

# Plaistow Primary School Risk Covid-19 Risk Assessment January 2021

This risk assessment has been created to ensure that the pupils, staff and families at Plaistow Primary School and Children's Centre are kept as safe as possible as we continue to live through the Covid-19 pandemic.

Although it is impossible to completely eliminate risk, it is our intention to effectively manage the spread of Covid-19 through a series of control measures.

Where possible all stakeholders (pupils, parents, staff, governors, contractors and the wider community) should:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do, or fail to do
- Cooperate with the school's arrangements to enable them to make and keep the school building/ workplace safe for everyone
- Raise health and safety concerns in line with local arrangements

## Documents used to complete this risk assessment:

[Contingency Framework: Education and Childcare Settings](#)

[Health and Safety: Responsibilities and Duties for Schools](#)

[Schools Operational Guidance](#)

*In addition, NAHT, NEU and UNISON guidance has been consulted.*

**Equality Impact Statement:** This risk assessment has taken into account an Equality Impact Assessment (EIA) where the School has reflected on whether the risk assessment/ policy has a disparate impact on persons with protected characteristics.

The main control measures being used to control risk at Plaistow are:

- ensuring good hygiene for everyone
- maintain appropriate cleaning regimes
- keep occupied spaced well ventilated
- following public health advice on testing, self-isolation and managing confirmed cases of Covid-19

| Issue/ Risk Area      | Identified Risks | Risk Before Mitigation | Mitigating Actions to Lower or Remove the Risk | Risk After Mitigation |
|-----------------------|------------------|------------------------|--|-----------------------|
| ENSURING GOOD HYGIENE |                  |                        |  |                       |

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| <p><b>Appropriate and adequate handwashing and hygiene</b></p> | <p>Pupils, staff and visitors not having the time, expectations and resources needed to appropriately wash hands.</p> | <p>Medium</p> | <ul style="list-style-type: none"> <li>● All classrooms in use have access to warm water, soap and disposable paper towels.</li> <li>● Class based staff to ensure that class based systems are put in place to avoid overcrowding when pupils gather to wash their hands.</li> <li>● Children to be taught <u>how to wash hands</u> - a minimum of 20 seconds, drying hands using paper towels and putting the towels in the dustbin.</li> <li>● Each classroom with a sink to have a handwashing poster.</li> <li>● Children to be provided with sufficient time to wash hands <ul style="list-style-type: none"> <li>○ After entering in morning</li> <li>○ Before and after break times</li> <li>○ Before and after lunch times</li> <li>○ Before leaving in afternoon</li> </ul> </li> <li>● Pupils have access to hand sanitizer if they wish to use it but must be supervised during use to ensure it is not ingested or misused in any other way.</li> <li>● Staff to wash hands frequently</li> <li>● Hand sanitizer (70% alcohol) provided is to be used as and when required by staff and visitors</li> <li>● Anyone entering the front office must use hand sanitizer on entering the building</li> <li>● All toilets to have handwashing poster.</li> <li>● The School has made the decision that hand driers will continue to be used in toilets. It was found that the touching of hand towels increased the risk of contamination.</li> </ul> | <p>Low</p> |
| <p><b>Coughs and sneezes and respiratory hygiene</b></p>       | <p>Risk of COVID19 transmission due to pupils, staff or visitors coughing and sneezing on others</p>                  | <p>Medium</p> | <ul style="list-style-type: none"> <li>● Children to be taught how to cough and sneeze into their elbow or into a tissue – ‘Catch it, Bin it, Kill it’. Signage in all classrooms and toilets (staff and pupils).</li> <li>● Face tissues supplied to all classrooms</li> <li>● Children to be shown how to dispose of used tissues appropriately in bins within classrooms. Bins will be emptied throughout the day by site staff.</li> <li>● All classrooms to be provided with disposable Nitrile gloves, disinfectant / sanitizing spray and disposable paper towels in pack.</li> <li>● All bins to have flip lids, all other bins to be stored.</li> </ul>  | <p>Low</p> |
| <p><b>Use of personal protective equipment (PPE)</b></p>       | <p>Current government guidance recommends the use of face coverings as a measure in controlling Covid-19</p>          | <p>Medium</p> | <ul style="list-style-type: none"> <li>● All staff (unless medically exempt) must wear a face covering in all communal areas and corridors.</li> </ul>  | <p>Low</p> |

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|   | spreading through air particles.                            |              |   |     |
| <b>Drinking fountains / access to water</b>                                 | Risk of COVID19 transmission due to surface contamination   | Low / Medium | <ul style="list-style-type: none"> <li>● Children are encouraged to bring in individual named water bottles and have access to drinking water throughout the day to refill.</li> <li>● Water bottles to be provided to children if they have not brought one from home.</li> <li>● Bottles should be clearly labelled with pupils' names.</li> <li>● Water fountains in shared spaces/ in the playground should have mains disconnected. Bags to be put on taps.</li> </ul>   | Low |
| MAINTAIN APPROPRIATE CLEANING REGIMES                                       |   |              |   |     |
| The school has put in place and maintains an appropriate cleaning schedule. |   |              |   |     |
| <b>Cleaning of classrooms</b>   | Risk of COVID19 transmission due to poor cleaning standards | Medium       | <ul style="list-style-type: none"> <li>● Classrooms to be cleaned thoroughly at end of day using agreed products and standards. This is to include all surfaces, door handles, taps, etc. that pupils/ staff have touched. <i>The level of and quality of cleaning will be continuously reviewed.</i></li> <li>● GSF to implement COVID19 cleaning Risk and Method Statement (RAMS).</li> <li>● Each class to have a sealed container with cleaning products to be used by school-based practitioners where appropriate (disinfectant wipes, disinfectant spray, etc). This container to be kept out of reach/ not accessible to pupils.</li> <li>● Teachers to remind SBM when PPE box needs to be replenished.</li> </ul> <p><i>RAMS have been sent by Bellrock and have been reviewed by the School.</i></p> | Low |
| <b>Multi-touch surfaces</b>   | Risk of COVID19 transmission due to surface contamination.  | Medium/High  | <ul style="list-style-type: none"> <li>● Site staff to clean all identified multi-touch surfaces periodically (at least 2 times) throughout the day with disinfectant spray and disposable paper towel.</li> <li>● All doors to be open if safe to do so (fire doors must be closed in the event of fire evacuation) to prevent regular touching.</li> <li>● Desks / tables to be wiped periodically throughout the day using disinfectant spray (by children or staff).</li> <li>● This includes toilets/ handles etc.</li> <li>● Photocopier touchpad to be cleaned before and after use.</li> </ul>  | Low |
| <b>Hall cleaning</b>  | Risk of COVID19 transmission due to surface                 | Medium       | <ul style="list-style-type: none"> <li>● Lunch time staff to use table sanitizer when wiping tables down after pupils have finished their lunch.</li> <li>● Normal clean at end of lunch service</li> </ul>   | Low |

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|   | contamination.  |              | <ul style="list-style-type: none"> <li>● Cleaning staff to clean the hall daily according to the agreed RAMS.</li> <li>● Metal hand/ door plates to be wiped periodically (at least 4 times per day)</li> </ul> <p>Caterlink will have carried out a review of HACCP procedures. Please see attached document in Risk Assessment File.</p>  |     |
| <b>Front Office/ Reception Area</b><br><br><b>Touch Screen (sign-in/ out)</b> | Risk of COVID19 transmission due to surface contamination | Medium/High  | <ul style="list-style-type: none"> <li>● Touch screen/ front Reception desk to be wiped down periodically (at least 4 times per day).</li> <li>● All staff to use the barcode on their ID to sign in when on duty - touch free (front office &amp; back door)</li> <li>● Staff exiting from the front door will need to use hand sanitizer before signing out (back door is touch free on exit).</li> <li>● Alcohol based hand sanitizer to be used by all visitors before using the sign-In screen.</li> <li>● Sign-in screen to be wiped with alcohol wipes periodically (at least 4 times) throughout the day by site / admin staff</li> <li>● Exit buttons also need to be wiped down.</li> </ul> | Low |
| <b>Chromebooks and computers (for children)</b>                               | Risk of COVID19 transmission due to surface contamination | Medium/High  | <ul style="list-style-type: none"> <li>● Chromebooks to be wiped down with alcohol wipes after use</li> <li>● ICT Suite <u>not</u> to be used until school can agree a way of ensuring machines and keyboards are safely cleaned between groups.</li> <li>● Need to ensure that these are wiped down before and after use.</li> </ul>   | Low |
| <b>Computers (for teachers, offices etc.), including Phones and Printers</b>  | Risk of COVID19 transmission due to surface contamination | Medium/High  | <ul style="list-style-type: none"> <li>● Classroom computers, telephones and printers to be used by class teachers only</li> <li>● Classroom computers, telephones and printers to be wiped down by class teachers at start and end of day with disposable antibacterial wipes.</li> <li>● Each class (<u>and office space</u>) to have a sealed container with cleaning products to be used by school-based practitioners where appropriate (disinfectant wipes, disinfectant spray, etc). This container to be kept out of reach/ not accessible to pupils.</li> </ul>  | Low |
| <b>Toilets</b>  | Risk of COVID19 transmission due to surface contamination | High         | <ul style="list-style-type: none"> <li>● Periodic cleaning (at least 2times per day) of all identified toilets to be completed by Bellrock site staff/GSF site staff, using agreed RAMS.</li> <li>● <i>The School has made the decision that hand driers will continue to be used in toilets. It was found that the touching of hand towels increased the risk of contamination.</i></li> </ul>   | Low |
| <b>Specific Rooms ie. First Aid and Staff Room</b>                            | Risk of COVID19 transmission due to                       | Medium /High | <ul style="list-style-type: none"> <li>● First Aid room to be cleaned daily following agreed RAMS.</li> <li>● Staff Room to be cleaned daily following agreed RAMS.</li> </ul>  | Low |

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|   | surface contamination  |        | <ul style="list-style-type: none"> <li>● Staff using the Sensory room to wipe down soft seating and sensory resources used, with antibacterial wipes.</li> <li>● Staff using the Sensory room to wipe down soft seating and sensory resources used, with antibacterial wipes. <i>Each of these spaces to have a sealed container with cleaning products to be used by school-based practitioners where appropriate (disinfectant wipes, disinfectant spray, etc). This container to be kept out of reach/ not accessible to pupils.</i></li> <li>● First Aid Room to be cleaned each day following agreed RAMS.</li> <li>● Sensory Room in use but cleaned regularly by cleaning staff/ practitioner leading sessions.</li> </ul> |     |
| APPROPRIATE VENTILATION   |  |        |   |     |
| <b>Appropriate ventilation in classrooms/ intervention spaces</b>         | Classrooms not being as ventilated as they could be due to prolonged periods of time with closed windows/ doors. | Medium | <ul style="list-style-type: none"> <li>● Windows should be kept open at all times in classrooms.</li> <li>● Although thermal comfort should be considered, windows should be open to increase ventilation</li> <li>● Front and external doors (where appropriate) of classrooms should be kept open for intermittent periods of the day (at the very least during break and lunchtime) to allow for through air flow.</li> <li>● Windows in shared and intervention spaces should be kept open.</li> <li>● Windows in the hall should be kept open at all times.</li> <li>● In line with the DfE Operational guidance, we will balance the need for increased ventilation while maintaining a comfortable temperature.</li> </ul> | Low |
| <b>Appropriate ventilation in office spaces</b>                           | Offices not being as ventilated as they could be due to prolonged periods of time with closed windows/ doors.    | Medium | <ul style="list-style-type: none"> <li>● Windows should be kept open at all times in office spaces</li> <li>● Although thermal comfort should be considered, windows should be open to increase ventilation</li> <li>● Doors and external doors (where appropriate) of offices should be kept open for intermittent periods of the day to allow for through air flow.</li> <li>● In line with the DfE Operational guidance, we will balance the need for increased ventilation while maintaining a comfortable temperature.</li> </ul>  | Low |
| FOLLOWING ADVICE FOR TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES |  |        |   |     |
| <b>A child displaying symptoms of Covid-19</b>                            | Risk of transmission of Covid-19 to others in the school community.  | Medium | <ul style="list-style-type: none"> <li>● If a child is displaying symptoms of Covid-19 they should be removed from the classroom and taken to the Isolation Room.</li> <li>● Parents are contacted and informed to collect their child and complete a test at home.</li> <li>● Parents <b>must</b> obtain a <a href="#">COVID19 Test</a> for their child and share the results with the</li> </ul>  | Low |

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|  |   |                 | <p>school.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a></p> <ul style="list-style-type: none"> <li>● The child should self-isolate until the test comes back negative at which time they can return to school.</li> <li>● If the test comes back positive the child must self-isolate and follow current government advice.</li> <li>● As of January 2022, current advice is that the member of staff should isolate for 7 days. Two consecutive LFD tests should present as negative before returning to school.</li> </ul> |        |
| <b>An 'outbreak' of Covid-19 within a group in close contact with each other</b>   | Risk of transmission of Covid-19 to others in the school community. | High/<br>Medium | The Local Authority and Public Health Newham are informed. Please see <a href="#">Outbreak Management Plan</a> for more information.   | Medium |
| <b>A member of staff/ adult (volunteer etc.) displaying symptoms of Covid-19</b>   | Risk of transmission of Covid-19 to others in the school community. | High/<br>Medium | <ul style="list-style-type: none"> <li>● If an adult is displaying symptoms of Covid-19 they should leave work and go home to self-isolate</li> <li>● The adult will obtain a <a href="#">COVID19 Test</a></li> </ul> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a></p> <ul style="list-style-type: none"> <li>● The adult should self-isolate until the test comes back negative at which time they can return to work. If the test comes back positive they should follow current government advice.</li> </ul>                 |        |
| <b>A member of staff who has tested positive for Covid-19</b>  | Risk of transmission of Covid-19 to others in the school community. | High/<br>Medium | <ul style="list-style-type: none"> <li>● The member of staff must self-isolate</li> <li>● Close contacts are identified and current national guidance is followed.</li> <li>● As of January 2022, current advice is that the member of staff should isolate for 7 days. Two consecutive LFD tests should present as negative before returning to school.</li> </ul>  | Medium |
| <b>A member of staff/ adult (volunteer etc.) informed they have been in contact with someone who has tested positive for Covid-19 through NHS Test and Trace</b> | Staff may transmit the virus to others in the school community.     | Medium          | <ul style="list-style-type: none"> <li>● Staff must follow national guidance. <ul style="list-style-type: none"> <li>○ As of January 2022 staff do not need to self-isolate if they have had two doses of the Covid-19 vaccine. They should take a daily lateral flow test for 7 days. If any of these tests comes back positive they should begin the self-isolation period and arrange a PCR test.</li> <li>○ If a member of staff is not vaccinated they should self-isolate for 10 days.</li> </ul> </li> </ul>  | Low    |

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| <b>Frequent asymptomatic testing of staff</b> | Staff may have asymptomatic Covid-19 and unknowingly spread it to others in the school community | Medium          | <ul style="list-style-type: none"> <li>● Staff are encouraged to complete two lateral flow Covid-19 tests each week.</li> <li>● If a lateral flow test comes back positive, the member of staff should begin to self-isolate for 7 days.</li> <li>● They should then complete a PCR test to ensure there is not a false positive.</li> <li>● If the PCR test comes back negative (within two days) they can return to work. if the test comes back positive they should continue to self isolate for the full 7 days.</li> </ul> | Low    |
| VULNERABLE GROUPS                             |  |                 |  |        |
| <b>Vulnerable groups at greater risk</b>      | Vulnerable groups at greater risk of serious illness as a result of contracting Covid-19         | High/<br>Medium | <ul style="list-style-type: none"> <li>● We will follow national guidance to support vulnerable groups where and when appropriate</li> <li>● Risk assessments will be completed on a case by case basis where appropriate.</li> </ul>  | Medium |

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|--|-------------------------|-------------------------|
| <b>Risk Assessment Completed by:</b><br>Dean Benoit, Head Teacher  | <b>Date:</b> 04/01/2022 | <b>Dates of Review:</b> |
| <p>Shared With:</p> <p><b>Senior Leadership Team:</b> 4th January 2022<br/> <b>Staff:</b> 4th January 2022<br/> <b>Parents:</b> 4th January 2022</p> |                         |                         |