

## 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.	31/3/20	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"> <li>● On entry to the building children must sanitise hands and go straight to the main hall.</li> <li>● No adults collecting and dropping off the children should enter the building.</li> <li>● Only 1/2 classrooms to be used, school hall and outside areas. No children to move beyond corridors</li> <li>● Only 1 entrance is used for children to enter and leave the building plus main entrance</li> <li>● Staff to consider carefully equipment used to minimise spread of the virus with children having their own named pack which includes, pencils, etc.</li> <li>● Children to work at their own desks and away from each other as much time as possible and adults to follow the same principle – recommendation 2 metres/3 large steps</li> <li>● Avoid any close activities/playtime and social games that involve contact, i.e. Football</li> <li>● Sports equipment to be cleaned after use, wipe any equipment used</li> <li>● All children to be supervised at all times, i.e. If children are both inside and outside then each area needs to be supervised</li> <li>● Handwashing at regular intervals - on entering school, before and after each activity, and on leaving school. After sneezing or coughing, before and after handling or eating food, after going to the toilet</li> <li>● Tissues to be available in the rooms being used and where possible open windows to increase ventilation</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> <li>● If in contact with an ill pupil/staff member, wash hands for 20 seconds after contact</li> <li>● School to inform parent/carer of pupil</li> <li>● School to notify Directors as appropriate as appropriate</li> <li>● Appropriate cleaning to take place</li> <li>● If a member of staff or a child becomes ill they will be directed to follow NHS/ guidelines regarding isolation</li> <li>● If a person tests positive and was symptomatic whilst in school, anyone they have come into close contact with, must also self-isolate and a risk assessment conducted to ascertain cleaning requirements</li> </ul>	

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- The equipment will be in the First Aid bag which is situated in the KS2 Orange Pod.
- First Aid bag must to be sanitised each evening.
  
- Staff and children who have long hair are to tie this back
- 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
- Cleaners daily to clean down areas including tables, chairs, door handles, surfaces and equipment where possible
- Using standard cleaning products to clean frequently touched objects and surfaces, railings, door and window handles. Desks and table tops, telephones and bathroom facilities and iPad's
- All cleaning staff use disposable clothing as appropriate
- Remove rubbish daily and safely
- First aider present each day within the timetable
- Children with medical needs identified, i.e. inhalers
- Site maintenance officer to open building in time for staff and children to access the building at 8am. 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 and continue to sanitise any railing and door handles at least 3 times per day.
- To lock up by 4.30pm
- Only qualified kitchen staff with relevant qualifications for health and hygiene will access the school kitchen. Meals provided for those on site
- Where serving meals, children/staff to sit at separate tables
- Those collecting sandwiches will be asked to stay 2 metres apart from outside of the kitchen area
- Direction to appropriate advice – DFE/PHE/Government for any site user who falls into the vulnerable

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	<p>group list, to avoid contact where ever possible and minimise risk</p> <ul style="list-style-type: none"><li>• A minimum of 2 staff on site each day, with a timetable in place for non-vulnerable staff on a 3 weekly rotation to provide one week on call/ 2 weeks off.</li><li>• Remember we are now a 'childcare' provider</li><li>• Safeguarding measures in place – designated person each day, record concerns on CPOMS, in touch with Designated Lead/SLT</li><li>• Emergency contacts for all children accessing provision</li><li>• Social worker contacts available for key children</li><li>• Vulnerable children and/or those children involved with EHCP/Social Care –telephone contact, either fortnightly, weekly, or twice weekly as applicable</li><li>• <b>PLEASE SEE ATTACHED SHEET REGARDING DAILY MEASURES TO BE IN PLACE WHEN USING PLAY EQUIPMENT AND WORKING WITH CHILDREN</b></li></ul>	
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### **Risk Assessment Notes for play equipment during Coronavirus School closure**

- Each child to be given a poly-pocket with a set of colouring pencils, a rubber, sharpener, writing pencil, pen and whiteboard marker. This should be put back in a named drawer to be transported to and from dining hall. (kept in dining hall at start and end of each day)
- iPads to be charged overnight each night. If a child chooses an iPad, it should be wiped with an antiseptic wipe before and after use, then kept in the child's named drawer for their use until the end of the day, when it should be wiped again and put on charge.
- Plastic coated outdoor cushions and foam mats **ONLY** to be used inside and outside, which should be sprayed with anti-bacterial spray and wiped before use every morning.
- Outside gym area and trim trail must be sanitised each before use and at the end of each day after use.
- Any resources handled by more than one child at a time (eg, Lego, small world play, reading books) cannot be used.
- Plastic toys may be placed in the water tray outside, which must be re filled with clean, warm soapy water at the beginning of each session. Toys such as jugs, plastic animals may be used in the same way

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- Plasticine/Playdough – any child wanting to play with it may be given a small amount of one colour, which is kept in their drawer when not being used, and disposed of at the end of the day.
- Paint brushes to be washed thoroughly with hot soapy water before and after use. One brush allocated to each child for the activity, then all brushes washed again in hot soapy water.
- Any fabric cushions, playmats, rugs, etc, **MUST NOT** be used. Children should sit on wipeable chairs.
- Ensure that children inside and outside are supervised at all times.
- Children may use the Key Stage toilets **closest to the classroom being used only**
- Children and adults to maintain 2 metres apart where at all possible and especially when sat at tables and in the dining hall. **(except from same family)**
- Staff to use main toilets by main hall and toilet next to Music/training room
- The staffroom can be used but only the designated area
- The small kitchen can be used by HT office
- **All office staff must sanitise work stations before and after use.**

**Everyone must adhere to these guidelines in order to keep everyone safe.**