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| Location:<br><b>Heathcote Primary</b>  | Risk Assessment Reference:<br><b>Covid 19 Heath</b> |
| Date of Assessment: 9.11.20  | Risk Assessor: Pete Collins                         |
| People involved in making this assessment:<br>1) Lead Coach,<br>2) Pete Collins  |   |
| Task/ Process:<br><br>Teaching in schools while preventing spread of infection   |   |
| People at Risk :<br>1) Onside Employees,<br>2) School staff<br>3) Children & Young Persons<br>4) Parents / carers  |   |
| Hazard: arriving at the school (Pupils, staff, visitors, and the public becoming infected with COVID-19)   |   |
| Control Measures:<br>1. Coach to make sure they are familiar with any school specific procedures for entry/exit<br>2. All equipment must be clean/sterilised before being taken into school.<br>3. Hand sanitiser to be used on entry to school<br>4. Mask / visor to be worn if necessary |   |
| Hazard : registration (Pupils, staff, visitors, public becoming infected with COVID-19)  |   |

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| Control Measures:   |  |
| <ol style="list-style-type: none"> <li>1. Maintain social distance from children as much as possible</li> <li>2. Keep time in classroom to a minimum</li> <li>3. Wear a mask or visor as appropriate</li> <li>4. Ensure windows are open (also open doors provided this does not create any safeguarding or health and safety risks) to create maximum ventilation</li> <li>5. Sanitise hands after touching any screens or other items to complete register</li> </ol>   |  |
| Hazard : changing into /out of pe kit      "Pupils and staff becoming infected with COVID-19"   |  |
| Control Measures:   |  |
| <ol style="list-style-type: none"> <li>1. Where possible children come to school in kit so they don't need to change</li> <li>2. Maintain social distance from children as much as possible</li> <li>3. Keep time in classroom to a minimum</li> <li>4. Wear a mask or visor as appropriate</li> <li>5. Ensure windows are open (also open doors provided this does not create any safeguarding or health and safety risks) to create maximum ventilation</li> <li>6. If possible coach to supervise outside changing area (if not possible stand in the most well ventilated area of the changing space)</li> <li>7. If children require support with shoe laces etc. encourage them to seek help from another child in their bubble or a member of school staff working in their bubble. If coaches have to tie laces ppe should be worn and hands sanitised immediately afterwards.</li> </ol> |  |
| Staff safety - social distancing (staff and public becoming infected with COVID-19)   |  |
| <ol style="list-style-type: none"> <li>1) You should familiarise yourself with the government guidance on working safely during coronavirus (COVID-19) and ensure that you have put in place measures to create a safe environment for the staff and children attending your session.</li> <li>2) All staff familiarise yourself with the school, know where space may be an issue.</li> <li>3) Give your self more time for set up and pack away</li> <li>4) Use masks / visors as appropriate</li> <li>5) Sanitise hands regularly and follow social distancing guidance</li> <li>6) Limit sharing of equipment / devices on site</li> </ol>  |  |
| Hazard : working with multiple bubbles. (Pupils and staff becoming infected with COVID-19)  |  |
| Control Measures:   |  |

1. Avoid sharing equipment between bubbles where possible, if equipment needs to be shared it must be cleaned between sessions
2. Ensure hands are sanitised between sessions with different bubbles
3. Ask children to sanitise hands at the beginning and end of each session
4. Ensure bubbles stay in their own designated areas, if using a shared space minimise contact with door handles etc. and wipe down after session

**Hazard : indoor social distancing general practice. (Pupils and staff becoming infected with COVID-19)**

**Control Measures:**

1. Social distancing measures of 2 meters must be observed at all times between groups and children where possible
2. Staff not to enter unspecified rooms
3. staff to sanitise hands prior to entering any room.
4. try to limit adults in a room at one time.
5. Hand sanitiser to be carried in case it is unavailable in the school building and used before touching any equipment.
6. Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed by staff and they must use hand sanitiser after touching
7. Limit movement around the building or facility as much as possible
8. leave as many doors open as possible to minimise contact but must not compromise child safety.
9. Masks and visors can be worn if the 2 metre distance has to be broken
10. Limit time indoors to 15 minutes or less wherever possible

**Hazard : activities and games ((Pupils and staff becoming infected with COVID-19)**

**Control measures:**

Children are in bubbles so less risk but:

1. still reinforce social distancing wherever possible
2. Still encourage minimal sharing of equipment
3. All children sanitise hands before and after each activity
4. Any equipment used should be sanitised after / before another group uses it. Separate equipment for each bubble wherever possible
5. Minimise use of bibs (sharing bibs is discouraged)
6. If a child coughs or sneezes into their hands during an activity remind them to go and wash hands.

**Hazard: Individual showing Covid-19 symptoms (Pupils and staff becoming infected with COVID-19)**

All staff made aware of Covid19 symptoms and what to look for e.g. high temperature, new persistent cough, loss of taste or smell

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| <ol style="list-style-type: none"> <li>1. Anyone suspected of having Covid-19 symptoms to be immediately removed from any group</li> <li>2. Make sure you are aware of where school isolation space is located and procedure for isolation</li> <li>3. Any staff member dealing with an individual showing symptoms must wear appropriate ppe, keep as much distance as possible and limit time of exposure.</li> <li>4. Any staff member must wash hands after contact with an individual showing symptoms or anything they have been in contact with.</li> <li>5. Where possible staff members will not return to a bubble after dealing with an individual showing symptoms.</li> <li>6. Any staff member who has been in contact with an individual showing symptoms must wash all clothes etc. after contact.</li> </ol> |                        |
| Hazard: Administering first aid (close contact) (staff member becoming infected with COVID-19)  |                        |
| <ol style="list-style-type: none"> <li>1. Where possible ask school staff to administer first aid</li> <li>2. Staff member to use mask, visor and gloves when administering first aid.</li> <li>3. Contact time kept to a minimum where possible</li> <li>4. Staff member to wash hands after administering first aid</li> <li>5. Safety of children prioritised, delivery of first aid to be kept in line with standard first aid procedures</li> </ol>  |                        |
| Hazard: collection- end of day (Pupils and staff becoming infected with COVID-19)   |                        |
| <p>Control Measures:</p> <ol style="list-style-type: none"> <li>1. Ensure you are aware of all dismissal times and procedures for classes</li> <li>2. Maintain distance from any adults collecting</li> <li>3. Remind / Reinforce school rules if necessary with adults collecting children</li> <li>4. Mask / visor to be worn during collection period</li> <li>5. Children to wash / sanitise hands at the end of the day before leaving</li> </ol>  |                        |
| Review Date: September 2021   | Reviewer: Pete Collins |

Documents Associated with this Risk Assessment:

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