

# Alex Park Democratic School



## Risk assessment COVID-19

Date: 10/06/2020

Number of adults in the building: 25

Number of children in the building: Maximum of 100 in the whole building. Maximum of 15 in the School.

Age ranges of children: 0-11 across the building. 5-11 in the School.

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### Risks and hazards:

**\*Contracting COVID-19 by lack of hygiene.**

**\*Children getting ill with COVID -19 and passing it to children and parents.**

**\*Staff getting ill with COVID-19 and passing it to children and parents.**

**\*Congregation of people in the building.**

**\*Return of staff and children after isolation period.**

The risk of infection depends on many factors:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting
- the number of people congregated in one place with social distance
- after the 1<sup>st</sup> June it is no longer necessary for parents of eligible children to keep them at home if they can. In particular, as per the existing guidance on vulnerable children and young people, vulnerable children and not vulnerable children are expected and encouraged to attend educational provision where it is appropriate for them to do so.

### What can be done to reduce the risks?

- Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others.
- From the week beginning 22nd June, (Wednesday 24th June), all children can return to the school on Wednesdays, Thursdays and Fridays.
- The school group will remain together as there is a maximum of 15 children in the classroom at any given day.
- The school group will keep separated from the rest of the children in the early years provision at all times, in order to follow the bubble model that is also being followed in the nursery and kindergarten.
- Ensure that the same staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. This includes any support staff. We will plan the supervision of the room to avoid the use of support staff from other rooms. If we use support from the kindergarten staff to supervise the children, this must be done at a safe 2 meters distance. If at any time this cannot happen (i.e. A child gets hurt or needs reassurance or first aid from an adult who are not the usual school staff) then this event needs to be noted so, in the event of a COVID19 case arises in either group where that adult has been involved with, all the groups and that adult can go on isolation for 2 weeks.
- If staff, young people or children become unwell on site with a new, continuous cough, a loss of, or change in normal sense of taste or smell (anosmia) and a high temperature they should be sent home. While waiting to be picked up they should stay in Staff Room designated area in case Covid-19 symptoms.
- When used as a designated area for a possible COVID19 case with symptoms, Staff must not enter the staff room. The staff room must be thoroughly disinfected after being used by a potential COVID19 case.

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- To clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products. Staff to follow Disinfecting Cleaning Rota every hour (outdoors-play area, rooms, staff room, toilets) and in between changes of groups. Avoid use of objects and areas by multiple groups simultaneously.
- Clean objects and areas after each group move to another area or swap with the other group.
- A housekeeper to be responsible to clean every hour and when it's needed.
- Children cannot be allowed to take toys or resources home or bring them from home.
- Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Each adult to have their own pen and stationery. Children must have their own set of stationery.
- Children to occupy the same place at the tables in the room at all times keeping a 2 metre distance between them.
- Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues.
- Outdoor activity in our outdoor space should continue. However, we should follow the latest government advice and avoid using public spaces if necessary. If use of public spaces is allowed, we should use the park as much as possible as the setting for learning activities, as research shows that the virus is less likely to spread in open spaces.
- Consider how children arrive to our setting and advise parents to reduce any unnecessary travel on coaches, buses or public transport.
- Ensure class/outdoor spaces sizes reflect the numbers of teaching staff available and are kept as small as possible.
- Stagger lunch times, break times and the movement of children/staff to reduce children/staff gathering in corridors and common areas such as the hall or the atelier.

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## Limiting spread of coronavirus (COVID-19)

### Procedures to help to reduce the spread of coronavirus (COVID-19) in our centre:

#### CHILDREN DROP OFFS AND PICK UPS:

- School children to access the building through the wooden gate that gives access directly to their outdoor area. This gate is at the back of the building and can be accessed by walking through the Montgomery House car park.
  - Teachers will be waiting at the gate to welcome the children at 9am.
  - Parents must not enter the play area.
  - Parents should not gather in the car park.
  - If several children are arriving at the same time parents must remain at 2 hours distance from each other at all times.
  - If parents arrive later than 9am and the gate is closed. Parents can ring the bell and a teacher will come to the gate. Before ringing the bell parents must use the hand sanitiser provided at the gate and use the hand sanitiser again after ringing the bell.
  - If there is not answer to the bell, parents can ring 0161 226 8080 to warn staff that they are waiting outside.
- The main door will be for Babies. Parents ring usual Blue Rider door bell at the main entrance to the building next to reception area.
- Art Brut and Fluxus children to access the building from green garden gate at the end of the entrance path. Parent's ring temporary bell at the gate to let teachers know that they are waiting. Parents must check first if an adult is in the garden to let their child in and only go to reception to let the receptionist know that they are there if nobody is outside.
- Kindergarten children to access the building from gate at the side of the building, directly in front of Kindergarten room. Ring temporary door bell. If nobody is around the door, parents should ring the phone on 0161 226 8080 to warn staff that they are waiting for their child.

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## Welcoming the children at school:

- one member of staff will welcome the children at the door use hand sanitizer before and after opening the door and disinfect the door handle. Children have to wash their hands straight away and staff will take the children's temperature. If it is higher than 37.5 we are to call the parents to collect the child.
- Parents are encouraged to stay at the door and not enter the building during dropping and collection time of the children. Parents should not congregate at the door and should keep 2 metres distance from each other.
- Ensure the area is clear of hazards where the parents will arrive to drop the children at the school.

## **Staff access and movements around the building:**

- Staff to wait at designated lines whilst waiting at the entrance the building before starting shifts and before leaving the building.
- Staff to use hand sanitizer placed in the porch of our building before entering the building and after leaving the building.
- Staff can wear an overall provided by the school or, alternatively, ensure that they change their clothes as soon as they arrive at home and wash them after one single use in the school. Staff must use a face mask and protective goggles if they have to look after a child with symptoms while waiting for parents to collect them.
- Staff will be responsible for their own overalls and wash at home at the end of their shift, if they choose to wear overalls.

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- Put overalls, face mask and antivirus protective goggles inside staff individual pillow case or cloth bag after shift finishes to wash them at home every day.
- Face mask to be wash frequently at 60°C and 90°C to prevent the spread of germs and viruses, use an antibacterial washing powder or liquid. You can also dry your medical face mask in the dryer on a very low setting. Change mask after 4 hours of use for a clean one.
- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin (if it is disposable); clean hands with alcohol-based hand rub or soap and water. If mask is washable discard immediately in a washable bag. Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- Wear mask every time in close contact with child/adult.
- Staff to keep personal items like clothes, bags and shoes from home inside pillow case or cloth bag in the Parent's Room.

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## Cleaning and hygiene procedures:

- Use only one folder for information about Covid-19, including the cleaning rotas, and keep it in the classroom in the locked cabinet. Include children's Health Plans, Medication Forms, Risk Assessments, etc).
- The housekeeper will sign in for each room and in staff room/corridor cleaning rota.
- Staff, children and families should be reminded to wash their hands for 20 seconds more frequently than normal.
- Set an alarm to remind the children and their teacher of washing hands every hour.
- Stager groups to avoid congregation of large number of children/staff in toilets when washing hands and using toilets.
- Toilet should be clean and disinfected every hour. Avoid use of toilet by multiple groups simultaneously. School children must only use the toilets assigned to them (the toilet in front of the staff room for the under 8,s and the disabled toilet for the over 8,s. No other children from any other classrooms can use these toilets.
- Frequently clean and disinfect objects and surfaces that are touched regularly, using our standard cleaning products.
- Use alcohol gel by the entrance of each class. Use it before entering the rooms and after leaving the rooms.
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- Dispose gloves, plastics aprons and tissues appropriately and avoiding touching your face, mouth, nose and eyes. (Wash hands correctly immediately after disposing of them).
- Use soap and water or a hand sanitizer when you:
  - Get home or into work
  - Blow your nose, sneeze or cough
  - Eat or handle food.

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- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, use protection for the eyes, mouth and nose as well as gloves and aprons.
- Wash daily resources that are made of fabric or try to avoid them completely during daily use. Avoid fabric and metallic resources as much as possible.
- Disinfect resources at the end of the day and in between uses by different children.
- Library sofas to be moved out of the classroom. Children asked to put books they have read in a box so they can be cleaned or quarantined before another pupil can use.
- Disinfect handles, especially children's equipment such as bikes, climbing frames, etc; in between groups before playing. Avoid multiple group of children playing simultaneously before disinfection.
- Play equipment or area of play should not use by multiple groups simultaneously. Each key person with her small group should disinfect/clean area before another key person with her small key group use the equipment/area.
- Use outdoor spaces as much as possible.
- Risk assess each trip to the park. Save Risk assessment in Covid-19 file.
- Prepare outdoors areas to have tables in covered areas.
- Use outdoors for meal times as much as possible.
- Disinfect toilet flusher, gates, toys, doors, window, microwaves, water taps and fridge handles. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, potties, grab-rails in corridors, climbing frames and door handles.
- Wherever possible, wear disposable or washing up gloves and aprons for cleaning.

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- Wash hands regularly with soap and water, and after removing gloves, aprons and other protection used whilst cleaning.
- Staff room: disinfect it regularly and avoid gathering of more than 3 people in that room. Enter to safe/collect personal items in each small individual metal locker. Avoid using it for paper work.
- Staff Room designated area in case Covid-19 symptoms: In case a covid-19 case, nobody allowed except the child and adult with the symptoms. Disinfect room after child or adult has been picked up.
- Staff breaks/paper work in hall: only 6 staff will be allowed to have breaks and do paper work at the same time in the same space. Each staff has a designated chair and table to keep a safe distance from each other. Staff can have the hall to use the tables to eat, breaks and paperwork only.
- Disinfect laptops, tables, telephones, pens , etc after each use with disposable paper towel and a drop of alcohol gel.
- Only one designated person to answer the telephone through the day and pass message to rest of the staff/parents. Each staff carry own pen and stationary bum bags/ pencil cases.
- Remind parents through emails/ daily shifts that children should have a bath and change clothes when they arrive home.
- Any cloths and mop heads used to clean an area used by a child/staff that show Covid19 symptoms, must be disposed of.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.
- Waste from possible Covid-19 cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):
  - Should be put in a plastic rubbish bag and tied when full.

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- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- If possible keep an area contaminated closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.

## **Testing:**

- Free test if available for staff and children who show symptoms of coronavirus. Parents and staff should Call 111 to request free test.
- Where child or staff test positive, the rest of their small key group members should be sent home and advice to self-isolate for 14 days. Parents can request a free test if their children or themselves develop Covid-19 symptoms. Staff could also access a free test; only if the test shows negative they can return to work.
- If a staff or children have symptoms of coronavirus they should stay at home and self-isolate for 14 days (7 days if you live alone). All household members should also stay at home for 14 days.

## **Vulnerable people:**

- Children with complex needs and those that are unable to follow instructions should be risk assessed while attending setting during the coronavirus period.
- A child or staff member who lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical](#)

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grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to by a risk assessment.

- Staff travelling abroad must follow Government guidance at the time of travel regarding quarantine measures both in the UK and overseas. Staff must not come back to work after the quarantine period in the UK has passed. Staff must show proof of arrival date back into the UK so we can ensure that the required quarantine period before returning to work is respected.

**THE ABOVE RISK ASSESSMENT IS SUBJECT TO CHANGES TO FOLLOW GOVERNMENT'S GUIDANCE.**

**Date: 10 June 2020**

**Signed Director: Susana Lopez Penedo**