p> <p>Parents are informed via letter 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. Parents encouraged to take their child for a test.</p> <p>Parents/staff to inform school immediately if they test positive for Covid – 19. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period). Parents encouraged to take their child for a test if they have symptoms.</p> <p>Parents/staff to notify the school if their child/they have an impaired immune system or a medical condition that means they are vulnerable to infections. An individual RA will need to be completed.</p> <p>The school, in liaison with an individual's medical professionals where necessary, reviews the needs of pupils/staff who are vulnerable to infections.</p> <p>Pupils are required to come to school in uniform and parents are asked to ensure this is regularly washed.</p> <p>Pupils required to come into school in PE kits on the day they will be doing PE.</p> <p>Pupils pegs will be spaced out for their coats where possible. Not all pupils to access pegs at the same time.</p>
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			Pupils to only bring coats, water bottles, bags with essential items and lunchboxes into school. No unnecessary items.
(f)	Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<p>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.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Site Warden monitors the cleaning standards of school cleaners and discusses any additional measures required with regards to managing the spread of coronavirus.</p>
(g)	Lack of communication	Staff, visitors, pupils, contractors, parents	<p>School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.</p> <p>School Community to be kept informed when a positive case has been notified.</p>
(h)	Disruption to the running of the school	Staff, pupils, parents	The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.
(i)	Emergencies	Staff, pupils, parents	<p>Staff to ensure emergency contact details are up-to-date, including alternate emergency contact details, where required.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency.</p> <p>Office staff to ensure all pupils on site have 2 WORKING contact numbers.</p>



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			<p>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. Gloves, aprons and masks should be worn when dealing with a medical emergency where 2 metres distance cannot be observed.</p> <p>All staff made aware of the new guidance from the UK Resuscitation Council around the changes to CPR practices.</p> <p>All staff advised to watch the link below video. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>
(j)	Managing Entrance and Egress	Staff, pupils, parents	<p>Year groups to arrive and depart from school within a 10 minute window.</p> <p>Only one member of a family to drop off children (unless families have no alternative than to bring siblings).</p> <p>Staff encouraged to leave site as early as possible in order for thorough cleaning to take place.</p> <p>Staff asked to maintain 2 metre distance when arriving and leaving the building and whilst in the building.</p> <p>Staff asked to maintain 2 metre distance when receiving and dismissing pupils. Cones/floor markings will be used to support parents and staff for distancing upon handovers. If a child is unwilling to leave a parent the staff will be unable to assist. Parents may wish to calm the child and attempt re-entry through school office. Again unaided by staff.</p> <p>Parental queries will be dealt with over the phone or via email where possible.</p>



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(k)	Class sizes and layout	Staff, pupils	<p>Classes to have no more than 15 children in them.</p> <p>Children Year 2 – Year 6 to work on tables facing the front of the class. Children to use the same table each day.</p> <p>A one-way system to be introduced in all classrooms and in corridors where possible</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Children to use the same classroom or area each day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Tables, touch points to be cleaned throughout the day by TA/Teacher.</p> <p>Lunchboxes to be kept in class.</p> <p>Water bottles to be kept on tables where possible. EYFS to store bottles apart.</p>
(l)	Social Distancing		<p>Staff and children reminded to stay 2 metres apart where possible. If it is not possible to maintain 2 metres, risk to be mitigated as far as possible. For example, PPE to be worn.</p> <p>Signage displayed on playground and around school. Markers/tape to be used where needed.</p>



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		<p>Teachers to maintain 2 metres from children when sitting at their desk and teaching from the front of the class.</p> <p>The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days where possible and where staffing allows.</p> <p>Children to eat their lunch outside, weather permitting.</p> <p>Limiting the number of children who use the toilet facilities at one time. Each year group to use its own toilets.</p> <p>Contact sports avoided.</p> <p>Contact with office based staff where possible to be via emails/phone calls. If this is not appropriate arrange a specific time to meet so social distancing can be ensured.</p>
(m)	Sharing of Resources	<p>Classrooms have access to their own resources.</p> <p>Equipment not needed to be removed where possible or 'Do not use' signage/tape displayed.</p> <p>Children to be provided with their own stationery, Year 2-6. Children will be given daily reminders to only use their own stationery and not to share with other children.</p> <p>Items used infrequently to be shared across year group. Paints, pencil crayons etc are disinfected or quarantined at the end of every day.</p>



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		<p>Within Early Years toys/equipment may be shared but within smaller groups of children, and resources are disinfected or quarantined at the end of every day.</p> <p>All classrooms to have their own first aid kits, cleaning materials and PPE.</p> <p>Outdoor equipment access during playtime, hands to be washed before and after use and equipment cleaned before and after use.</p> <p>Wet play games are not to be used.</p> <p>Sports equipment to be thoroughly cleaned between each use</p> <p>Other shared equipment (keyboards) to be cleaned thoroughly between each use</p>
(n)	Shared spaces	<p>Classrooms will not be shared between year groups</p> <p>Assemblies to take place in classrooms/classes</p> <p>Hands to be washed/sanitised before entering and leaving the hall for PE or any other activity.</p> <p>Toilets used by single year group only. Children asked to wash hands on the way back from the toilet.</p> <p>Children asked to bring lunch items into school that they can open independently.</p> <p>Shared entrances/exits will be cleaned on a regular basis.</p>



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			<p>Breaks/lunchtime access to playground to be staggered.</p> <p>Cleaning kits to be available in all areas, out of reach of children for regular cleaning of equipment for example, photocopier, telephones, computers etc</p>
(0)	Visitors		<p>There will be no unnecessary visitors allowed access into the building.</p> <p>Statutory/essential Service visits will where possible be conducted at the beginning or end of the school day.</p> <p>Meeting with other professionals will take place virtually where possible. Meetings that are unable to take place virtually, visitors must 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 at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Visitors to read and sign a declaration regarding Covid 19 when they sign in.</p> <p>Staff will not be permitted to visit other workplaces for meetings/conferences.</p>
(p)	Physical Environment/Ventilation	Staff, pupils	<p>Ventilate all spaces using natural ventilation where possible.</p> <p>Open at least one window and one door in each of the classrooms to enable building airflow.</p> <p>Site Warden to open windows/vents in classrooms when opening the building.</p> <p>Heating to be on throughout the day.</p>



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			<p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>Stand alone fans may be used.</p> <p>We will be mindful of ways to improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. This can be done by using ceiling fans, desk fans or opening windows.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Increase the frequency of emptying bins. Bins to be emptied in the morning, at lunchtime and at the end of the day.</p> <p>Bins to have bin liners in them for ease of emptying. Gloves to be worn when emptying bins. Hands to be washed after emptying. Lidded bins would result in children touching lids and could in fact spread infection.</p> <p>Lidded pedal bins in staff toilets</p>
(q)	Staff unable to work		<p>You may still be at risk of severe illness if you catch coronavirus, so continue to take precautions. If you are extremely clinically vulnerable or clinically vulnerable or live with someone who is clinically vulnerable you should wash your hands regularly, avoiding touching your face and keep 2 metres away from people outside of your household or bubble wherever possible and at least 1 metre with protective measures in place.</p> <p>The majority of pupils and staff will be able to return to school. You should note however that:</p>



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			<ul style="list-style-type: none">a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). <p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p> <p>Staff members who refuse to return to work will be dealt with on a case by case basis in conjunction with HR advice.</p> <p>Individual Risk Assessments put in place for those members of staff who require them.</p> <p>Individual Risk Assessments put in place for children who require them</p> <p>Staff MUST wear face coverings as a minimum at all times and surgical grade masks/ visors shall be provided in addition if requested.</p> <p>Consideration is taken around staff who are considered to be more at risk, for example BAME</p>
(r)	Face Masks	Pupils	<p>Information on wearing masks can be found by following the link below.</p> <p>https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</p> <p>All parents/carers are required to wear a face mask when entering the school site. This includes when dropping off and picking up children.</p> <p>Staff will be required to wear face shields as a minimum when on the playground at pick up and drop off.</p>



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(s)	Off Site Activities/After School Clubs	Staff, Pupils	No after school clubs/ activities will take place on advice from Public Health.
(t)	Premise Management	Staff, pupils	<p>Statutory checks and essential building servicing to continue. All PPM has continued whilst the school has been open Servicing/checks to be completed where possible when staff and children are not in school. Reassurance from providers the appropriate social distancing and hygiene practices will be adhered to at all times whilst on site.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p> <p>Breakdown of services/machinery will be accessed on a case by case basis.</p>

- **Date:** 26th February 2021
- **Name:** Louise Blake
- **Signed:** *L Blake*
- **Next Review Date:** This RA is checked on a weekly basis by the Headteacher and is amended as necessary.