

# TOWN CLOSE SCHOOL

## Risk Assessment

Area: Covid-19 Activate

Reference: RA103

### Information resources:

- Coronavirus / COVID-19: guidance for educational settings
- Coronavirus COVID-19 General Information for Schools – G464
- Health Organization (WHO) – COVID-19 Disease Outbreak -
- NHS Advice - [www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/)
- Public Health England COVID-19: cleaning in non-healthcare settings
- COVID-19: infection prevention and control (IPC)
- GOV.UK Preparing for wider opening of schools: a planning guide for primary schools -15 May 2020 & updates
- GOV.UK The planning guide for primary schools – 15 May 2020 & updates 15 June 2020
- GOV.UK Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak – 1 July 2020

## People Hazards Section

Categories of people who are  
at greater risk.

Assessment completed:  
July-2020

Date of Review:  
July-2020

## Premises and Utility Hazards Section

Premises hazards are related to the building itself where the design or structure creates a risk.

## Tasks & Activities

## Hazards Section

Tasks & activities that could  
cause harm and present a risk.

<b>Town Close School</b>		
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## Introduction:

The Prime Minister confirmed in his announcement on 23 June, that providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children can operate over the summer holiday; as such Town Close School will run the annual 'Activate' summer camp under the guidelines set out.

The circumstances may now be different but the core obligation to ensure "so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees" remains, as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated. In the school environment we have the same obligation to all our pupils.

This COVID-19 Activate risk assessment provides guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt thought and decision-making processes but with the normal caveat: that it is only up to date at the moment it is published. Risk assessments (and there may be a number for different age groups, buildings etc.) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. This document is to be used in conjunction with the standard Activate Risk Assessment covering all non COVID related hazards.

## Rationale:

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the School has for their whole community: pupils, staff, parents, governors and visitors.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the leader and child relationship", and "the employer and employee relationship". With COVID-19 Activate will have to make difficult and timely decisions in order to fulfil this duty to their pupils, parents, staff and visitors.

The test when considering whether a duty has been properly discharged is "what would a reasonable person have done, or not done, in the circumstances of this particular incident?" We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.

The Government requires Town Close to work through the hierarchy of measures set out below, implementing protective measures including:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is important to note that the COVID-19 risk assessment is a working document and alterations will be made regularly as operational issues come to light.

<b>Town Close School</b>		
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Hazard	Hazardous event	Who is at risk	Risk Control Measures			
			What is to be done	Who is to do it	When is it to be done	Where is the supporting documentation located
<b>Premises, Utility and Physical Hazards</b>						
A.1. Activate	Spread of virus	All	<p>1.1. The Prime Minister confirmed in his announcement on 23 June, that providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children can operate over the summer holiday, subject to the science and with safety measures in place. Adjustments to the current measures for these providers will be part of Step 3 of the recovery strategy (from 4 July).</p> <p>1.2. On 1 July GOV.UK published guidance for community activities, tuition, holiday clubs or after-school clubs. The remainder of this document highlights the key controls put in place to ensure this is done safely, as far as reasonably practicable, and within the GOK.UK guidance.</p> <p>1.3. The guidance states that if the holiday camp is classroom-based, TCH should find the Department for Education's 'Planning guide for primary schools' document. Accordingly Activate staff will, where possible, minimise contact between different groups of children, and between adults. This will be managed through the creation of 'bubbles' of children discussed later in this document.</p>	<p>GOV.UK</p> <p>Activate staff</p>	<p>1 July 2020</p> <p>Ongoing during camps</p>	<p>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Published 1 July 2020</p>
A.2. Classroom areas	Spread of virus	All	<p>2.1. The Course Director and Assistant Bursar have discussed and confirmed the following rooms for use during Activate:-</p> <ul style="list-style-type: none"> <li>• Prep – Junior corridor, ground floor boy's toilets, first floor female toilets, dining hall, sportshall and playground toilets.</li> <li>• Pre Prep – Nursery and toilets, dining hall, reception toilets and Oak classroom.</li> </ul> <p>These classrooms have then been set up to seat the maximum number of 15 pupils as directed in the updated DfE guidance.</p>	<p>Course Director/ Assistant Bursar</p> <p>Teaching staff</p>	<p>July 2020</p> <p>Summer term</p>	

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			<p>2.2. The adherence to classroom social distancing is monitored by the Activate staff and this is reinforced via the Course Director.</p> <p>2.3. The best possible room 'design' for each class space has been achieved.</p> <p>2.4. Where desks are used, pupils are spaced as far apart as possible. This is best achieved with children sat at either end of tables rather than side by side.</p> <p>2.5. Teaching staff have cleared all surfaces and desks to ensure easy, hygiene cleans can take place prior to the end of term. This is monitored to ensure compliance regularly.</p> <p>2.6. Where possible outdoor spaces will be used.</p> <p>2.7. Children will remain in the same classroom for all indoor bubble activities to reduce the movement around and the same Leader will remain with each bubble for the duration of the week.</p>	<p>Course Director</p> <p>Course Director/ Assistant Bursar</p> <p>Course Director/ Assistant Bursar</p> <p>Teaching staff</p> <p>Course Director</p> <p>Course Director</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Summer term</p> <p>Ongoing</p> <p>Ongoing</p>	
A.3. Waste Management	Incorrect disposal of rubbish including tissues	All	3.1. See full COVID 19 – Phased return to School Risk Assessment for information on how cleaners will deal with waste.	Assistant Bursar	July 2020	RA102 – Phased return to School GOV.UK COVID-19 cleaning in non-healthcare settings
A.4. PPE	Spread of virus between tasks	Staff	4.1. See full COVID 19 – Phased return to School Risk Assessment for information on PPE.	Assistant Bursar	July 2020	As above
A.5. Library and Read Hall	Shared resources causing cross contamination	All	5.1. The library and Read Hall space will not be allocated to a bubble. Both spaces will be used as additional break out areas if required and cleaned accordingly. The cleaning of the library and classrooms will be completed in accordance with the current regime. See B.5. for full details.	Cleaning staff	Ongoing	GOV.UK COVID-19 cleaning in non-healthcare settings
A.6. Swimming pool	Intimate/ close contact between staff and pupils	Activate leaders / Pupils	6.1. Current GOV.UK Guidance prohibits swimming pools from opening at this time. The TCH pool will remain closed until further notice.	Asst Bursar	Ongoing	PWTAG Swim England Return to the pool-

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			<p>6.2. Although the pool, as a chlorine based environment, is safe, as chlorine products kill coronavirus, there are numerous hazards related to swimming pools for which the guidance is still changing daily.</p> <p>6.3. Prior to reopening, TCH will complete a full risk assessment looking at the specific hazards this area causes including:-</p> <ul style="list-style-type: none"> <li>• Children coughing and spluttering in the pool water</li> <li>• The close contact between staff members in the water and children swimming</li> <li>• The close contact involved with helping the youngest children to get changed.</li> <li>• Measures required by returning to the pool.</li> </ul> <p>6.4. Of national reopening of swimming pools takes place prior to the end of Activate the Bursary will review all relevant documentation.</p>	<p>Assistant Bursar</p> <p>Assistant Bursar</p> <p>Assistant Bursar</p>	<p>Ongoing</p> <p>When required</p> <p>When required</p>	<p>Guidance for operators v3 Swim England Return to the Pool- Guidance for clubs</p>
A.7. Changing rooms and sports hall	Congested area causing lack of social distance	Pupils	<p>7.1. 'Bubble' group management means that use of the changing rooms is not reasonably practicable, children attending Activate will therefore wear 'active wear' daily to prevent the need to change.</p> <p>7.2. Activity sessions using the sports hall will be completed in bubble groups only. Bubbles will not be mixed inside the sportshall.</p> <p>7.3. Any equipment used will be separated into bubble groups or cleaned between uses. Cleaning equipment will be the responsibility of the group leader.</p> <p>7.4. A chemical kit has been provided in the sports office including work instructions for the safe use of sanitisers.</p> <p>7.5. External hirers of the sports hall have been cancelled until further notice.</p>	<p>Children</p> <p>Activate leaders</p> <p>Activate leaders</p> <p>Assistant Bursar</p> <p>Assistant Bursar</p>	<p>Ongoing</p> <p>Ongoing</p> <p>When used</p> <p>When required</p> <p>Until further notice</p>	

<b>Town Close School</b>		
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A.8. Dining hall (Prep)	Congested area causing lack of social distance	All	8.1. The Pre Prep dining hall is closed. 8.2. See B.4. for full details on the dining experience	Course Director/ Assistant Bursar	Daily	
A.9. Emergencies Inc. fire	Lack of social distance during evacuation	All	9.1. Buildings to be evacuated according to the normal procedure during phased return. 9.2. Social distancing will be monitored and ‘bubbles’ separated by a larger distance than the normal when lining up.	Course Director  Activate Leaders	If required  If required	Standard TCH Fire Policy
A.10. Toilets	Congested area causing lack of social distance	All	10.1. The out-of-school settings guidance states it is not necessary for each bubble to use a separate toilet. 10.2. Leaders should make the effort to ensure children do not use the toilets in groups during sessions or congregate in these areas. 10.3. See B.1. for hand hygiene measures.	Course Director  Activate Leaders	Daily  Daily	Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak

<b>Town Close School</b>		
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<b>Reference: RA103</b>	<b>Reviewed by: Richard Walker</b>	<b>Assessment Date: 08/07/2020</b>

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<b>Tasks &amp; Activities</b>						
B.1. Hand washing / Hygiene	Ineffective hand washing causing the spread of the virus	All	<p>1.1. All staff must follow the government guidelines and direct pupils to follow those which apply to them:-</p> <ul style="list-style-type: none"> <li>Wash hands thoroughly (for at least 20 seconds) and often with soap and water, especially after coughing and sneezing or before eating or if you have been touching surfaces that many other people will have touched</li> <li>Avoid touching your eyes, nose or mouth, especially with unwashed hands.</li> <li>Cover nose and mouth when coughing or sneezing. Use your elbow or a tissue rather than your hands.</li> <li>Use disposable tissues and throw them away after use. See Catch it, Bin it, Kill it campaign.</li> <li>Clean off surfaces with alcohol - or chlorine-based - disinfectants.</li> <li>People who feel unwell should stay at home and should not come into school.</li> </ul> <p>1.2. Staff will regularly discuss hand washing and monitor good hygiene practices.</p> <p>1.3. The importance of good hand hygiene will be recapped with pupils at the beginning of each week's camp.</p> <p>1.4. All junior classrooms have an individual sink for handwashing located in the classroom. Using this facility in bubbles will reduce the crossover of bubbles in toilets.</p> <p>1.5. Handwashing stations have been added around the school in the following locations:-</p> <ul style="list-style-type: none"> <li>Outside the Dearnaley Building main doors x1 for washing</li> </ul>	<p>All</p> <p>Activate Leaders</p> <p>Activate Leaders</p> <p>Activate Leaders</p> <p>Maintenance staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Monday's during camps</p> <p>Ongoing</p> <p>Daily</p>	<p>GOV.UK Preparing for wider opening of schools: a planning guide for primary schools</p>

<b>Town Close School</b>		
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			<ul style="list-style-type: none"> <li>• Outside Pre Prep main doors x 2</li> </ul> <p>1.6. Hand sanitiser stations have been added to:</p> <ul style="list-style-type: none"> <li>• The Nest</li> <li>• Pre Prep main door</li> <li>• Dearnaley main entrance</li> <li>• The Read Hall main entrance</li> <li>• The Front Office – Visitor sign in</li> </ul> <p>1.7. Signage is present around the buildings and in critical areas (toilets – pupil/ staff) to promote awareness of hand washing, improved hygiene and social distancing.</p>	Assistant Bursar	July 2020	
				Assistant Bursar	May 2020	
B.2. Food preparation	Hygiene standards	All	2.1. See full COVID 19 – Phased return to School Risk Assessment for information on food preparation during COVID outbreak.	Assistant Bursar	May 2020	RA102 – Phased return to School
B.3. Cleaning	Poor hygiene measures during virus outbreak  Poor safety measures risking increased exposure to cleaning staff	All  Cleaners	<p>5.1. All frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day.</p> <p>5.2. See W1.3 Activate – Cleaning requirements for full details.</p> <p>5.3. TCH has robust cleaning systems in place to ensure a high standard of cleanliness across the school.</p> <p>5.4. TCH ensures that the normal cleaning regime follows best practice infection control advice and includes regular cleaning and disinfection of hand contact points such as tables, handles, computer equipment, door push pads, stair rails, toys etc.</p> <p>5.5. Coronavirus symptoms are similar to a flu-like illness and include cough, fever, shortness of breath or a loss of smell and/or taste. Once symptomatic, all surfaces that a suspected case has come into contact with must be cleaned using detergents and disposable cloths, according to current recommended workplace legislation and practice.</p>	Cleaning staff  Asst Bursar/ Cleaning staff Asst Bursar/ Cleaning staff  Asst Bursar/ Cleaning staff	Ongoing  July 2020  Ongoing  Ongoing	All working instructions, memos, emails and notices sent to the cleaning staff are available in the Bursary.



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		<p>These include:</p> <ul style="list-style-type: none"> <li>All surfaces and objects which are visibly contaminated with body fluids</li> <li>All potentially contaminated high-contact areas such as toilets, door handles, telephones</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.</p>	Asst Bursar/ Cleaning staff	Ongoing	
		5.6. See sections C.1. – C.3. For information on cleaning after a potential outbreak.	See C.1- C.3.	When required	
		5.7. Where there are soft surfaces that are contaminated, or have been in high contact, these should be steam cleaned.	Cleaning staff	When required	
		5.8. No special protective equipment is needed for the person undertaking the cleaning other than that which is normally worn whilst using cleaning chemicals, but the equipment used should be disposable, as a minimum this will be disposable gloves and apron. The waste from cleaning should be treated as above.	Asst. Bursar	When required	
		5.9. If possible, the area should be closed off and left for 72 hours before cleaning.	Asst Bursar	Ongoing	
		5.10. Various communications relating to processes for infection control have been issued to cleaning staff.	Asst Bursar	Ongoing	
		5.10 Cleaning equipment and products have been secured so that they are under the Asst Bursar's control within the school. Supplies for key products have now returned and the school has sufficient back stock to last until the end of summer term without deliveries, should supply become an issue over the coming weeks.	Asst Bursar	Ongoing	
		5.11 A stock check system for cleaning supplies has been developed to enable close monitoring.	Asst Bursar	Ongoing	

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			<p>5.12 Avoid creating splashes and spray when cleaning.</p> <p>5.11. Any cloths and mop heads used must be disposed of and should be put into waste bags.</p> <p>5.12. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.</p> <p>5.13. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p>	<p>Cleaning staff</p> <p>Cleaning staff</p> <p>Cleaning staff</p> <p>Cleaning staff</p>	<p>When required</p> <p>When required</p> <p>When required</p> <p>When required</p>	
B.4. Dining  Eating and drinking	Poor adherence to hygiene standards	All	<p>6.1. The following changes have been made during service to improve social distance:-</p> <ul style="list-style-type: none"> <li>• Pre Prep Activate children will eat early, in a separate sitting to the Prep aged children.</li> <li>• Spreading services and using additional seating area will improve social distance.</li> <li>• This will also allow for sanitation of tables between sittings.</li> <li>• Social distance markers are present on the floors and corridor for queuing.</li> </ul> <p>6.2. The school marquee and picnic tables are available for additional dining capacity.</p> <p>6.3. Within the Prep dining hall 5 pupils (or 4 pupils and 1 adult) will be permitted on each table to ensure good social distancing.</p> <p>6.4. On the picnic tables outside, 4 people may sit at each table.</p> <p>6.5. Pupils have been asked to bring a water bottle to school to refill, the water fountain by the Dearnaley block is on to allow for bottle filling and they can fill bottles in their rooms.</p>	Course Director	Always	Week 5 Summer Term Phased Re-opening Plan letter
B.8. Coronavirus reporting	Incorrect report to HSE	Bursary	8.1. The HSE has updated guidance and in certain circumstances potential or actual exposure to coronavirus is now reportable. This relates to occupational exposure and falls into three areas:	Report to be made by Bursary / Course Director	If required	HSE website

<b>Town Close School</b>		
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			<ul style="list-style-type: none"> <li>• When an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• When a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> <li>• When a worker dies as a result of occupational exposure to coronavirus.</li> </ul> <p>8.2. In category 1 the HSE gives an example of a dangerous occurrence being a lab worker accidentally smashing a glass vial containing coronavirus, leading to people being exposed. This is not a risk for TCH.</p> <p>8.3. In category 2 the HSE gives an example of work-related exposure to coronavirus being a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19. This would include a teacher looking after a child who is confirmed at a later stage of having COVID-19 and therefore is possible at School.</p> <p>8.4. In category 3, if someone dies as a result of a work-related exposure to coronavirus and this is confirmed then it must be reported as soon as is practical and within 10 days of the death.</p>			
B.10.Pick up and Drop off	Lack of social distance	Pupils/ TAs	<p>10.1. Changes to drop off and pick up routines will be required and will be managed.</p> <p>10.2. Signage will be used to communicate with parents about where and when they should drop off and pick up their children. This has been communicated in the Activate parent info letter by the Course Director.</p> <p>10.3. Pre-prep, children should be dropped off outside the Pre-Prep foyer (car park side) and will be taken directly to their bubble room/area.</p>	Course Director  Course Director  Parents	Daily  End of day  Daily	

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			<p>10.4. Pre Prep children can be picked up either from the Pre-Prep before 4.45pm or after that from the Marquee on the Front Lawn, following the one way system please.</p> <p>10.5. Prep children should be dropped off outside the Dearnaley building and they will also go straight to their group room bubble.</p> <p>10.6. Children in the Prep can be picked up from outside the Dearnaley building until 5.00pm and after that from the Marquee on the front lawn please up until 5.30pm.</p> <p>10.7. Please see appendix 1 – Pick up arrangements - Activate.</p> <p>10.8. Parents collecting on foot will use the normal roadway to collect their child from the playground gate.</p> <p>10.9. Children will wash their hands as soon as they enter the buildings or at one of the additional washing points outside.</p> <p>10.10. Parents will not be permitted to congregate at pick up and will not be permitted to enter any buildings.</p>	<p>Parents</p> <p>Parents</p> <p>Parents</p> <p>Parents</p> <p>Parents</p> <p>Parents</p> <p>Activate staff and children</p> <p>Parents</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	
B.11. First Aid	Lack of social distance	First Aider/ Injured person	<p>14.1. At time of writing there are no formal updates relating to First Aid from the Government, Resuscitation Council or HSE.</p> <p>14.2. TCH first aiders will continue to offer first aid when required, no additional PPE is required.</p> <p>14.3. As a precaution, face shields have been added to the two main school first aid kits in case of CPR being needed.</p> <p>14.4. Further information on dealing with First Aid was circulated to all staff covering the following:-</p> <ul style="list-style-type: none"> <li>• risks to yourself and others</li> <li>• keeping yourself safe</li> <li>• Providing First Aid – good practice</li> </ul>	<p>Asst Bursar</p> <p>First Aiders</p> <p>Asst Bursar</p> <p>Asst Bursar</p>	<p>07.07.20</p> <p>When required</p> <p>22.05.20</p> <p>20.05.20</p>	

<b>Town Close School</b>		
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			<ul style="list-style-type: none"> <li>• Choking</li> <li>• Adult CPR (sudden collapse)</li> <li>• Paediatric casualty CPR</li> <li>• Regurgitation of stomach contents</li> </ul>			
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<b>People Hazards</b>						
C.1. Shielded and clinically vulnerable adults	Infection	Individual	<p>1.1. The Bursar has collated a list of staff who have self-identified as being at a higher risk. This list is available to SMT and the managers of these individuals are aware. All members of staff who have received a government letter were asked to highlight this to the Bursar.</p> <p>1.2. No members of Activate staff are deemed clinically vulnerable.</p> <p>1.3. One member of staff working Activate lives with a clinically vulnerable member of family. This member of staff has an individual risk assessment.</p>	<p>Bursar</p> <p>Bursar</p> <p>Assistant Bursar</p>	Record kept within Bursary and updated when required	Bursary/ SMT one drive
C.2. Shielded and clinically vulnerable children			<p>2.1. Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield.</p> <p>2.2. No clinically vulnerable children are booked onto Activate at time of writing.</p>	GOV.UK		
C.3.Children, or staff become unwell	Believed they have been exposed to COVID-19	All	<p>3.1. If someone becomes unwell, specifically with the symptoms of COVID-19, develops a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the guidance for households with possible coronavirus infection.</p> <p>3.2. During Activate the unwell person will be removed to an area which is at least 2 metres away from other people and provided with a bin bag to dispose of used tissues. They will be placed in one of the two sick bays until they are collected which means they can be isolated behind a closed door. If it is possible a window will be opened for ventilation.</p>	<p>Unwell person</p> <p>Unwell person</p>	When required	NHS Advice

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		<p>3.3. While individuals wait to be collected, they should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin bag.</p> <p>3.4. If they need to use the toilet whilst waiting for assistance, they should use the sick bay toilets which will then be sanitised afterwards.</p> <p>3.5. A used bin bag should be tied, bagged again and tied.</p> <p>3.6. Once a symptomatic person has left the school for treatment or self-isolation, all surfaces that the person has come into contact with must be cleaned using disposable cloths and a cleaning/disinfectant solution at a dilution of 1000 parts per million available chlorine including:</p> <ul style="list-style-type: none"> <li>• All hard surfaces, floors and chairs in the room they were moved to</li> <li>• All surfaces and objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones</li> <li>• Public areas where the person has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.</li> </ul> <p>3.7. If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves.</p> <p>3.8. If a pupil or member of staff who has been in school tests positive for COVID-19 the rest of their class or group and any teachers who have been in contact with them should be sent home and advised to self-isolate for 14 days. The other household members of that wider bubble do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>	<p>When a person is unwell</p> <p>Individual</p> <p>Cleaning staff</p> <p>Cleaning staff</p>	<p>When required</p> <p>If required</p> <p>If required</p> <p>If required</p>	
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C.5. Activate staff	Spread of virus/ Mental wellbeing	All	<p>5.1. Staff have been supplied with information relating to the 'Principles for staff' as below:-</p> <ul style="list-style-type: none"> <li>Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible.</li> <li>Clean your hands more often than usual – wash for at least 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> <li>Use the 'catch it, bin it, kill it' approach.</li> <li>Avoid touching your mouth, nose and eyes.</li> <li>Help your bubble to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc.</li> <li>Prevent your bubble from sharing equipment and resources (like stationery).</li> <li>Keep your classroom door and windows open, if possible, for air flow.</li> <li>Limit the number of children from your bubble using the toilet at any one time.</li> <li>Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.</li> </ul>	Course Director	Prior to start of Activate weeks	GOV.UK Preparing for wider opening of schools: a planning guide for primary schools
C.6. Parents	Spread of virus	All	<p>6.1. Parents should come into school buildings only when strictly necessary, and ideally only one (unless for example, an interpreter or other support is required).</p> <p>6.2. The Course Director will carry an emergency contact telephone if required. Details will be provided on booking.</p> <p>6.3. Pick up and drop off will take place outside. See B.10.</p>	<p>Course Director</p> <p>Course Director</p> <p>Course Director</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>GOV.UK Preparing for wider opening of schools: a planning guide for primary schools</p> <p>Activate Parent information letter</p>



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C.7. Child or member of staff who tests positive	Spread of virus	Children/ Staff	7.1. When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days and asked to access a test.	SMT	If required	Coronavirus (COVID-19): implementing protective measures in education and childcare settings  Updated 7 July 2020
			7.2. All staff and children who are attending Activate will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.	SMT	If required	
			7.3. Where the child or staff member tests negative, they can return to the camp.	SMT	If required	
			7.4. If staff have coronavirus or are advised to stay at home, they can request an 'isolation note' by visiting NHS 111 online, rather than visiting a doctor. For coronavirus cases this replaces the usual need to provide a 'fit note' (sometimes called a 'sick note') after 7 days of sickness absence.	NHS/ Staff member	If required	
C.8. Child and members of staff who have been in contact with someone who tests positive	Spread of virus	Children/ Staff	8.1. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. See above.	SMT	If required	Coronavirus (COVID-19): implementing protective measures in education and childcare settings  Updated 7 July 2020
			8.2. Where the child or staff member tests positive, the rest of their bubble, including the Course Instructor and Group leader should be sent home and advised to self-isolate for 14 days.	SMT	If required	
			8.3. All children and staff, and their families, will also have access to testing if they display symptoms. This will enable children and staff to get back to school if they test negative, and if they test positive a test and trace approach can be taken.	SMT	If required	
			8.4. If other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise school on the most appropriate action to take.	Public Health England	If required	
			8.5. A large number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole bubble.	Public Health England	If required	

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			8.6. To prevent this happening close adherence to guidance on infection prevention and control will reduce risk of transmission and ensure closure of the whole setting will not generally be necessary.	Activate staff	Ongoing	
C.9. Pre Prep Activate bubbles	Lack of social distance	Children/ Staff	<p>9.1. There will four pre prep Activate bubbles. Each 'bubble' will have no more than ten children.</p> <p>9.2. Each 'bubble' will be allocated a learning space. These spaces are as follows:-</p> <ul style="list-style-type: none"> <li>• Oak classroom</li> <li>• Robin classroom</li> <li>• Blackbird classroom</li> <li>• Dining hall</li> </ul> <p>9.3. Bubbles will play on a rotation basis in the following areas:-</p> <ul style="list-style-type: none"> <li>• Outdoor classrooms</li> <li>• Tyre area</li> <li>• Playground</li> <li>• Play equipment</li> </ul>	<p>Course Director</p> <p>Course Director</p> <p>Course Director</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	
C.10. Prep Activate bubbles	Lack of social distance	Children/ Staff	<p>10.1. There will four prep Activate bubbles. Each 'bubble' will have no more than fifteen children.</p> <p>10.2. Each 'bubble' will be allocated a learning space. These spaces are four of the junior corridor classrooms – Rooms 3, 4, 7 and 8.</p> <p>10.3. Bubbles will play on a rotation basis in the outdoor prep areas, based on the Front Lawn / Woodland areas.</p>	<p>Course Director</p> <p>Course Director</p> <p>Course Director</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p>	