

Coronavirus Risk Assessment



Date:	10 March 2020
Risk Assessment Team:	SLT
Review:	Daily

Risk	Rating	Success Criteria	Staff Member Responsible / Actions
National guidelines are updated daily and school lapses in following advice	Low	The school has the most recent information from the government, and this is distributed throughout the school community	<ul style="list-style-type: none"> ■ Head Teacher to ensure daily checks are made with Government updates ■ Any change in information to be shared with Chair of Governors (CofG) and passed on to parents and staff by email ■ Website information is automatically updated ■ Students updated via assembly/form time as necessary
Precautionary measures are not being followed in school	Low	All students and all staff working with students are adhering to current advice.	<ul style="list-style-type: none"> ■ Posters around school including Reception, dining hall and in corridors ■ Teachers to reiterate message in form time: <ul style="list-style-type: none"> • covering your cough or sneeze with a tissue, • then throwing the tissue in a bin. • Avoid touching your eyes, nose and mouth with unwashed hands ■ Coronavirus information is on the school website <ul style="list-style-type: none"> • Website documents in place and updated accordingly ■ Estates Manager to get advice from NHS on the cleaning products we should be using in school to ensure that these meet necessary standards ■ Cleaning staff: <ul style="list-style-type: none"> • ensure that all toilet/bathroom facilities are well stocked • ensure that cleaners' resources are adequate and are effective against Coronavirus. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled. • to provide hand sanitiser stations for reception area.

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Specific guidelines regarding school trips aren't followed	Low	National guidelines state that in <i>after school activities</i> – students must wash hands and after any travel on public transport – this is adhered to by all staff leading sport events	<ul style="list-style-type: none"> ■ Usual risk assessments apply ■ Staff follow updated national guidelines on travelling to busy places ■ School can provide hand sanitiser for students and adults to use after travelling on public transport
<p>Staff do not report sickness</p> <p>Staff are unwell but attend School</p> <p>Staff absence increases</p>	Medium	National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting	<ul style="list-style-type: none"> ■ Head Teacher will: <ul style="list-style-type: none"> ● communicate to staff the importance of following national guidelines in Staff Briefings and hand out copies of risk assessment to staff. ● remind staff of the sickness policy during any lock down period or staff self-isolation ■ Staff to inform Head Teacher immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice ■ In event of teaching staff absence: <ul style="list-style-type: none"> ● School will bring in Supply Teachers to cover absence ● If appropriate, classes will be split . The Head Teacher will review this in the event of changing guidelines from DfE. ● In the event of significant staff absence, the SLT will review the viability of school remaining open. The Head Teacher will consult with the CEO and Chair of the AAC. If school is to be closed, then this will be communicated to staff and parents via email, letter and the school website. ● Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc) ● If the Head Teacher is sick, the SLT will lead the school ● In the event of a school closure with staff and students at home who are not well and still able to access education, work will be set electronically. Students will be expected to complete tasks at home.
<p>Staff do not report travel plans to / from a category 1 / category 2 area or</p> <p>a member of their household who has travelled to a</p>	Medium	<p>National Guidelines:</p> <p>People who have returned from a category 1 area within the last 14 days should self-isolate and should not attend work or any education or childcare setting and should ring NHS 111 for advice</p> <p>People who are symptomatic (Dry cough, Fever, breathlessness) after visiting a category 2 area should</p>	<ul style="list-style-type: none"> ■ Head Teacher will: <ul style="list-style-type: none"> ● communicate to staff the importance of following national guidelines in weekly Briefings ● remind staff to follow the sickness policy during lock down period/staff self-isolation ■ Estates Manager to remind contractors to follow guidelines in accordance with PHE

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category 1 / category 2 area		<p>self-isolate and should not attend work or any education or childcare setting and should ring NHS 111 for advice</p> <p>See link below for specified countries / areas www.gov.uk/government/publications/covid-19-specified-countries-and-areas</p>	
Siblings at another School report unwell and family confused as to appropriate action	Medium	The school has the most recent information from the government, and this is distributed throughout the school community	<ul style="list-style-type: none"> ■ Head Teacher will: <ul style="list-style-type: none"> ● obtain updated advice from Public Health England and Coronavirus hotline – to inform family immediately ● communicate with families and reiterate the message of gaining advice from NHS 111
Vulnerable students & adults in the School are exposed to illness	Medium	School communicate appropriately with their most vulnerable students, Health care plans are updated and instruction from GPs followed	<ul style="list-style-type: none"> ■ Pastoral Team identify the most vulnerable students and staff from current medical information
Child or adult shows symptoms whilst at School	Medium	All staff understand the symptoms of COVID-19 and follow School agreed process	<ul style="list-style-type: none"> ■ Staff report to Head Teacher ■ Staff to get advice from NHS 111 immediately and PHE team. Advice on cleaning spaces will be given by PHE – await advice. ■ Estates Manager: Advice on rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. ■ Staff to self- isolate – journey home by car ■ Child reported to Head Teacher and taken to designated area (any available room where a child/students can be isolated until further notice) ■ Parents informed immediately and asked to collect immediately and contact NHS on 111 ■ meeting room near the stairs used as isolation room until parent collects – advice is for child to be supervised by a non-vulnerable adult – to sit 2 meters away. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue.

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			<p>Head Teacher to get advice from NHS 111 and inform CEO and Chair of AAC</p>
Virus detected in Trafford School	Medium	All staff understand the symptoms of COVID-19 and follow School agreed process	<ul style="list-style-type: none"> ■ Follow guidance from PHE ■ Head Teacher to call PHE immediately
Catering staff absent – lunch no longer available	Medium	Mellors shares risk assessment with School	<ul style="list-style-type: none"> ■ <ul style="list-style-type: none"> • Mellors Manager: • ensure precautions are in place for all staff on site <ul style="list-style-type: none"> - Washing hand - Use of sanitizer - Wearing gloves and hair nets and uniform - Thorough cleaning of kitchen at the end of every service ■ ensure the kitchen space and lavatory for staff are being cleaned as appropriate. ■ inform Head Teacher of any staff off sick with associated symptoms. ■ If no kitchen staff available kitchen to close and parents informed to bring in packed lunch for their students.
Cleaning staff absent – cleaning no longer available	Medium	Trafford cleaning shares risk assessment with school	<ul style="list-style-type: none"> ■ Trafford ensures precautions are in place for all staff on site <ul style="list-style-type: none"> • Washing hands • Use of sanitiser • Wearing gloves, hair nets and uniform ■ Estates Manager to inform Head Teacher of any staff off sick with associated symptoms. ■ If no cleaning staff are available – the Head Teacher will consider school closure.
Precautionary measures to prevent transmission	Medium	Everyone is following the handwashing protocol	<ul style="list-style-type: none"> ■ Parents have been informed that students and staff should wash their hands ■ Avoid touching eyes, nose and mouth with unwashed hands
Poor Communication	Low	All staff/students aware of current actions and requirements	<ul style="list-style-type: none"> ■ Head Teacher to brief all staff on Manor Risk Assessment. ■ Staff to be issued with Risk Assessment ■ Students briefed in registration sessions and by the use of posters