

# Risk Assessment and Action Plan 2020 2021

2.0 Assessed by (job title / name):			
Date of assessment:			
<b>17/07/2020</b>	<b>Mrs A.M. Charlton HEAD of TEACHING and LEARNING Mr P Hankey HEADTEACHER</b>		
2.1 Ref number:		2.2 – Other personnel involved with assessment:	
<b>OCC considerations for returning to school 14 Reviewed for Sept 2020</b>			
2.3 Address / site:	<b>TETSWORTH PRIMARY SCHOOL</b>		
3.0 Activity to be assessed (or scenario):			
<b>CLEANING ARRANGEMENTS</b>			
4.0 Identification of those at risk:	<b>1) CHILDREN</b> <b>2) PARENTS</b> <b>3) STAFF</b> <b>4) CLEANERS</b> <b>5) VISITORS/CONTRACTORS</b>	4.1 Line manager / class teacher (if appropriate)	
5.0 Harm / hazards which could or has occurred to those at	<b>A) ADEQUATE SUPPLIES OF CLEANING PRODUCTS</b> <b>B) ADEQUATE SUPPLIES OF PPE</b>		

## Risk Assessment and Action Plan 2020 2021

<b>risk (include detail regarding activity at the time)</b>	<p>C) PROTOCOLS FOR CLEANING SURFACES MORE REGULARLY THAN NORMAL</p> <p>D) PROTOCOLS FOR EMPTYING BINS THROUGHOUT THE DAY</p> <p>E) CLEANING PROTOCOL FOLLOWING CHILD DEVELOPING COVID SYMPTOMS</p> <p>F) DISPOSAL OF WASTE THAT MAY BE CONTAMINATED BY A CORONAVIRUS SUFFERER</p>	
<b>6.0 What have you already done to control those risks and have those controls worked? (detail via bullet points)</b>		<b>7.0 What else should you do to control those risks – who is responsible and when by?</b>
<p><b>ADEQUATE SUPPLIES OF CLEANING PRODUCTS</b></p> <p><b>ADEQUATE SUPPLIES OF PPE</b></p> <p>A&amp;B) K.De/ J.Ma stock-taking to order additional stock in advance of need</p> <p><b>PROTOCOLS FOR CLEANING SURFACES MORE REGULARLY THAN NORMAL</b></p> <p>Ci) surfaces, handles, toilets, switches cleaned thoroughly daily by cleaning team</p> <p>Cii) pupils to have own stationary sets in labelled bags for their own personal use</p> <p>Ciii) children to have own personal desk/table space to limit numbers of children touching shared surfaces</p> <p>Ciii) internal doors to be propped/wedged open to reduce handle touching</p> <p>Civ) specific classroom equipment to be cleaned needs to be left in a specific location daily so that adults with the group aware that it requires cleaning</p> <p>Cv) Each classroom to be provided with supply of gloves, surface spray and disposable j-cloths for any intermittent wiping of surfaces that is deemed necessary</p> <p>Cvi) Tables to be sprayed and wiped by staff team .before and after being used by a different group / change of activity.</p> <p><b>PROTOCOLS FOR EMPTYING BINS THROUGHOUT THE DAY</b></p>	<p>A&amp;B) K.De / staff double-checking stock on-going</p> <p>Ci) A.Ch and caretaker to meet in advance of pupil return to check cleaning schedule and processes. <b>T.A.s to be used during the day and caretaker after school.</b></p> <p>Cleaning arrangements</p> <p>More thorough cleaning to be introduced. The virus can be transmitted from surfaces that are touched and many children will be entirely asymptomatic.</p> <ul style="list-style-type: none"> <li>• Toilets and washrooms/computers including keyboard, tables/chairs, toys, equipment and other areas touched regularly by staff and children to be cleaned by Class Teams as regularly as is necessary to maintain high standards of cleanliness with cleaning products.</li> <li>• <b>Caretaker</b> will paying special attention to door handles, table/counter tops, light switches, telephones, chairs, bannisters, lockers and other areas touched regularly by staff and children</li> </ul> <p>C(ii) Fire doors will be shut at the end of the day</p>	

## Risk Assessment and Action Plan 2020 2021

<p>Di) Daily visual check of bins by <b>Class Teams</b> each lunchtime to see if emptying required</p> <p><b>CLEANING PROTOCOL FOLLOWING CHILD DEVELOPING COVID SYMPTOMS</b></p> <p>Ei) <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>All staff aware of PPE and cleaning protocol following contact with a child displaying Covid symptoms</p> <p>Eii) Guidance and stock of PPE stored in medical area (in Class 2 Classroom)</p> <p><b>DISPOSAL OF WASTE THAT MAY BE CONTAMINATED BY A CORONAVIRUS SUFFERER</b></p> <p>Fi) All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. <b>It should be put in a safe place and marked for storage until the result is available.</b> If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	
<p><b>7.1 What is the level of risk after all controls possible have been put in place? (/MED/)</b></p>	<p>Risk of spread of infection is reduced by implementation of these measures.</p>
<p><b>8.0 Is this a safeguarding risk – if so, please describe:</b></p>	
<p><b>9.0 Additional notes as required:</b></p>	<p>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p>

## Risk Assessment and Action Plan 2020 2021

	<ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>			
<b>10.0 This risk assessment will be communicated to – and how – and when:</b>	All staff – shared drive on school network– email – staff meetings with teacher, TA, office, premises, lunch groups			
<b>11.0 Risk Assessment signed off by (job title / name and signature):</b>	Full Governing Body			
<b>12.0 Date of assessment sign off:</b>	22.06.2020			
<b>13.0 Review dates:</b>	Reviewed by staff 19.10.2020 (highlighted)			