

Monks Coppenhall Academy and Day Nursery

Subject of Risk Assessment:	Role/Team/Location:	Date:	Authors:
COVID 19 – contact between staff and children	Staff in contact with children at Monks Coppenhall Academy and Day Nursery.	01/06/20 Revised 15/06/20	Mrs Pamela Simpson
Reasons of trigger for risk assessment:			
Risk to staff members/children as a result of COVID-19			
Symptoms to report:			
Cough, fever, difficulty breathing, headache			
Problem(s):	Existing measures to minimise risk and mitigate impact:	Actions to be taken if a member of staff or pupil needs to self-isolate:	
Possible spread of COVID-19	<ul style="list-style-type: none"> ● School to open at staggered drop off times between 09:00 am and 15:00pm. ● Key Worker children may be dropped off at 8:00am and collected no later than 16:00pm. ● Drop-off and collection times to be staggered in order to observe social distancing rules. ● To promote social distancing, markers have been placed on the designated route in and out of the school grounds and in the corridors. ● Parents/carers informed only ONE adult should accompany the children and no siblings where possible. ● Temperature checks to carry out as the children arrive at school ● Children will need to bring the following items (with child's name) each day: <ul style="list-style-type: none"> ● A small bottle of sanitiser ● A small packet of tissues ● A small bottle of E45 hand lotion (if required) ● An inhaler (if required) ● A water bottle ● Items such as book bags, school bags, toys must not come to and from school. ● PE kits will remain at home for the children to wear on the designated days. ● On entry to the building children must wash hands and go straight to the designated areas. ● Each group or 'bubble' of children will have their own area, teacher/ or teaching assistant, toilet, play space etc. Each 'bubble' will be kept separate from all the others and children and adults stay with the same 'bubble' throughout the week. This will consist of Team 1 Staff 	<ul style="list-style-type: none"> ● Person to be isolated in a room until they can travel home. Door to be closed and a window open for ventilation and to use a different toilet (if possible). ● If in contact with an ill child/staff member, wash hands for 20 seconds after contact. ● School to inform parent/carer of child to collect asap. ● School to notify Directors and Cheshire East as appropriate. ● Appropriate cleaning to take place. ● If a member of staff or a child becomes ill they will be directed to follow NHS/ guidelines regarding isolation. ● If a person tests positive and was symptomatic whilst in school, anyone they have come into close contact with, must also self-isolate for 14 days and a risk assessment conducted to ascertain cleaning requirements. ● When available, staff to have access to test- trace if they have symptoms. 	

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	<p>Week 1 and Team 2 Staff Week 2, where possible.</p> <ul style="list-style-type: none">• No adults collecting and dropping off the children should enter the building.• Only designated classrooms/areas to be used, and designated outside areas.• No children to move beyond the designated areas unless accompanied by an adult.• Only 1 entrance (where possible), should be used for each group of children to enter and leave the building.• Key Worker children to use the main Academy entrance for drop- off. If times are different to your year group collection times, please use the main Academy entrance.• Staff to consider carefully equipment used to minimise spread of the virus with children having their own named pack which includes, pencils, etc.• Children to have their own named tray to store equipment.• Each bubble can have a limited amount of resources to share as long as the equipment is cleaned at the end of the day and not shared with other bubbles.• Children will require constant reminders about not touching their face, mouth and eyes.• Children to work at their own tables and away from each other as much time as possible and adults to follow the same principle – recommendation 2 metres/3 large steps.• Children to place coats on the back of their chairs.• Movement in classrooms and around the school to be restricted in order to reduce the risk of contact/cross-contamination.• Break & lunchtimes to be staggered to ensure the 'bubbles' are not mixing together/moving.• FSM children will be provided with a school lunch.• Parents/carers may purchase a school lunch for those children not eligible for FSM.• UIFSM (EYS, Yr1, Yr2) will be provided with a school lunch.	
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- Any packed lunches sent in from home must be in a disposable bag and any cutlery must be disposable.
- All meals will be eaten in the designated classroom areas.
- Tables to be sanitised after eating.
- Designated play areas to be used for each bubble and no mixing of groups is permitted.
- Avoid any close activities/playtime and social games that involve contact, i.e. Football.
- Sports equipment to be cleaned after use, wipe any equipment used
- All children to be supervised at all times, i.e. If children are both inside and outside then each area needs to be supervised.
- Handwashing at regular intervals (5x-6x) - on **entering** school, before and after each activity, after break times and on leaving school. Also, after sneezing or coughing, before and after handling or eating food, after going to the toilet.
- Tissues and hand sanitiser to be available in the rooms being used.
- Children to be encouraged to help keep their own area clean. The 'catch it, bin it, kill it' mantra will be stressed.
- Doors and windows to be kept open to increase ventilation.
- Teaching staff to be provided with face shields and gloves.
- All First Aiders and Paediatric First Aiders **MUST** use disposable aprons, gloves and face masks when undertaking any first aid duties or when a child has been sick etc.
- The equipment will be in the First Aid bags which are situated in the classroom/ areas.
- First Aid bags must to be sanitised each evening.
- Staff and children who have long hair are to tie this back.
- Rigorous cleaning programme to take in place throughout the day. Bins will be emptied throughout the day.
- Each classroom/bubble area to be thoroughly cleaned by a cleaning team at the end of every day.

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- Paper towels to be available by all sink areas and regularly re-filled.
- Cleaners daily to clean down areas including tables, chairs, door handles, surfaces and equipment where possible.
- All metal areas MUST be cleaned
- Using standard cleaning products to clean frequently touched objects and surfaces, railings, door and window handles. Desks and table tops, computer keyboard and mouse, telephones and bathroom facilities and iPads.
- First aider present each day within the timetable.
- Children with medical needs identified, i.e. inhalers
- Site Maintenance Officer (SMO) to open the building in time for staff and children to access the building at 7:15. To carry out duties as applicable, including bins and low level maintenance to ensure the site is safe.
- SMO to leave all doors propped open with the exception of fire doors and continue to sanitise any railing and door handles at least 3 times per day.
- Deliveries must be left (where possible), outside the main office door for the SMO to collect.
- Any adults who have permission to enter the building, should wear appropriate PPE.
- To lock up by 5.00pm.
- Only qualified kitchen staff with relevant qualifications for health and hygiene will access the school kitchen. Meals provided for those on site.
- Direction to appropriate advice – DFE/PHE/Government for any site user who falls into the vulnerable group list, to avoid contact where ever possible and minimise risk
- Safeguarding measures in place – designated person each day, record concerns on CPOMS, in touch with Designated Lead/SLT
- Emergency contacts for all children accessing provision.
- Social Worker contacts available for key children.
- Vulnerable children and/or those children involved with EHCP/Social Care –telephone contact, either

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	<p>fortnightly, weekly, or twice weekly as applicable</p> <ul style="list-style-type: none">● Additional information for STAFF● Staff to provide their own cup and utensils.● Staff to have responsibility to keep their break areas clean, tidy and free from dishes.● Nursery bubble staff will use the baby room for their rest area.● EYS bubble staff will use the Music Room for their rest area.● Yr 1 bubble staff to use the D & T Room for their rest area.● Key Workers bubble staff to use the Staff Room for their rest area.● Yr 6 bubble staff to use the Staff Room for their rest area.● Office Staff will use the large meeting room for their rest area.● Staff have been advised after working and on return home that they remove all clothing on entry to their home, have the washing machine door open, put clothes into machine without touching the doors, etc and then shower immediately.● Staff have been advised to go home and focus on themselves and family members. <ul style="list-style-type: none">● PLEASE SEE ATTACHED SHEET REGARDING DAILY MEASURES TO BE IN PLACE WHEN USING PLAY EQUIPMENT AND WORKING WITH CHILDREN	
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