

# Charles Darwin School: Covid-19 Risk Assessment

## (Revised February 2022)

This risk assessment has been formulated following detailed consideration of the most recent government guidance:

- › [Actions for education settings to prepare for wider opening](#)
- › [Implementing preventative measures in education settings](#)
- › [Planning guide for early years and childcare settings](#)
- › [Planning guide for primary schools](#)
- › [Guidance for secondary school provision](#)
- › [Safe working in education settings](#)

Due to a reduction in relation to the number of confirmed, positive COVID cases in the local community, the following document has been updated to take account of guidance given by Public Health England. Should there be further increases in the number of cases then this document will be updated further.

### Consideration of extra action

- Higher than previously expected and/or rapidly increasing number of staff or student absences due to COVID-19
- Evidence of severe disease due to COVID-19 for example when a person is admitted to hospital
- A cluster of cases where there are concerns about the health needs of vulnerable staff or students

In any of the factors given above the school will review and reinforce hygiene and ventilation rules and consider seeking additional public health guidance. Consideration will be given in particular to managing events including trips/visits, open days and school events involving a high parental attendance.

### Key to staff members

**ASM** - Mr. Smith,  
**LRE** - Mrs. Rees,  
**MBO** - Mr. Boyden,  
**JHO** - Mrs. Hodgkinson,  
**RJS** – Mr. Jones,  
**JSI** - Mr. Simpson,  
**DPA** - Mrs. Paterson,  
**SBO** - Mrs. Booth

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Student and Staff isolation	Staff Pupils	<p>Adults, children and young people are made aware of the recent government guidance relating to COVID-19. They should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms began (or the day their test was taken if they didn't have symptoms). Another test should be taken 24 hours later and if both tests are negative they should return to school</p> <p>Children and young people who usually attend an educational setting and who live with someone who has COVID-19 should continue to attend their setting.</p>	ASM/SLT/ACO's/Form Tutors	From Thursday 24 <sup>th</sup> February	
Increased Ventilation in classrooms	Staff and pupils	<p>All staff are to be encouraged to ventilate teaching rooms thoroughly: To aid this:</p> <ol style="list-style-type: none"> <li>1. Many windows that were sealed have been reopened.</li> <li>2. Site staff have been made aware of opening particular hard to open windows each morning</li> <li>3. Children may be given permission to wear coats as necessary in the classroom.</li> </ol>	Site team	From Thursday 24 <sup>th</sup> February	<p>Staff will be informed that fans should not be used without adequate ventilation</p> <p>Air con units that expel air to the outside of the building will be repaired for use in key areas.</p>
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. The usual sinks in the pupil toilets will be available. However these are few in number so hand sanitisers are available in the entrance and exit areas, classrooms and in various places around the school.</p> <p>Everyone in school is encouraged to:</p> <ul style="list-style-type: none"> <li>• Frequently clean/sanitise their hands thoroughly using <a href="#">NHS guidelines</a></li> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> </ul>	Premises Manager supervised by LRE/MBO	From Thursday 24 <sup>th</sup> February	

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		<ul style="list-style-type: none"> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practice these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Bins for tissues, will be provided and emptied throughout the day.</p>			
Protecting staff who might be the first point of contact for visitors / deliveries/ enquiries		The school reception area has been adapted with a protective screen	Premises Team JHO/ Admin Team	From Thursday 25 <sup>th</sup> February	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent)</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p>	<p>Premises Manager and the Site Team to brief cleaners and organise the rigorous routines</p> <p>Premises Manager and the site team LRE</p>	<p>From Thursday 25<sup>th</sup> February</p> <p>Daily implementation</p>	
Spreading infection due to the school environment		<p>Regular checks to the premises will be carried out to make sure the school meets required health and safety standards.</p> <p>Fire, first aid and emergency procedures will be regularly reviewed to ensure they can be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms/ areas to be used and other key locations to dispose of tissues and any other waste.</p>	<p>JSI/ SBO/ LRE</p> <p>Premises Manager and Site Team.</p>	<p>From Thursday 24<sup>th</sup> February</p>	

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Spreading infection due to mixing in meetings		<p>Parents are advised to wear face coverings in school and sanitise hands when attending gatherings. Face coverings will be made available to all parents/carers on arrival.</p> <p>As per government guidance, people with COVID-19 symptoms should not attend school run events.</p> <p>Clear signage, masks available, hand sanitisers and air purifiers will all be in place to minimise the risks</p>	ASM	From Thursday 24 <sup>th</sup> February	
Individuals vulnerable to serious infection coming into school		<p>Those who are Clinically Extremely Vulnerable should adhere to the latest guidance from DHSC with regard to Shielding.</p> <p>Clinically Vulnerable staff should adhere to government guidance where at all possible.</p> <p>Staff or students with significant risk factors should contact school leaders to discuss their individual circumstances.</p> <p>People who live with those who are Clinically Extremely Vulnerable or Clinically Vulnerable should adhere to government guidance.</p>	ASM	From Thursday 24 <sup>th</sup> February	
Close contact during medical emergency	Cleaners first aiders	Ensure that PPE kits are available for those who are likely to have to respond to a medical incident	SBO/ DPA	From Thursday 25 <sup>th</sup> February	