

COVID-19	<b>OPERATING PROCEDURE &amp; RISK ASSESSMENT</b>
<b>Name of School:</b> Tarbiyyah Primary school	<b>Date:</b> 1 <sup>ST</sup> June 2020
<b>Assessment completed by:</b> Head Teacher & Deputy Head	<b>Review Date:</b> 3 <sup>rd</sup> June 2020
<b>Task:</b> Management of COVID-19 situation. This Risk Assessment must be kept under review and adapted as required. Up to date guidance is available on the <a href="#">government websites</a> which must be consulted for the latest information.	<b>People affected:</b> Children, parents / carers, employees, volunteers and visitors.
<b>Training or Competence Requirements:</b> <a href="#">Infection control training</a> completed by all staff.	<b>Where premises have been temporarily closed during the lockdown period, an appropriate Annual Risk assessment will be conducted prior to reopening.</b>

Hazards	Who is at Risk and How?	Possible Control Measures to minimise risks	Risk Rating			Action by who and when?
			Likelihood	Severity	Total	
Physical distancing / grouping of children		<ul style="list-style-type: none"> <li>Limiting the amount of contact between different key groups of children.</li> <li>Split key groups into different areas of the environment.</li> <li>Altering the environment by changing the layout of classrooms.</li> <li>Largest classrooms within the school to be used</li> <li>Each class to have their own set of handwashing facilities and toilets.</li> <li>Introduce a temporary cap on numbers to ensure that safety is prioritised (priority given to 3- 4 year olds) - according to DfE guidance</li> </ul>	2	3	5	Class teacher at all times starting from lining up outside, class activities, use of toilets and home time.

		<ul style="list-style-type: none"> <li>• Outdoor spaces should be used by different key groups at different times of the day.</li> <li>• Limit the number of staff in the classroom at any one time to only those required to care for the expected occupancy levels on any given day.</li> <li>• Use of markations and different entrances for lining up before and after school.</li> <li>• Planned activities to enable social distancing</li> <li>• Class rules and reminders in various formats</li> <li>• Use of park as a larger outdoor space</li> </ul>				
Personal Protective Equipment (PPE)		<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in settings to protect against COVID-19 transmission.</li> <li>• Use of PPE is only required to be used for administering first aid.</li> <li>• PPE must be used to disinfect contaminated areas and when looking after a symptomatic child.</li> </ul>	4	3	7	Class teachers and non-teaching staff to assist with first aid
Premises, Cleaning and Resources		<ul style="list-style-type: none"> <li>• Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products.</li> <li>• Posters in place around building.</li> <li>• Soap and water available in toilets.</li> <li>• School cleaned on a regular basis, step up of cleaning regimes to be more regular and cleaners advised to increase cleaning of door handles, light switches and other areas which are regularly used.</li> </ul>	5	2	7	All staff as per cleaning rota

		<ul style="list-style-type: none"> <li>• Disinfectant wipes available for computer workstations and telephones so that they can be cleaned on a regular basis.</li> <li>• Regular cleaning of frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys.</li> <li>• Reduce the use of shared resources.</li> <li>• Remove unnecessary items from rooms, e.g. soft toys, soft furnishings.</li> <li>• An enhanced cleaning schedule to be implemented.</li> <li>• Keep windows open to aid ventilation</li> <li>• All items requiring laundering must be washed in line with NHS laundry guidelines.</li> <li>• Children should not be permitted to bring items from home into school unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.</li> </ul>				
Promoting good hygiene practices		<ul style="list-style-type: none"> <li>• UK Government guidance being followed.</li> <li>• All children and staff must wash their hands upon arrival at school.</li> <li>• Regular updates and guidance being issued to parents, carers, staff and visitors.</li> <li>• Parents do not enter the school apart from Nursery parents who are advised to enter one at a time.</li> <li>• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</li> </ul>	3	3	6	Headteacher communication with parents

		<ul style="list-style-type: none"> <li>• Staff and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others.</li> <li>• If staff, young people or children become unwell on site with a new, continuous cough or a high temperature they should be sent home.</li> <li>• Supervise young children to ensure they wash their hands for 20 seconds, more often than usual, with soap and water or hand sanitiser and catch coughs and sneezes in tissues.</li> <li>• Posters on general hand hygiene used to emphasis its importance.</li> <li>• Children do not attend if they or a member of their household has symptoms of coronavirus</li> </ul>				
Vulnerable children with underlying health conditions.		<ul style="list-style-type: none"> <li>• Advise parents to follow medical advice and government guidance.</li> <li>• Consultations carried out with parents regarding risks to the children. Parent Questionnaire compulsory for each child attending.</li> <li>• Children who are considered extremely clinically vulnerable and shielding, should continue to shield and are not expected to attend.</li> <li>• Guidance issued to all parents to advise them to keep children at home if they show symptoms of COVID-19.</li> <li>• Continue providing home learning for all children not attending school.</li> </ul>	5	4	9	Headteacher to communicate with parents

<p>Vulnerable employees with underlying health conditions and pregnant women</p>		<ul style="list-style-type: none"> <li>• Allow the employee to work from home or carry out alternative duties which would not require meeting with children</li> <li>• If the employee is required to take public transport to come to work, see if they work from home instead.</li> <li>• Adjust start and finish times to help the employee avoid rush hour.</li> <li>• Pregnant workers will be told to self-isolate or work from home.</li> <li>• Staff questionnaire and health declaration to be completed by all staff.</li> </ul>	5	2	7	<p>Headteacher to communicate with staff</p>
<p>Suspected case of COVID-19 in school</p>		<ul style="list-style-type: none"> <li>• Person / child showing signs of COVID-19 is sent home immediately and advised to follow NHS guidelines online.</li> <li>• If the person affected is a visitor their organisation will be informed if possible.</li> <li>• Workplace will be decontaminated following UK Government guidelines.</li> <li>• Best practice hygiene requirements to be followed.</li> <li>• Best practice social distancing of 2 meters to be followed as best as possible.</li> <li>• If it is a child, parents to be informed immediately.</li> <li>• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.</li> </ul>	4	3	7	<p>Headteacher and all staff to communicate with parents</p>

		<p>The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> <li>• Staff who have had contact with a symptomatic employee or child will be made aware of the symptoms and advised to follow NHS online guidance.</li> <li>• Staff and children will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household.</li> </ul>				
Confirmed case of COVID-19 in the setting		<ul style="list-style-type: none"> <li>• As above, contact Public Health England for advice.</li> <li>• Workplace will be decontaminated following UK Government guidelines.</li> <li>• Colleagues who have had contact with a symptomatic employee/ child will be made aware of the symptoms and advised to follow NHS online guidelines.</li> <li>• Employees or children with COVID-19 or suspected COVID-19 will self-isolate as per Government guidelines.</li> </ul>	3	4	7	Headteacher and all staff to communicate with parents
Parents / carers		<ul style="list-style-type: none"> <li>• Staggered drop-off and collection times to aid social distancing.</li> <li>• Separatate entrance points for different classes.</li> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Parents to drop off their children at the entrance of the building.</li> <li>• One parent at a time to enter the nursery for the purpose of settling in sessions if not doing so would cause a child</li> </ul>	3	3	6	Headteacher and all staff to communicate with parents

		<p>distress. The school will consider measures to minimise contact between the parent and other children and staff members.</p> <ul style="list-style-type: none"> <li>• Share government information with parents and carers.</li> <li>• Communicate this Risk Assessment with parents.</li> </ul>				
Visitors, contractors and other site users		<ul style="list-style-type: none"> <li>• The building is closed to the public so visitors are not permitted unless prior appointments have been arranged.</li> <li>• Deliveries are left at front door</li> <li>• Information posters are present at entrances.</li> <li>• Any maintenance carried out after school hours by external contractors, e.g. yearly gas service or emergencies.</li> <li>• Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start, middle and end of every day.</li> <li>• All events cancelled until further notice.</li> <li>• Other site users no longer entering building.</li> <li>• The school will ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies.</li> </ul>	3	3	6	Non-teaching staff to communicate with external visitors
Staff, meetings and Workplace gatherings		<ul style="list-style-type: none"> <li>• UK Government guidance being followed.</li> <li>• Meetings and training sessions conducted through virtual conferencing.</li> <li>• Social distancing has been implemented.</li> <li>• All employees who are able to work from home have been told to do so.</li> <li>• No handshaking.</li> <li>• Posters in place around building.</li> </ul>	3	3	6	Headteacher to communicate with staff. Headteacher has conducted staff training prior to opening school

		<ul style="list-style-type: none"> <li>All staff to receive appropriate training in infection control and the standard operating procedure and Risk Assessments within which they will be operating.</li> <li>Social distancing of 2 meters for remaining staff where practicable.</li> </ul>				
Communal areas		<ul style="list-style-type: none"> <li>Regular cleaning of surfaces in communal areas.</li> <li>The use of communal internal spaces restricted as much as possible.</li> </ul>	3	4	7	All staff as per cleaning rota
Visiting other sites or home visits for new starters.		<ul style="list-style-type: none"> <li>All visits to other sites such as training courses have ceased.</li> <li>All home-visits have ceased.</li> <li>Procedures for new starters to take place in the new academic year</li> </ul>	1	1	2	Non-teaching staff to communicate this to prospective parents



Self-isolation and wellbeing		<ul style="list-style-type: none"> <li>• Headteacher to ensure that any employees required to work from home have the necessary equipment to do their jobs safely.</li> <li>• Headteacher and Teachers to keep in regular contact with home workers and employees / children who are self-isolating.</li> <li>• Children to be supported in age appropriate ways to understand the steps they can take to keep themselves safe, use of visuals and class rules and specific activities to emphasise this.</li> <li>• Staff to complete health declaration and Return to work form</li> <li>• Regular Staff questionnaire for returning staff.</li> <li>• Staff to complete Wellbeing questionnaires.</li> <li>• Share the guidance with parents / carers on supporting children and young people's mental health and wellbeing during the coronavirus (COVID-19) pandemic.</li> </ul>	4	3	7	<p>Headteacher to communicate with staff.</p> <p>Headteacher to communicate with parents activities and new procedures to support well-being.</p>
Travel		<ul style="list-style-type: none"> <li>• Staff and parents should travel to the setting alone, using their own transport.</li> <li>• If public transport is necessary, current Government guidance on the use of public transport must be followed.</li> <li>• Outings from the school into the local community should only be at walking distance. Appropriate risk assessments to be carried out.</li> </ul>	3	3	6	<p>Headteacher to communicate to staff and parents</p> <p>Class teachers to carry out risk assessments for outings</p>

Legionnaires' Disease	There is an increased risk of Legionnaire's Disease from hot and cold-water systems being unused. The risk is low within small buildings.	<ul style="list-style-type: none"> <li>School to review water management plan.</li> <li>During school closure, to ensure taps are used for at least two to three minutes every few days.</li> <li>Toilets are flushed on a weekly basis.</li> <li>Before reopening the school, all water systems should be thoroughly flushed and disinfected.</li> </ul>	3	3	6	Facilities manager to carry out tasks stated
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Risk rating						
Likelihood	Severity					Risk Ranking
	1	2	3	4	5	
1	1	2	3	4	5	1 - 5 Low risk - acceptable, monitor
2	2	4	6	8	10	6 - 15 Medium risk - acceptable, subject to guidance
3	3	6	9	12	15	
4	4	8	12	16	20	16 - 25 High risk - unacceptable, activity must not proceed
5	5	10	15	20	25	

Likelihood	Description
1. Very unlikely	The event may occur only in exceptional circumstances
2. Unlikely	The event could occur at some time
3. Moderate	The event will occur at some time
4. Likely	The event could occur in most circumstances
5. Very likely	The event will occur in most circumstances

Severity
1. Negligible
2. Minor
3. Serious
4. Major
5. Fatalities