



SUNSHINE INFANT AND NURSERY SCHOOL

Risk assessment for: Working safely during Coronavirus (staying COVID-19 secure)			Assessment Date: 26.05.2020 Assessors: Sarah Corkindale – Headteacher Lynne Staniszewski – School Business Manager		
What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
The school lapses in following national guidelines and advice	Children Staff	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. Information on the school website is updated. Pupils updated via class teacher as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email and text. As a result: The school has the most recent information from the government, and this is distributed throughout the school community.		Med	1. HT 2. 26.05.20
Poor communication with parents and other stakeholders		<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Head teacher to share Risk Assessment with all staff. Parents notified of risk assessment plan and shared via website As a result: All pupils and all staff working with pupils are		Med	1. HT 2. 26.05.20



SUNSHINE INFANT AND NURSERY SCHOOL

		adhering to current advice.			
Building and class occupancy levels	Children Staff	<ul style="list-style-type: none"> • Class size initially will be 7 children for a morning session, 7 children in an afternoon session. • The groups will remain the same in each session with the same Teacher/TA • They will be segregated from all other groups and remain together for the whole session. • Specific classrooms for each group to work in are identified. There will be no movement around the school. • 2M safe distancing by all staff and children to be adhered to at all times. • Initially school meal (packed lunch) taken home at end of session to reduce need for lunchtime staff and mixing of children. • Cleaning and sanitising of all equipment and areas before the afternoon session. • The occupancy has been reduced within the building. • Office staff relocated to identified rooms to own office space. • Staff Room closed apart from making of drinks. • Staff to make their own drinks • Staff coats and bags to be located in teaching area or own office space, limit bags and they should be stored away • No personal deliveries permitted 	<p>Maintaining social distance with very young children</p> <p>This will need to be reviewed if more children take up the offer</p>	Med	<ol style="list-style-type: none"> 1. HT/DHT 2. 22.5.20 3. 20.5.20



SUNSHINE INFANT AND NURSERY SCHOOL

Segregation of pupils	Children Staff	<ul style="list-style-type: none"> • Pupils sorted into groups • Each group has a designated entrance door. • Each group having a dedicated work space and remain within this work space for the whole of the session • Tables will be spaced out to maintain 2M distancing children sit 2M apart unless they are siblings who may sit together • Teachers desk is located 2M away from children’s tables • Tissues available on each table • Where children require extra assistance a 2m rule should try to be enforced • Pupils escorted to toilet to ensure segregation from other groups • 2M guideline tapes in corridors to ensure safe distancing • Fire Doors in middle corridors kept closed • EYFS to try to maintain 2m rule between each activity area and minimise children in each area 	<ul style="list-style-type: none"> • Persistently late children 	Med	<ol style="list-style-type: none"> 1. HT/DHT/CT 2. 29.5.20 3. 20.5.20
Staff and pupil interaction	Children Staff	<ul style="list-style-type: none"> • Where a child is upset staff to try to maintain a 2m safe distance • If contact is necessary, a face covering is required • Staff and Child to wash hands immediately after contact 		Med	<ol style="list-style-type: none"> 1. CT/TA 2. 20.05.20
Children with behavioural issues	Children Staff	<ul style="list-style-type: none"> • Where possible allow child to vent their frustration • Where possible allow child to be in a room on their own or outside • If team teach techniques are required staff advised to wear face covering and gloves 		Med	<ol style="list-style-type: none"> 1. HT/DHT/VT/PPTSM/CT 2. 20.05.20



SUNSHINE INFANT AND NURSERY SCHOOL

<p>Staff and parent interaction. (Including meetings)</p>	<p>Children Staff Parents Visitors</p>	<ul style="list-style-type: none"> • Parents advised that there is no access into school and that only one parent is allowed to escort the child to school and collect from the school. • Parent Foyer (Office) is closed. Access to office is via the car park where the intercom must be used at the bottom of the ramp and the parent remains there. Office staff will maintain safe distancing. • Parents will need to contact the school by phone or email. • Parents are only allowed on the school site at drop off and pick up times unless by prior arrangement. • Staff will not accept any items at the door • Meetings with parents will only be undertaken if deemed necessary and will be • Meetings with parents should only be done if deemed necessary. They should ideally be held remotely. If this is not possible then it should be conducted in the open air if possible ensuring safe distancing. If this is not possible then a large well ventilated room should be used and social distancing observed • Using remote working tools to avoid in-person meetings if possible. • Only people necessary to any meeting should attend. • Avoid any sharing of work equipment including pens/paper etc. • Hold meetings outdoors or in a well ventilated room if they are essential meetings • Using floor signage to ensure that social distancing is enforced. 	<ul style="list-style-type: none"> • Parental co-operation, Parents adhering to school/government guidelines • Persistently late children 	<p>Med</p>	<ol style="list-style-type: none"> 1. HT/DHT 2. 22.5.20 3. 20.5.20
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SUNSHINE INFANT AND NURSERY SCHOOL

Staff and Staff interaction	Staff	<ul style="list-style-type: none"> • Staff members to adhere to social distancing at all times • Notices and Posters displayed clearly at critical points around the building including staff only areas • Staggering break times for all staff to make social distancing easier • Staff to make their own drinks • Staff room closed • Staff coats should be stored in their designated learning area not in the staff room or toilet areas • 	<ul style="list-style-type: none"> • Review at each phase of return 	Med	<ol style="list-style-type: none"> 1. HT/DHT/MM 2. 22.5.20 3.
Statutory and best practice inspections	Children Staff Contractors	<ul style="list-style-type: none"> • All statutory checks have been carried out as necessary • Legionella RA to be carried out during the summer holidays • Gas Testing and Emergency Lighting tests to be carried out during Summer Holidays • Program of Roof works to begin in July and throughout Summer holidays • Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors own risk assessment • Contractors could be on site for any emergency repairs 	<p>Contractors will be on site for several days for Gas testing</p> <p>Contractors arrive at various times</p>	Med	<ol style="list-style-type: none"> 1. SBM/Caretaker 2. 20.05.20 3.
Contamination on surfaces including toys and equipment	Children Staff	<ul style="list-style-type: none"> • All soft furnishings to be removed • All soft toys and toys that are difficult to clean moved into storage • All surfaces and equipment to be sanitised between each group use. This will include all outside play equipment and toys. Staff to wear gloves when carrying out this task • All surfaces to be thoroughly cleaned and sanitised at the end of each day. • No items from home to brought into school by children • No book bags or PE bags to be brought in by children 		Med	<ol style="list-style-type: none"> 1. Teachers/TAs/Cleaners 2. 22.5.20 3. 20.5.20



SUNSHINE INFANT AND NURSERY SCHOOL

		<ul style="list-style-type: none"> • Coats to be stored in the classroom with the child not on coat pegs 			
Lack of effective cleaning	Children Staff Visitors	<ul style="list-style-type: none"> • Cleaning Staff deep clean all areas prior to school re-opening • Enhanced cleaning will take place daily • Extra cleaning will take place throughout the school day ensuring that work areas, toilets, classrooms, equipment, surfaces, door handles are cleaned and sanitised regularly. • Rubbish will be removed at regular intervals • Staff instructed to limit the use of high touch items i.e. Interactive Whiteboards, • Staff cleaning after a known or suspected case of should refer to the specific guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health 		Med	<ol style="list-style-type: none"> 1. SBM/Caretaker/Cleaners 2. 20.05.20 3.
Lack of effective ventilation	Children Staff	<ul style="list-style-type: none"> • Open doors and windows frequently to increase ventilation where possible 		Med	<ol style="list-style-type: none"> 1. Staff/Caretaker 2. 20.05.20
Personal Hygiene, toilets	Children Staff Visitors	<ul style="list-style-type: none"> • Handwashing facilities are available to all staff. These include those in the following locations – Toilets, Staff Room, First Aid Rooms, Classroom (cold water) only. • Hand sanitisers are available at the following locations: Entrance, offices, classrooms, swipe in/out points, First Aid rooms, Staff Toilets • Tissues, bins, hand sanitiser is provided within each group area/offices/swipe in/out area to encourage pupils to 'Catch it, bin it, Kill it' • Staff toilets to be limited to one person only in each set 		Med	<ol style="list-style-type: none"> 1. SBM/Caretaker/Cleaners 2. 20.05.20 3.



SUNSHINE INFANT AND NURSERY SCHOOL

		<p>of toilet areas. Toilet areas to be emptied more frequently</p> <ul style="list-style-type: none"> • Enhancing cleaning in toilets • Paper towels provided in all toilet areas. 			
Staff at increased risk from the virus	Staff	<ul style="list-style-type: none"> • Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed • Staff who have been advised to shield are advised to work from home • Vulnerable workers should be considered for roles where they can work from home. • Clinically vulnerable workers should work from home if possible if not then consider moving clinically vulnerable workers into lower risk activities where they have the highest chance of remaining 2m away from others • All staff emergency contact details are up to date 	<ul style="list-style-type: none"> • No staff have been advised to shield or are living with others that are shielding 	Med	<ol style="list-style-type: none"> 1. HT 2. 15.5.20 3. 15.5.20
Pupils at an increased risk from the virus	Pupils	<ul style="list-style-type: none"> • Pupils identified as needing to shield are not attending school, additional arrangements have been made for their education • Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to be implemented • Pupils living with someone who is shielding – only attend school if stringent social distancing can be guaranteed and the pupil can understand to follow the instruction. If not, they should not attend school • All pupil contact numbers are up to date 	<ul style="list-style-type: none"> • Child with Type 1 Diabetes advised by NHS to shield • Advice being sought for morbidly obese parents due to shielding • Advice being sought for extremely overweight pupils 	Med	<ol style="list-style-type: none"> 1. VT 2. 22.5.20 3.



SUNSHINE INFANT AND NURSERY SCHOOL

Visitors and contractors	Adults	<ul style="list-style-type: none"> • Visitors/Contractors are advised not to come to the school location if they have any symptoms as identified by the NHS • Visitors are limited into school. Only necessary reasons. • All visitors to report to the Main Entrance, remain at the bottom of the ramp and use the Intercom buzzer and wait for instruction from Office staff. • All visitors to maintain 2m social distancing at all times • Sanitation and hand washing is available for visitors • All visitors and contractors, must notify the school if they show signs of symptom within 14 days of being at the school and must inform the school immediately • Remote meetings should be held where possible • If visitors are necessary in school for meetings it should be limited to the minimum amount of people • Contractors should only be on site if deemed absolutely necessary. • Contractors for essential services should revised if possible, if it is necessary it should try to be arranged for out of school hours • Contractors should be isolated if possible and/or screens, barriers used • Visitor arrangements revised, Office staff to record visitors into school, visitors should not use the signing in book, there should be no pens available 		Med	<ol style="list-style-type: none"> 1. HT 2. 20.05.20 3.
Staff with symptoms of the virus	Staff	<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should make contact with the Headteacher and NHS services for further advice • Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work, they should be advised immediately to go home and to 		Med	<ol style="list-style-type: none"> 1. HT 2. 20.05.20



SUNSHINE INFANT AND NURSERY SCHOOL

		<p>contact the NHS services</p> <ul style="list-style-type: none"> • All staff illness reported to the Headteacher • Staff do not return to school before the minimum recommended exclusion period (or 'self-isolation' period) in line with National Guidance • Staff do not return to work without contacting the Headteacher first to discuss their return. • Staff are instructed to monitor themselves and others and to look out for similar symptoms if a pupil or staff member has been sent home with suspected Coronavirus 			
Pupils with Symptoms of the virus	Pupils	<ul style="list-style-type: none"> • If a pupil starts to show symptoms of COVID 19, they should be sent home immediately • Whilst waiting collection by the designated room parent/guardian the pupil should be moved to the designated room where a window can be opened to provide fresh air. • If they need to use a bathroom they must use the one dedicated bathroom and this must be thoroughly sanitised following the use • Suitable PPE including Apron, Goggles/Visor, moisture resistant face mask and gloves to be worn by member of staff • Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique • Pupils do not return to school before the minimum recommended exclusion period (or 'self-isolation' period) has passed in line with National Guidance • Pupils do not return to school without prior contact to the Headteacher/Deputy Headteacher 	<ul style="list-style-type: none"> • Designated rooms – Mrs Askew's annexe • Designated Toilet -Dining corridor toilet 	Med	<ol style="list-style-type: none"> 1. HT/DHT 2. 20.05.20 3.



SUNSHINE INFANT AND NURSERY SCHOOL

Deliveries and collections	Staff	<ul style="list-style-type: none"> • All parcels will be left outside of the school • Kitchen deliveries will be delivered to the kitchen delivery point by prior arrangement with kitchen staff (Shires) • Minimising unnecessary contact with staff and delivery staff. No signatures by office staff, • Ordering larger quantities if possible of inbound materials less often to reduce deliveries • Where possible and safe, having single employees to unload the parcels • Where possible, using the same pairs of people for loads where more than one is needed • Cleaning procedure for trollies and trucks in place • Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical. Staff to wash hands immediately after dealing with deliveries • No personal deliveries to school 	Kitchen delivery point, dining hall corridor door	Low	<ol style="list-style-type: none"> 1. Office/Caretaker/Kitchen Staff (Shires) 2. 20.05.20
Access and Egress	Children Staff Visitors	<ul style="list-style-type: none"> • Staff instructed not to enter the building with other staff to maintain social distancing • Staff to use fob to gain entry • Staff to go directly to their learning area • Hand sanitiser to be used on entry to the school • Staff encouraged to wash their hands as soon as possible on entering the school • Staff advised to limit work bags that they are bringing in to school, they should be kept to a minimum and preferably locked away. • Ensure anyone with disabilities can access the building safely. 	<ul style="list-style-type: none"> • Barriers to be kept down as there will be more movement across car park by staff, parents and children 	Low	<ol style="list-style-type: none"> 1. HT 2. 20.05.20



SUNSHINE INFANT AND NURSERY SCHOOL

Common areas	Staff	<ul style="list-style-type: none"> • Staffroom to be used for making drinks only • Staff to eat lunch in there learning area in the first Phase (no children) • Using safe outside areas for breaks • School staff to bring their own food in for breaks • Encourage all personal items to be stored in tambours 	<ul style="list-style-type: none"> • Reviewed at next phase and possible use of several areas 	Low	<ol style="list-style-type: none"> 1. HT 2. 20.05.20
Moving around the building	Children Staff	<ul style="list-style-type: none"> • Groups of children and staff will remain in their learning area • No movement of groups only to use toilets and to move to the outdoors. • Group toilet breaks to be staggered • Children supervised in toilet area • No sharing of equipment, any equipment shared between groups should be sanitised thoroughly • No mixing of groups 	<ul style="list-style-type: none"> • Ensure very young children are able to follow safe distancing 	Med	<ol style="list-style-type: none"> 1. HT/DHT 2. 20.05.20
Work places and work stations	Staff	<ul style="list-style-type: none"> • Office staff to be relocated into separate working areas • Workstations are assigned to an individual. They should still be sanitised before and after use • There should be no sharing of equipment • Telephones should not be used by staff outside of the office area unless essential and if so should be sanitised and the office staff member will leave the area 		Med	<ol style="list-style-type: none"> 1. HT 2. 20.05.20
Meetings	Staff Parents Visitors	<ul style="list-style-type: none"> • Essential meetings will be held remotely if possible • If face to face only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Ideally held outside or well ventilated area • Avoid any sharing of work equipment including pens/paper etc. • Using floor signage to ensure that social distancing is enforced 		Med	<ol style="list-style-type: none"> 1. HT 2. 20.05.20



SUNSHINE INFANT AND NURSERY SCHOOL

Accidents, incidents and emergencies	Children Staff Visitors Parents	<p>In an emergency:</p> <ul style="list-style-type: none"> • First Aid trained staff is well above the required number 21 Paediatric, 2 Emergency First Aid, 3 First Aid at Work • Staff to be responsible for checking First Aid supplies in their areas and to request any items necessary from HLTA responsible for First Aid supplies this should also include a mask, apron and gloves. • Assembly points remain the same, staff to familiarise themselves with their evacuation points especially if located in a different area • Evacuation notices located in all areas • Adequate PPE is provided for use of staff in all emergencies including first aid and fire • Fire safety systems have been tested in line with schools statutory testing program. • Weekly fire tests have been carried out by site staff during the lockdown period as per normal routine. • All other routine testing carried out by site staff during the lockdown period. • All fire exits are opened daily • Key staff have keys to gates • Fire Exits checked to ensure ease of opening • Laptop trolleys are switched off at night • Fire Action plan is checked and sufficient • Fire Safety has been checked in line with statutory testing • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider Face mask, disposable gloves, plastic apron at minimum • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim’s mouth and nose and attempt compression only CPR until the ambulance 	<ul style="list-style-type: none"> • Staff to make themselves aware of new fire exits and assembly points if occupying different parts of the building 	Med	<ol style="list-style-type: none"> 1. HT/DHT/SBM/RL 2. 22.5.20 3. 20.5.20
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SUNSHINE INFANT AND NURSERY SCHOOL

		<p>(or advanced care team) arrives</p> <ul style="list-style-type: none"> For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival 			
Parent queuing outside school	Children Staff Parents	<ul style="list-style-type: none"> Parents advised not to queue outside of the school, arrive by one entrance and leave by a different exit Staff supervision When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates Year 1 children to enter by ‘Slang’ gate to KS1 playground, parents exit car park gate KS1 playground Reception children enter Gate to FS playground next to main entrance to car park and exit FS gate onto ‘Slang’ 	<ul style="list-style-type: none"> Lack of Parent co-operation Entrance to school gates are via ‘The Slang’ very narrow public footpath to Leamore Park. Parents generally congregate in this area 		<ol style="list-style-type: none"> HT 20.05.20
Transport to and from school		<ul style="list-style-type: none"> Pupils/Parents encouraged to travel to school walking, or by private vehicles In line with government guidance parents are discouraged to use public transport On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method 		Med	<ol style="list-style-type: none"> HT 20.05.20



SUNSHINE INFANT AND NURSERY SCHOOL

Communication of control measures to staff, pupils and parents	Children Staff Parents	<ul style="list-style-type: none"> • Briefing and necessary training for all staff on the specific control measures relevant to their job roles • Staff consulted during the development of the risk assessment process and consulted in the identification of suitable control measures • Providing clear guidance on social distancing and hygiene to people on arrival, signage, use of the Learning Platform for all staff and governors, using the internal phone system rather than face to face meeting, checking the web site or by email and school texting service • Updates to parents, pupils and staff to be regular and consistent • Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. • School ensures that all information is communicated to staff and parents prior to return 	Parent co-operation	Med	<ol style="list-style-type: none"> 1. HT/DHT/SBM/Office 2. 20.05.20 3.
PPE provision		<ul style="list-style-type: none"> • PPE is provided as is necessary to the role • Cleaning Staff, disposable mask, gloves, plastic aprons and goggles/visors for toilets • PPE shortage is highlighted to SLT to ensure that adequate supplies can be resourced in sufficient time frame • If PPE identified within the risk assessment is not available, then the tasks requiring PPE will not be undertaken • Emergency PPE pack to be located in central point on both EYFS and KS1 • PPE must be worn properly and fitted correctly 	<ul style="list-style-type: none"> • Ensure sufficient stock is obtainable 	Med	<ol style="list-style-type: none"> 1. HT/SBM 2. 20.05.20 3.



SUNSHINE INFANT AND NURSERY SCHOOL

Teaching pupils with SEN	Children Staff	<ul style="list-style-type: none"> • Risk Assessments for children with SEN are reviewed regularly • Additional PPE to be provided if personal care is needed • Children with EHCP have dedicated staff • All areas and equipment to be sanitised afterwards if personal care is required 		Med	<ol style="list-style-type: none"> 1. VT 2. 20.05.20 3.
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This risk assessment has been completed based on the national and local guidance at the time of completion having taken account of the additional risks/hazards/controls specific to this school.

Signature:  Headteacher

Date: 26.05.2020

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
03.06.20	Isolation area room changed from Community Room to Mrs Askew’s Annexe.	LS	



SUNSHINE INFANT AND NURSERY SCHOOL
