

Covid-19 Risk Assessment

June 2020

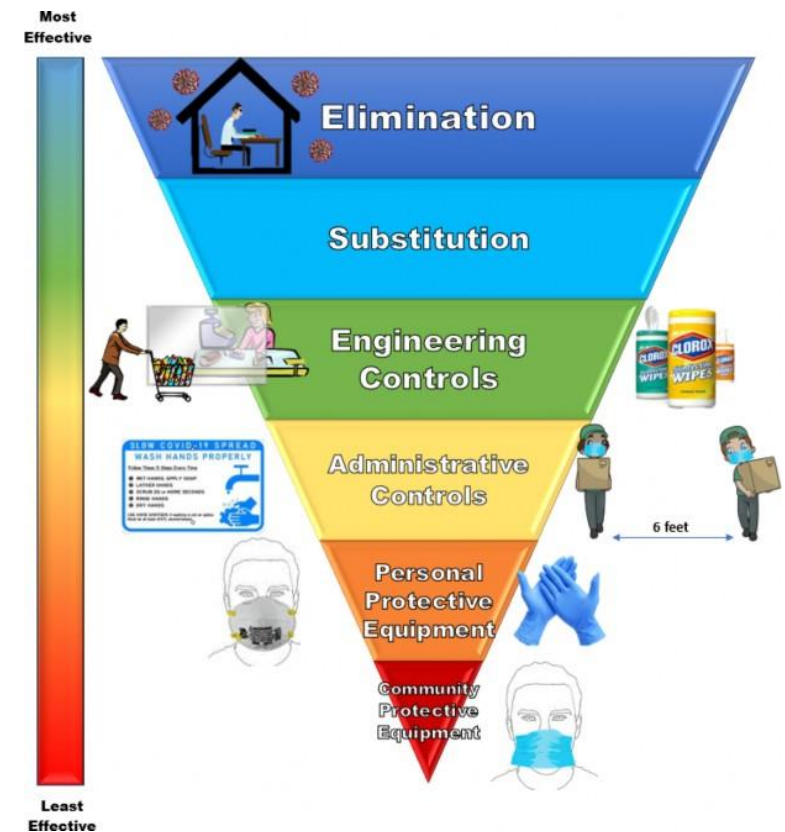
Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal. The Government has announced that from the 1st June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. It is a key principle of City of Wolverhampton Council that safety is more important than numbers of children in schools and settings at any time. To support schools with this phased introduction, below is an example Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the 'considerations' section detailed at the end of the document and the following [latest government guidance](#):

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



Title: Covid-19 Risk Assessment



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff Pupils Cleaners Contractors Visitors to premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in	<u>Reception Area - Barriers / screens</u> <ul style="list-style-type: none"> Open window for ventilation All office queries to be dealt with on the telephone in the first instance. All visitors including parents by invitation only Initially speak to visitors through the intercom system. Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors. All visitors to use hand gel upon arrival Only one person in reception area at a time. When the hatch is open all visitors to stand 2 metres away from opening (demarcated on floor) (right hand opening to be used). When documents are left at the office the hatch should remain closed at all times. When deliveries are made to school where possible the delivery driver should leave products outside the front door. If signatures are needed for deliveries staff to wear face covering and gloves to accept delivery. Then the gloves are disposed of and hands should be washed. (following Government advice of sequence for wearing PPE) 	M	<ul style="list-style-type: none"> Signage on the front door to remind visitors not to enter if they have symptoms of Covid-19 and have you sanitised your hands? 	HB	01/06/20	√

	relation to your operations						
		<p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. • Restrictions or suspensions of building usage • Strictly observe 2 metre social distancing rule. 		<p>- All visitors and contractors will be by appointment only and will only be able to enter the premises when the children are not on site</p>	HB	01/06/20	√
		<p><u>Office Area:</u></p> <ul style="list-style-type: none"> • Only one member of staff to work in the office at any one time (staff are on a daily rota). To maximise office staff working from home teaching staff will answer telephone calls during their non contact time. • Where possible office staff have their own chair and desk. • If a desk in the office is used by another member of staff this should be cleaned after use (using standard nursery cleaning products) • Where possible office staff are allocated their own phone. • If other staff members use the office phone they should clean the phone with the disinfectant applied with a tissue. • Window open for further ventilation • Door to remain open when a member of staff is in the office • All office staff to have their own stationary • Regular cleaning of the office all handles, to include cupboards drawers and door handles – office staff to complete this frequently. • All office staff to follow good personal hygiene rules as set out below. 		<p>- All restricted areas have clear signs on the doors advising of how many adults are allowed in the room at any one time.</p> <p>- The office will be cleaned in line with the frequently touched areas rota, 2 x daily 10:15 & 1:30 and then again at the end of the working day.</p>	HB	01/06/20	√

		<ul style="list-style-type: none"> Cash handling should be kept to a minimum and only notes accepted in the office. All notes to be handled with disposable gloves and hands washed thoroughly after handling money (be aware not to touch face and eyes) Any stationary needed by staff members other than office staff should make a requisition to the H/T. The H/T will then access and distribute the request. 		<ul style="list-style-type: none"> All notes will be placed into a money envelope prior to entering the office (if handed to teaching staff) 			
		<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water (ideally warm water) in place. Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). Stringent hand washing taking place. (in accordance with this guidance). Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Classes to teach children hand washing techniques Drying of hands with disposable paper towels. Children to wash hands before and after eating a snack and before and after eating lunch. Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing) Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues for each class are available throughout school, ensuring adequate stock levels for each class 		<ul style="list-style-type: none"> All children will be supervised by staff to wash their hands upon arrival at nursery. Adults will model to children hand washing techniques Children will be supervised by staff to wash their hands before and after outdoor play. Adults will model to children hand washing techniques. Children will sing the hand washing song to encourage good hygiene. Hand gel stations in each protective bubble area. All paper towels/tissues are disposed of in a lidded bin which is double bagged. Adults to replenish tissues/paper towel in a timely manner. All lunch boxes will be disinfected upon arrive and kept with the child's own protective bubble. Disposable paper plates will be used at lunch times and disposable plastic spoons for children who forget their spoon. <ul style="list-style-type: none"> Parents have been requested to send drinks in pouches/cartons with straws. 	HB	01/06/20	✓

		<p>/ office from the start of each day and are replenished as needed.</p> <ul style="list-style-type: none"> • Appropriate receptacles for disposal of tissues which are emptied throughout the day (double bagged). • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and to advise it is discussed with their children. • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. 		<p>Any bottles with spouts that have to be touched will have the contents poured into a disposable cup.</p> <ul style="list-style-type: none"> - First week back the children will be taught sensitively about Covid-19 (age appropriately) and will be supported and encouraged to follow the new routines and procedures. They will have regular reminders throughout each and every day. - Each morning all the windows will be opened and the doors will be open until the children arrive. 			
		<p>Cleaning</p> <ul style="list-style-type: none"> • Pupils remain in the same room each day which is thoroughly cleaned at the end of each day. • Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. • Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use (see above) 		<ul style="list-style-type: none"> • Cleaning rota for all teaching staff in place for cleaning throughout the day. <p>-Cleaners in attendance for 2 hours each morning with an additional 30 minutes daily during pandemic.</p> <p>- Staff clean frequently touched areas at lunch time to include all tables and chairs prior to children eating lunch and after lunch.</p> <p>- The nursery will be cleaned in line with the frequently touched areas rota, 2 x daily 10:15 & 1:30 and then again at the end of the working day.</p> <p>- staff toilets are cleaned after every use.</p>	HB	01/06/20	√

		<ul style="list-style-type: none"> All staff will use their own mug, plate, bowl and cutlery, which they are responsible for cleaning and storing. 		<p>-children's toilets are cleaned after group toileting – upon arrival, lunch time and home time.</p> <ul style="list-style-type: none"> All areas within the nursery have cleaning logs that staff will use to ensure high standards of cleaning which are checked regularly by H/T. No shared drink making, no tea towel, no dishwasher and area and or equipment used sanitised and wiped down after use. Staff to wash hands immediately upon entry to the kitchen. 			
		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. Each protective Bubble will have a maximum of : <ul style="list-style-type: none"> 8 pupils and 1 Key Worker/ teacher SEND Protective Bubble 8 children, 1 Key Worker and 2 x TA's. The same teacher / staff members are assigned to each group and stay the same during the day, (with 		<ul style="list-style-type: none"> All visitors including parents by invitation only. If a visitor need to come in to the school the above should be observes – see reception area section. Poster on entrance door to remind visitors not enter if they are symptomatic. One member of staff in the office, kitchen and toilet at any one time. Two people only in the Staff room at a time. (all these rooms have signage to remind staff of the correct number of people in each room any given time) 	HB	01/06/20	√

		<p>the exception of lunch time where the same adult will cover for 30 minutes)</p> <ul style="list-style-type: none"> • All equipment and furniture remain with the same 'Protective Bubble' group. • Children use same area throughout the day with thorough cleaning at the end of the day. • Staggered lunch and outdoor learning times and the movement of pupils around school to reduce large groups of children gathering • Staff reminded daily of the importance of social distancing both in the workplace and outside of it. • Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • Redesigning processes / rooms to ensure social distancing in place. • Conference calls to be used instead of face to face meetings. • Social distancing also to be adhered to in staff room, kitchen, toilets and other communal areas. • Management checks to ensure this is adhered to. • Parents discouraged from gathering at school gates. 		<ul style="list-style-type: none"> • All groups of children are no more than, 8 children to the same 1 teacher (to keep 'protective bubble') and the same room is used each day. Same member of staff to cover lunch times. <ul style="list-style-type: none"> - Resources will be cleaned at the end of each session using disinfectant spray and will not be shared between groups. At the end of the week all resources that can be will be sterilised. - There is a rota for outdoor learning and each group will have an allocated time. • There is a rota for arrival and departure time, meal times and outdoor learning. <ul style="list-style-type: none"> - Red group arrives 9:45 - Blue group arrives 8:55 - Green group arrives 9:15 - PM green group arrives 12:15 - Red group leaves 2:45 - Blue group leaves 2:50 - Green group (AM) leaves 11:00 - Green group (PM) leaves 3:00 • The nursery environment has been re deigned to support 'protective bubbles' and key worker remain with the same group every day to ensure social distancing. (except lunch times when the same member of staff will cover for 30 minutes) • Teams meetings, welfare calls and electronic communications. • Support and challenge if staff forget Social Distancing rules. 			
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				<ul style="list-style-type: none"> Staggers and departure times 			
		<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> There will be NO food making / tasting. Resources will be shared within the child's 'Protective Bubble' and disinfected frequently. School will cease hand shaking with parents and visitors. Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down. Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. Groups of children will be not be using sand, water, foam or dough play. Outdoor equipment will be minimal and cleaned after each group of children have used it. 		<ul style="list-style-type: none"> On occasion a Key Worker may need to hold the hand of a child within their group, however, high levels of hand hygiene will observed throughout the day. <p>-SEND children who need a regular sensory diet will be allocated their own sensory resources such as dough, foam, sand and water and they will be supervised 1-1 at all times when in use.</p> <p>- An outdoor equipment box has been set up with minimal equipment that can be easily cleaned between groups. Disinfectant and disposable roll available in the outdoor areas.</p>	HB	01/06/20	✓
		<p><u>Protective Bubble Procedures</u></p> <ul style="list-style-type: none"> The children will arrive and leave nursery at staggered times 		<ul style="list-style-type: none"> Red group arrives 9:45 Blue group arrives 8:55 Green group arrives 9:15 PM green group arrives 12:15 Red group leaves 2:45 	HB	01/06/20	✓

		<ul style="list-style-type: none"> • The children will enter nursery in an orderly way from yard, following one-way entrance and exit system that is clearly demarcated • As children enter the nursery, they will go directly to their new base area, hang up their coat/bag and place their lunch box in the designated receptacle and immediately wash their hands, supervised by adult • Adult will use an antibacterial spray and wipe over the children's lunch boxes and will then be the only person handling the lunchboxes • Children will be supervised to wash their hands prior to and after eating their lunch. • When children sit to lunch, the adults will be in charge of distributing the food, at the end of their meal, the children will be asked to return their lunchboxes to the designated place, and they should collect their own box, bag and coat when leaving nursery • Social distancing between adults will be maintained • Social distancing between 'bubble groups' will be maintained • All adults will remain with their children throughout the session time (except Lunch times where the same adult will cover for 30 minutes) • Limited resources will be available in each area, these will be disinfected, including mark-making equipment and any tools such as scissors, frequently • Surfaces, including door handles, edges of furniture such as tables, chairs and doors will be cleaned by the adult in the area and disinfected frequently • All rubbish will go into a lidded, double lined bin 		<ul style="list-style-type: none"> - Blue group leaves 2:50 - Green group (AM) leaves 11:00 - Green group (PM) leaves 3:00 <ul style="list-style-type: none"> • The entrance to the school is clearly marked with Entry & no Entry signage. Arrows at a 2 metre distance on the car park and play ground clearly mark the one way system. At tighter points signage remind parents to stop and give way. • Resources will be cleaned at the end of each session using disinfectant spray and will not be shared between groups. At the end of the week all resources that can be will be sterilised. • SEND resources will be disinfected at the end of each session using a sterilising solution. • P/T children's resources will be cleaned at the end of each session using a disinfectant spray and will not be used between groups, at the end of the week the resources will be sterilised. • An outdoor equipment box has been set up with minimal equipment that can be easily cleaned between groups. Disinfectant and disposable roll available in the outdoor areas. • Bins emptied at lunch times and at the end of each session. 			
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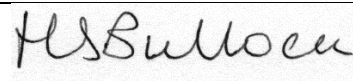
		<ul style="list-style-type: none"> • All areas will have a good supply of disposable gloves, aprons, tissues and disinfectant and or antibacterial .spray • Each adult will have their own visor (to used in conjunction with Government advice) • Children will use the outdoor area based on a staggered rota • On leaving the outdoor area, the adult will ensure the equipment is disinfected • The key worker of a bubble will clean and disinfect the children's toilets and sinks after use. • If a child becomes ill/symptomatic during the session, they will be isolated (HB) (strictly following Government guidance) • The thermometer will be disinfected after use • Washed fruit • Labelled boxes of milk will be stored in the fridge • If children cough/sneeze, they will be reminded to cough into their elbow, throw tissues into the bin, wash hands and not to put hands/fingers to face • Parents will send children in with sun cream applied and a sun hat. • Children will have their own spare clothes bag – parents will be called in the event that the child does not have spare clothes • All adults will have their first aid pouch/accident book to hand • There will be emergency evacuation plans in place for SEND children • All other children will be familiarised with the new assembly points 		<ul style="list-style-type: none"> • Each protective bubble area, office, toilets (staff & children's) will have a box of cleaning equipment • An allocated holding area for children to wait in whilst waiting to be picked up (close to entrance) • Teaching and learning about the protocols around coughing and sneezing 			
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		<ul style="list-style-type: none"> Parents will be asked to sign and agree with the safety measures that have been put into place, and only then will children be accepted into nursery 					
		<p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. Staff/parents/child will asked to take a Covid-19 test and will be asked to share a negative result before returning to school. In addition to the above symptoms everyone will be made of the additional symptoms of a change to your sense of taste and/or smell (anosmia) If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will 		<ul style="list-style-type: none"> Staff will be aware of Multisystem Inflammatory Syndrome (MIS-C) (similar to Kawasaki Disease and toxic shock syndrome) - The UKs Royal College of Paediatrics and Child Health said symptoms often include a persistent fever over 38.5°C and can include abdominal pain, confusion, conjunctivitis, diarrhoea, swelling, sore throat, rash or vomiting. Unwell Staff and children to use disabled toilets to minimise the spread of any potential infection. 	HB	01/06/20	✓

		take advice on any actions or precautions that should be taken.					
		<p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. <p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p>		<ul style="list-style-type: none"> • PPE required if; • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face covering, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If a risk assessment determines that there is a risk of splashing to the 	HB	01/06/20	✓

				<p>eyes, for example from spitting, or vomiting, then eye protection should also be worn (<u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u>)</p> <ul style="list-style-type: none"> • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely • PPE will be worn when the staff looking after the SEND children welcome them into nursery – they will not be able to maintain a 2 metre distance from parent when they take the children from their them. (this will be removed once the children are in nursery) • The PPE will be used when it takes 2 adults to complete a task that means they cannot maintain a 2 metre distance from each other ie manual handling and nappy changing. • When a child is known to vomit when they are distressed staff will wear PPE • All SEND children have individual Covid-19 risk assessments and individual evacuation plans. 			
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Teacher / staff shortage		<ul style="list-style-type: none"> School monitors daily any staff absence following the school normal procedures. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Daily report to the HT on number of absences and symptoms. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	H	<ul style="list-style-type: none"> If there are any shortages of teaching staff, then vulnerable children and children of critical workers will be given priority in groups of no more than 8. If at any time the staff or children's Health & Safety are compromised the school will close until the matter is resolved. 			
Impact on physical and mental health		<ul style="list-style-type: none"> Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer support where they can to help. Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. Staff completed training on risks arising from using Display Screen Equipment (DSE), Brief staff on lone working and stress related issues whilst working from home. 	M	<ul style="list-style-type: none"> Staff will be sign posted to the Employee Assistant Programme or Mental health support Black Country Health Care NHS Foundation Trust 24/7 helpline on 0345 646 0827 Or A wide range of support can be found on Wolverhampton Mental Health Directory at www.wolverhamptonmentalhealth.net <ul style="list-style-type: none"> All staff will complete an individual risk assessment. 	HB	01/06/20	✓

	Name	Position	Signature	Date	Review Date
Risk Assessor	Heidi Bullock & Surrinder O'Leary	Headteacher & Teacher		01/06/2020	Reviewed 05/06/2020
Line Manager	Heidi Bullock	Headteacher			Reviewed 05/06/2020

Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#).

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#))

Additional considerations:

School-specific arrangements relating to risk assessment that may need additional detail:

- Capacity and organisation of teaching spaces
- Arrival to and departure from school and other modes of transport
- Movement around the school
- Classroom allocations
- Timetable arrangements
- Role of teaching assistants
- Breaktime and Lunchtime plan
- Catering staff
- Cleaning
- Toilets
- Staffroom and offices

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.

- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.