



**FROEBEL HOUSE SCHOOL: COVID 19 RISK ASSESSMENT**

**Date: 9<sup>th</sup> September 2020**

**Assessor: Mr. A. W. Roberts**

Persons at Risk: Staff, Pupils, contractors and the general public

**THIS GENERAL RISK ASSESSMENT IS A LIVE DOCUMENT AND MAY BE SUBJECT TO CHANGE AT SHORT NOTICE DUE TO THE FAST-MOVING NATURE OF COVID-19 AND GOVERNMENT GUIDANCE.**

**FURTHER RISK ASSESSMENTS, GUIDANCE DOCUMENTS AND PROTOCOLS WILL BE PRODUCED FOR SPECIFIC LEARNING AREAS AND ACTIVITIES WITHIN SCHOOL.**

**REMEMBER: FACE COVERINGS ARE THE NEW NORM**

IDENTIFIED HAZARDS	SEVERITY	PROBABLE FREQUENCY	RISK SCORE	YES/NO	REF NO.(S)	CONTROLS
<p>Consider such hazards as: slips, trips &amp; falls, burns, falling from height, fire, crushing; fracture, dislocation, strain, sprain, machinery, vehicles, tools, animals, weather, young persons, horse play etc.</p> <p>Include daily and occasional activities. Score 'severity' as the type of accident that could happen in a 'worst case scenario' with no controls in place. Score 'probable frequency' as the likely frequency of an accident with current controls in place.</p>	1 – Negligible 2 – Minor Injury 3 – Major Injury 4 – Single death 5 – Multi-death 6 – Multi - offsite	1 – Improbable 2 – Possible 3 – Occasional 4 – Fairly frequent 5 – Frequently 6 – Certainty	Severity multiplied by Frequency	Scores of 9 or above further immediate assessment needed		
Is the Government's advice being regularly accessed, assessed, recorded and acted on?	5	1	5	No		Headteacher continually monitoring Government website and daily news

						broadcasts as well as working/discussing with other Heads of School.
Transmission of Covid-19 between staff and pupils within lessons.	5	1	5	No		<p>Students will sanitise hands upon arrival at school each day and at the beginning of lessons. Desks are arranged with pupils facing forward where possible and using the available space to maximise distance between pupils and also between pupils and teachers.</p> <p>Teaching should take place from the front. Wherever possible a distance of 2 metres from pupils should be maintained. Where this distance cannot be maintained, face coverings should be worn by teachers.</p> <p>Any resources to be given to pupils should be left on the desks for the pupils before the lesson where possible and the textbooks retained for their individual use only. Where this is not possible, the teacher can hand out resources to the class but they must sanitise their hands before doing so and should also wear a face covering.</p> <p>Windows and classroom doors should be kept open where possible to maximise ventilation. Teachers should use seating plans for all lessons. Cleaning agent to be used to sanitise desks when pupils change lessons. "Catch it, bin it, kill it" protocols to be strictly enforced by staff and students.</p> <p>Rooms, hallways, door handles and toilets will be thoroughly cleaned every lunch-time and evening without fail.</p>

Transmission of Covid-19 between staff and pupils at break, lunch and between lessons.	5	1	5	No	<p>Students will be kept in year group “bubbles”. There will be no large gatherings of mixed-year pupils such as whole school assemblies. Pupils will be taught within their bubbles and each year group will have staggered entry to school, staggered breaks, lunch-times and departure times</p> <p>Students must remain at least 2 metres away from members of staff outside of the classroom. All staff must wear a facemask in corridors/communal areas.</p> <p>Staff and pupils must ensure the schedule is adhered to and in doing so, ensure the individual class bubbles do not mix and are transitioning through the school separately.</p>
Transmission of virus through sharing of equipment by students.	5	1	5	No	<p>Pupils should bring normal classroom equipment into school. It is important to note that they will not be allowed to borrow equipment from other pupils.</p> <p>Pupils should bring their own named water bottle into school.</p> <p>Tissues are provided on each desk for the students. The “catch it, bin it, kill it” message will be reinforced daily during the class registration period.</p>
Transmission of virus through Games and co-curricular activities.	5	1	5	No	<p>P.E. will continue to be an integral part of the school curriculum. However, Years 4, 5 and 6 will no longer attend Haltemprice until further notice - all P.E. will be held onsite at school.</p>

						<p>Where school sports equipment has been used, this will be disinfected after use.</p> <p>Swimming lessons will continue for Reception, Years 1, 2 and 3 at Glenville's swim school. Half of each year group "bubble" will travel on the private hire school bus to and from swimming. The school bus is solely for the use of Froebel House School students and is disinfected as per current Government guidelines after each "bubble" group have travelled on the bus.</p> <p>Swimming for Years 4, 5 and 6 cannot take place until further notice as Hymers are currently not permitting any other schools to use their swimming pool.</p>
Transmission of virus through suspected Covid-19 infection in pupils whilst in school.	5	1	5			<p>Where pupils show symptoms of Covid-19, they will be isolated in the hall and removed from the school premises as soon as possible. Parents will be contacted immediately, and they should be taken from school when the possibility of cross-infection is minimised. They should then seek the appropriate test as soon as possible and if testing positive, contact the school and self-isolate in line with current Government guidelines. Should they test negative, they should return to school. In all instances, the area the child is isolated to will be deep cleaned and disinfected immediately after departure of the student.</p>
Transmission of virus at student drop off/collection times.	5	1	5	No		<p>Students are dropped off in the morning at the front door. Parents are not permitted on site and all children sanitise at the entrance before</p>

						<p>being allowed into the school. Staggered arrival and departure times for each year group “bubble” will be adhered to at all times.</p> <p>Students must use the hand sanitiser at the front door when entering and departing the school.</p> <p>Parents must keep a distance of 2 metres from other parents when collecting their child/ren and must not congregate outside of the school. Once their child has been collected they must take them immediately from the school.</p> <p>Parents are not permitted inside the school at any time.</p>
Transmission of virus through inadequate general school hygiene, cleaning and infection control.	5	1	5	No		<p>A clean desk policy for the office and classrooms is in place. Cleaning will take place during lunchtime and evenings daily, paying particular attention to toilets, contact points on doors, hand-rails etc, communal areas when not in use, topping up hand sanitisers and soap dispensers. General cleaning outside of school hours unless a suspected Covid-19 case is reported. In this instance, the room will be deep cleaned before reoccupation.</p>
Transmission of virus through visitors.	5	1	5	No		<p>All visitors must read the current school visitor Covid-19 policy. Face coverings to be worn at all times whilst on school grounds. Hand sanitiser and face coverings to be made available should visitors not have their own. Visits to the school should be kept to a minimum.</p>

Lack of PPE (basic, disposable) for use by staff	4	1	4	No	Current guidelines state that there is no requirement for staff to wear PPE. Staff should wear face coverings when moving in communal areas and also when working closer with pupils. Any PPE is for personal use and is not to be shared.
Transmission of virus to vulnerable staff	4	1	4	No	Vulnerable staff such as pregnant ladies and those with underlying health conditions should discuss this matter with the Headteacher.
Transmission of virus among the school community	2	2	4	No	To reduce the risk to staff, home working or lesson preparation at home should be promoted if appropriate. Other than operations, staff should leave site at the earliest opportunity when all pupils have left.
Transmission of virus at After School Club	5	1	5	No	Students are kept in their year “bubbles” in the After School Club and although sharing the same room, are 3 metres plus apart.  Parents should wait outside of the school building when collecting their child from After School Club.
Parental Concerns	1	1	1	No	Parents can phone the school office on 01482 342272 during the school day to raise concerns.
Breach of site security	3	2	6	No	Main external doors are to remain locked at all times. Staff are to wear their ID card at all times. Staff are to remain vigilant and report any concerns to the Headteacher.
Poor Ventilation	2	2	4	No	External windows should be opened to allow adequate ventilation to rooms. These are to be closed at the end of the working day by the member of staff who is in the room. Classroom doors may be opened to allow free flow of air but must be closed by the member of staff when the room is evacuated.

Fire	5	1	5	No		<p>During the fire drills, pupils are to exit the building as per normal evacuation protocols and form up with their bubble, observing social distancing rules. Staff should wear a suitable face covering if a 2 metres social distance cannot be achieved.</p> <p>Should the alarm sound, normal evacuation protocols must be observed even if it means bubbles mixing. The building should be evacuated via the nearest emergency exit disregarding the one-way system. Pupils should then form up in their bubbles as normal for the register to be taken, observing social distancing rules.</p> <p>On returning to classrooms, pupils should be expected to sanitise their hands as a minimum.</p> <p>Statutory checks of fire alarms and emergency lighting, along with PA Testing and fixed wiring checks have continued to be undertaken.</p>
Fire because of fire doors being wedged open.	5	2	10	Yes	Staff are to be constantly reminded by the Headteacher that fire doors are to remain closed when rooms are not in use.	<p>Room doors that are fire-rated doors may be wedged open to allow the free flow of air but it is the direct responsibility of the member of staff to remove the wedge when the room is evacuated or not in use.</p> <p>Staff are to be constantly reminded of the need to remove wedges as detailed by the Headteacher.</p> <p>Fire doors that form part of the corridor compartmentalising are not to be wedged open</p>

						<p>under any circumstances. They can be held open only if fitted with a Dorguard automatic release system.</p> <p>Disciplinary action may be taken against staff who leave fire doors wedged open unnecessarily.</p>
Lack of cleaning supplies.	5	1	5	No		Stock levels increased. Cleaning Supervisor to take regular stock checks to maintain a good level of products, especially bleach and disinfectant. Cleaners to inform Cleaning Supervisor when resources are running low in cleaning cupboards.
Transmission of virus through contractors.	5	1	5	No		Visits by contractors should be kept to a minimum. All contractors are required to sign in, all should read the current school visitors Covid-19 policy. Face coverings to be worn at all times whilst on the school premises and strict social distancing protocols enforced. Hand sanitiser and face coverings to be made available should contractors not have their own. Those contractors not on the school's register of DBS checks are to be escorted at all times with strict social distancing protocols followed.
Legionella	3	1	3	No		Legionella checks to continue. An up to date Legionella test by an external contractor is in place.
Non Covid-19 related injuries and illness.	2	2	4	No		Where possible, first aiders are to treat minor injuries that may occur.



The following Government documents have been used for guidance in completing this risk assessment:-

Department of Education – Guidance for full opening: schools (updated 28 August 2020)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Gov.uk – Education and childcare

<https://www.gov.uk/coronavirus/education-and-childcare>

Public Health England

<https://www.gov.uk/government/organisations/public-health-england>

DfE – Safe Working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)

<https://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-ppe>

Gov.uk – COVID-19: cleaning of non-healthcare settings outside the home

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Gov.uk – Protective measures for holiday or after school clubs and other out of school settings for children during the coronavirus (COVID-19) outbreak (August 2020)

<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>

Gov.uk – Working safely during COVID-19 in offices and contact centres

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Department for Health and Social Care – COVID-19 early outbreak management (28 August 2020)

<https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management>

HSE – RIDDOR reporting of Covid-19

<https://www.hse.gov.uk/coronavirus/riddor/index.htm>

**Other organisations and documents used as guidance for this risk assessment:**

Swim England – Returning to Pools Guidance Documents

<https://www.swimming.org/swimengland/pool-return-guidance-documents/>