

RISK ASSESSMENT

| | | |
|---|---|------------------------------------|
| DATE OF RISK ASSESSMENT: 2 nd March 2020 | | ASSESSORS'S NAME: Andrea Parker |
| DIRECTORATE: EDUCATION | SITE/LOCATION: Bonneville, Jessop, Stockwell Primary Schools and Stockwell Brixton Better Start Areas | |
| Background giving rise to this assessment: Coronavirus (COVID-19) Spread and Government Advice | | |

| ACTIVITY/LOCATION/ SITUATION | HAZARD/RISK | ACTION REQUIRED | BY WHOM | DATE COMPLETED |
|--|--|---|--|---|
| Bonneville, Jessop, Stockwell Primary Schools and Stockwell Brixton Better Start Areas | <ul style="list-style-type: none"> Risk of coronavirus infection spreading to children and staff at schools and in Better Start Areas | <ul style="list-style-type: none"> Lead Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See latest advice attached. Teachers share key information about hygiene daily. LHT, DHT and HOS to remind children in assemblies. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and explain posters via IWBs: https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1 https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1 <p>Pupils, students, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> before leaving home on arrival at school after using the toilet after breaks and sporting activities before food preparation before eating any food, including snacks before leaving school <p>Soap and water is more effective than using sanitisers</p> | <p>Lead Headteacher/Deputy Headteacher/Head of Schools/Assistant Headteachers</p> <p>LHT/ DHT/ HOS/ AHT Teachers and support staff.</p> <p>All adults and children</p> | <p>2nd March and on going</p> <p>3rd March and on going</p> <p>On going</p> |

| | | | | |
|--|---|--|---|---|
| | <ul style="list-style-type: none"> Risk of coronavirus infection spreading to children and staff at school and in Better Start Areas | <ul style="list-style-type: none"> Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. Instillation of more hand sanitisers around the entrances and exits Order more sanitising gels and boxes of tissues | <p>LHT/ DHT/ HOS/ AHT Teachers and support staff.</p> <p>Senior Finance Officer/ Bursar Premises Team</p> | <p>On going</p> <p>2nd March</p> <p>2nd March</p> |
| | <ul style="list-style-type: none"> Child/Adult is unwell and it is believed that they have been exposed to COVID-19. | <ul style="list-style-type: none"> Call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk. Child/ Adult is sent to main school office and will be seated in the Meeting Room/Conference Room. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office. The Meeting Room/Conference Room and the public toilet will need to be cleaned once they have left. | <p>LHT/ DHT/ HOS/ AHT Teachers and support staff.</p> <p>Teachers/ Support Staff/ Admin Team</p> <p>Admin Team</p> <p>Admin and Premises Teams</p> <p>Premises Team</p> | <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> <p>If necessary and ASAP</p> |
| | <ul style="list-style-type: none"> A case of COVID-19 (pupil or school adult) is suspected at our settings. | <ul style="list-style-type: none"> No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. No need to close the setting or send other learners or staff home. | <p>LHT/ DHT/ HOS/ AHT</p> <p>N/A</p> | <p>If necessary and ASAP</p> <p>N/A</p> |

| | | | | |
|--|--|---|--------------------|-----------------------|
| | <ul style="list-style-type: none"> A case of COVID-19 (pupil or school adult) is confirmed at our settings. | <ul style="list-style-type: none"> Contact with the local Public Health England Protection Team will be made to discuss the case, identify people who have been in contact with them and to advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff. Advice on the management of pupils or students and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice. Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team. If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision based on various factors such as establishment size and pupil mixing. | LHT/ DHT/ HOS/ AHT | If necessary and ASAP |
| | | | LHT/ DHT/ HOS/ AHT | If necessary and ASAP |
| | | | LHT/ DHT/ HOS/ AHT | If necessary and ASAP |
| Bonneville, Jessop, Stockwell Primary Schools and Stockwell Brixton Better Start Areas sites close on advice of Public Health England. | <ul style="list-style-type: none"> Pupils are missing education and falling behind in their learning. | <ul style="list-style-type: none"> Teaching staff will provide learning activities for pupils and upload them to a new folder called "Learning Activities" on the Google Drive. Admin staff will distribute the learning activities to the relevant year groups by email. | Teachers | If necessary |
| | | | Admin Team | If necessary |

Further information can be found at:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

On 2nd March 2020 the DfE launched a new helpline:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.

A handwritten signature in black ink, appearing to read 'Andrea', is placed over a light blue diamond-shaped watermark.

Signed by: Date: Andrea Parker Lead Headteacher