



GONERBY HILL FOOT
Gonerby Hill Foot Church of England

Primary School

Gonerby Hill Foot,
Grantham
NG31 8HQ

POTENTIAL CORONAVIRUS EXPOSURE TO PUPILS, STAFF & PARENTS AND CARERS

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Checked by: - <i>Jayne Watson - Headteacher</i>	Date: - 22/10/20
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Reference: - 20-21-RA – Gonerby Coronavirus	Revision No: - 4

To be read in conjunction with the School policies and procedures where applicable.

RISK DEFINITIONS / CATEGORISATION

SEVERITY RATING

0	=	No Injury
1	=	First Aid Required / Slight
2	=	Minor Injury or Illness
3	=	"7 Day" Injury or Illness
4	=	Major Injury / Illness
5	=	Fatality / Disabling Injury

LIKELIHOOD RATING

0	=	Zero or Extremely Unlikely
1	=	Very Unlikely
2	=	Unlikely
3	=	Likely
4	=	Very Likely
5	=	Almost Certain

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0	0	0	0	0	0	0
1	0	1	2	3	4	5
2	0	2	4	6	8	10
3	0	3	6	9	12	15
4	0	4	8	12	16	20
5	0	5	10	15	20	25

RISK RATING

Risk rated within the '**GREEN ZONE**' may be considered acceptable (although action may be possible to reduce the risk even further).

Risk rated within the '**AMBER ZONE**' requires action as soon as possible.

Risk rated within the '**RED ZONE**' requires IMMEDIATE action to achieve a reduction in risk.

It is wrong to assume that all risks can be eliminated completely or to a point that makes everyone comfortable. Risk Management is about balance and as such sometimes some tasks still retain an element of risk that we may have to accept in life.

NOTE: A reduction in final "Risk Rating" after instigating additional "Control Measures" will not always remove that risk from the Zone it sits in.

Sometimes a risk is reduced or lowered to a point within the same Zone which may not be desirable. In these instance's the Operatives can identify easily areas of risk where extra care and control is required.

CORONAVIRUS EXPOSURE RISK ASSESSMENT										Persons at Risk: Staff, Pupils, Parents and Visitors																																																						
OPERATION							HAZARD	RISK RATING (No Control)			CONTROL MEASURES	RISK RATING (After Control)			TARGET DATE FOR CONTROLS TO BE IMPLEMENTED																																																	
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							Living with someone with a confirmed case of COVID-19.				Any existing individual risk assessments (disability, young persons or new / expectant mothers) should be reviewed																																																					
							Having come into close contact, (within 2 metres for a period of time) with a confirmed case of COVID-19				Maintain contact with Management and to follow Company Policy & Guidance.																																																					
							Being advised by a public health agency that contact with a diagnosed case has occurred				To continue following ongoing government guidance																																																					
											Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required																																																					

1.	Vulnerable staff and pupils Vulnerable persons	Risk of infection	5	2	10	<p>Identify which members of staff and pupils this relates to.</p> <p>Risk assessments completed and shared with key adults.</p> <p>Discuss practical ways to support their well-being and employ as strict social distancing as possible as much of the time as possible.</p> <p>Offer yellow lanyard signalling.</p> <p>Follow good NHS hygiene measures at all times.</p> <p>Shielding letters adhered to</p>	5	1	5	
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2.	Day-to-day school interaction	Suspected case whilst working in school	5	2	10	<p>If a child or member of staff develops a high temperature or a persistent cough while at work, they should:</p> <p>Pupil to be isolated and Pupil's parents to be contacted by office staff to arrange collection and give advice on how to book a test. Staff to go straight home and told to book test asap.</p> <p>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough or sneeze into the crook of their elbow.</p> <p>Temp guns to be used for children showing symptoms</p> <p>Avoid touching anything</p> <p>Children should be taken outside and supervised until parents arrive or to the isolation area whilst waiting for parents if they are going to be a significant time. – Group study room</p> <p>Disabled toilet to be used and cleaned thoroughly afterwards.</p> <p>Staff waiting inside with the pupil must wear PPE – mask/face shield/gloves/apron.</p> <p>Return home immediately</p> <p>Arrange for an NHS test</p>	5	1	5	At all times
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					They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed or a test has proven all clear. Current guidance is 10 day isolation following positive test.				
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3. Day-to-day school interaction	General travel to and from school	5	2	10	<p>Please continue to follow any further national government advice provided</p> <p>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible or wear suitable PPE. Do not car share with other families. Masks worn whilst travelling to school must be stored hygienically during the school day.</p> <p>Follow other government guidance when walking, biking and scooting – remain 1 metres+ apart from other families.</p>	5	1	5	At all times
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4.	Day-to-day school interaction	Access / egress to school	5	2	10	<p>Where possible, please consider and implement the following practices:</p> <p>Stop all non-essential visitors including parents and carers in line with the schools procedures already issued. Specialist teacher visitors to follow school's infection control and social distancing measures.</p> <p>Staggered start and finish times to reduce congestion and contact. (Detail for staggered start times week 1 and week 2 onwards issued to staff and parents w/c 13 July 2020.). All bubbles will have their own separate entrance and exit to their classroom.</p> <p>Monitor site access to enable social distancing Masks to be worn by all parent/carers whilst on premises.</p> <p>Follow the one way systems for access in and out of school as per the procedures provided</p> <p>Require all pupils and staff to wash or clean their hands before entering or leaving the school/building and before eating.</p> <p>Allow plenty of space (2m) between people waiting to enter / leaving school</p> <p>Regularly clean common contact</p>	5	1	5	At all times
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					<p>surfaces ie door handles, light switches, tables. See Appendix</p> <p>Reduce the number of people in attendance at meetings and consider holding them virtually in a well ventilated area or outdoors wherever possible</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials</p>				
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5. Day-to-day school interaction	Inclement weather	5	2	10	<p>All persons to dress appropriately for the weather eg rain</p> <p>Heavy rain, stay within designated classrooms within the bubble</p> <p>Continue maintaining good hygiene measures at all times</p>	5	1	5	At all times
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<p>6. Day-to-day school interaction</p>	<p>Poor hygiene</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Staff to wear masks in all common areas and visor/mask in classroom if required.</p> <p>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</p> <p>Avoid touching your face / eyes / nose / mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Schools may need extra supplies of soap, hand sanitiser and paper towels, these should be securely stored.</p> <p>Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities</p> <p>Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>At all times `</p>
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<p>7. Day-to-day school interaction</p>	<p>Exposure from large numbers of pupils and staff around school</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Break times and lunch times should be staggered to reduce congestion and contact (See timetable)</p> <p>All children will eat in the hall. There will be a one way system in and out of the hall during lunchtime and PE slots.</p> <p>Hand washing routines, see appendix</p> <p>Where practical, staff can be asked to bring pre-prepared meals and refillable drinking bottles from home. Meals taken with pupils must be within the classroom.</p> <p>Staff room seating is closed, staff who need to use boiler/ fridge to ensure sanitiser is used and minimum access to the room at all times.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</p> <p>Tables should be cleaned before and after lunch and between transitions eg Intervention groups</p> <p>All rubbish should be put straight in the bin and not left for someone else to clear up. Rubbish bags tied and changed at lunchtime.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>At all times</p>
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					break and lunch time, including tables, chairs, door handles, etc.				
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<p>8. Day-to-day school interaction</p>	<p>Working in local vicinity to teachers and pupils (maintaining 2m distancing)</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Starting and finishing times will be staggered to ensure no build-up of staff or pupils in areas</p> <p>Pupils should not go to the office. Mobile phones will be kept in classrooms.</p> <p>Office staff should not be administering medicines or first aid. Only office staff have access to the offices.</p> <p>Essential visitors are by appointment only.</p> <p>Staff or pupils who are unwell with symptoms of Coronavirus (Covid-19) should not attend the school and must seek immediate testing</p> <p>Classroom activities are to be planned to enable them to be done by one person or as small number of persons without compromising safety measures.</p> <p>Adults outside bubbles to Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance</p> <p>Avoid skin to skin and face to face contact</p> <p>Office staff will not share office space.</p> <p>Any additional COVID 19 measures specified by the local authority must be followed. Details of this will be</p>	<p>5</p>	<p>1</p>	<p>4</p>	<p>At all times</p>
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					<p>shared at briefings or weekly meetings</p> <p>Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and water)</p> <p>Any health concern to be raised immediately to the Headteacher or Business Manager</p>				
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9.	Day-to-day school interaction	Working within class bubble	5	3	15	<p>Always consider if the activity can be performed differently to maintain some social distancing where possible</p> <p>Staff and pupils are to limit face to face working and work facing away from each other when possible</p> <p>Adults from outside the bubble need to maintain 2m distance and where this is not possible ensure it is for strictly low intensity activities where exposure to this distance is less than 15 mins</p> <p>Children should remain in their class group for the majority of class but wider mixing will be allowed for specialist teaching; Funfields Before and After-school club; PPA and transport. See risk assessment for funfields as needed.</p> <p>Below is on hold except for emergency support for vulnerable pupils. PPA will be at 2m+ distance All teachers and staff can operate across all classes and year groups in order to facilitate delivery of the timetable, and a record of these movements (on a timetable for example) should be kept.</p> <p>Playground and field space timetabled to mitigate the risk of bubbles mixing.</p> <p>Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the activity</p>	5	1	5	At all times
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					<p>All equipment to be thoroughly cleaned prior and after using it.</p> <p>Increased ventilation will be provided within enclosed spaces where possible</p> <p>Staff could consider PPE for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met for longer periods of time e.g. a child is extremely upset and needs close comfort for an extended period of time</p> <p>All single use PPE should not be shared and should be disposed of so that it cannot be reused and to control potential contamination</p> <p>Waste to be secured and stored for at least 72hrs prior to disposal</p> <p>All waste removed by a responsible, approved Contractor.</p>				
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Appendix

1. Cleaning regularly – After children have washed their hands, member of staff to wipe down with anti-bacterial spray the sinks, taps and hand dryers/paper towel dispenser. Toilets to be wiped down after hand washing. It is up to the teacher to ensure all children have washed their hands before the MSA arrives.
2. All classrooms to close bin bags at start of lunchtime, tied up and left outside nearest fire exit. A new bin bag to be put in.
3. Hand sanitising – All adults and children must hand sanitise before they enter the toilets. All staff must hand sanitise as they enter and exit the building, before they enter the staff room, stock cupboard and photocopy room, the library and the Headteacher's office.
4. BELOW IS ON HOLD, STAFF ROOM CLOSED FOR SEATING
5. No more than 5 members of staff sitting in the staff room or in the group study room during break or lunchtime. Do not stay for any longer than 15 minutes – sit outside or go back to classroom.
6. If children choose to take a snack outside, an adult must ensure rubbish is disposed of appropriately e.g. take out a paper bag to dispose of rubbish, small bin, large Tupperware container (washed after).
7. Reading books coming in from home must be placed in box relevant to the day of the week so that they can be quarantined and sanitised before going back into circulation.
8. Marking of Home school diaries and books to be on hold – staff can look at work opened by children to support learning and intervention activities but books will not be written in or handled by staff on a regular basis.

- Additional information
- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared – *pencil cases have been ordered for all pupils*
- Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces - *Boxes to manage returned reading books are being created*
- Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles
- Outdoor playground equipment should be more frequently cleaned
- It is recommended that pupils limit the amount of equipment they bring into school each day to essentials, such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources

DOCUMENT SIGNING SHEET

I can confirm that I have read and understood the document regarding Covid-19 / Coronavirus

Date _____ Name _____ Signed _____ Date _____ Name _____ Signed _____

Date _____ Name _____ Signed _____ Date _____ Name _____ Signed _____

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