

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

RISK ASSESSMENT FOR COVID-19 RETURN TO SCHOOL

Assessment Date 16th November 2020

Name of Assessor 1: Sue Goodsell

Name of Assessor 2: Claire Spooner

Area/Department Assessed Whole school and school activities

The assessment should be reviewed periodically throughout the Year. The list given is by no means an exhaustive one.

Review Dates

Signed and Accepted by: _____
On behalf of Governing Body

<i>Date</i>	<i>Who By</i>
Half term or if risk changes locally	SG

Area of risk identified	Hazard Observed and who may be injured (include numbers)	Control measures in place	WORST CASE OUTCOME	Risk owner	Before and after control measures are in place		
					Likelihood	Consequence	Residual Risk
Communication and competency of staff	If staff and children are not aware of control measures included in this assessment, they will not be able to abide by them increasing risk of infection across all school	Briefing session for staff Information to be sent to parents Suitable information through videos and resources to be shared with children Senior leaders involved in risk assessment planning and communication with staff teams	n/a	SG			
Fire	Potential for alcohol gel to cause burns to staff and children if comes into contact with spark (static) whilst wet Fire doors could become wedged open to reduce touch points yet increase risk of spread of fire	Staff and children to be reminded of need for alcohol-based hand gel to dry before contact with anything metal or naked flame Doors retainers to be fitted where possible and other to be closed when not monitored Regular Fire Drills conducted		All staff PS/CP PS/SG	3 2	4 4	12 8
Infection control	Potential for children and staff to have increased likelihood of infection if in large groupings	Reduce movement around school as much as possible as the corridors are narrow – classes should use their external doors. If corridors are needed people should walk on the left. Mirrors fitted at corridor crossing points Larger gatherings (e.g. assembly) will not take place		All staff SLT	4 2	4 4	16 8

		<p>EYFS and Y1 will be organised into year group bubbles. The rest of the school into class bubbles. They will be allocated designated TAs and MDSAs who will be responsible for all intervention and support.</p> <p>Staff who will need to cross bubbles to provide support will be identified and the necessity kept to a bare minimum</p> <p>Before and after school club will be organised to reflect these groupings and be set up in three different areas.</p> <p>We will continue to use: Staggered playtimes and lunchtimes (playground will be divided into 4 areas and field used when possible)</p> <p>Children will eat lunch in the classroom, with only packed lunches and jacket potatoes being offered, which will be brought to the room.</p> <p>Toilets will be allocated to the bubbles to minimise spread, these will be used at the same time as playtimes/lunchtimes, but should individuals need the toilet during the day this will need to be supervised, where possible or with the children knocking to see if anyone is in prior to entry. They should only be sent 1 at a time.</p> <p>Furniture to be arranged in classrooms so all pupils are facing forwards (except Nursery, Reception, Y1)</p>		<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT/Support staff</p> <p>Teacher/KS leader</p> <p>Class teacher</p> <p>Class Teacher</p>			
--	--	--	--	---	--	--	--

		<p>Activities to be organised to reduce movement</p> <p>As much outdoor learning to be planned into provision as possible</p> <p>Staff to ensure they maintain social distancing (The guidance recognises this - “Social distancing within education settings with very young children will be harder to maintain. Staff should implement measures as far as they are able, whilst ensuring children are kept safe and well cared for”)</p> <p>Staff should not bend down to the level of the younger children if possible</p> <p>Staff may choose to wear masks in any congested/communal area</p> <p>Screens to be used when working 1:1 or with groups</p>		<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Teachers/TAs</p>			
Infection control	Where staff work in close proximity (under 2m) an increased risk of cross contamination occurs.	<p>Desk-based staff will continue to be located in areas allowing for maximum distance</p> <p>Mrs Smith in Mrs Goodsell’s room Mrs Goodsell in the meeting room Mrs Gowing in Mrs Smith’s room Mrs Nicolaou in the front office</p> <p>Walkie Talkies will be used, where possible, to communicate with the office to minimise need for movement around school</p> <p>No children to be sent to the office</p>		<p>PS/SG</p> <p>Teachers/TAs/Office</p>	<p>3 2</p>	<p>4 4</p>	<p>12 8</p>

	Where essential visitors enter site increased risk of contamination	<p>Glass front to remain closed at all times</p> <p>Office staff will brief on behaviour and control measures before they access site</p> <p>Covid forms will be filled in for visitors</p> <p>Masks should be worn on entry</p>	<p>Teachers</p> <p>Office staff</p> <p>Office staff</p>			
Flow of movement in relation to infection control	Where children travel to and around school there is an increased risk of cross contamination	<p>Reminders for children walking to/from school alone about the need to continue to be sensible</p> <p>Staggered starts and finishes for all Classes/Year groups</p> <p>Allocated handover areas for all bubbles</p> <p>Barriers in place to reduce parent/staff contact.</p> <p>Systems and signage in place around the site regarding exits and entrances</p> <p>Plans communicated to parents to enable children to have reinforced messages at home and that parents are aware of expectation</p> <p>Only 1 parent/carer to accompany child onto site</p> <p>Staff outside to monitor entry and egress</p> <p>Parents encouraged to communicate with the school via telephone or email rather than come into school</p>	<p>Class teachers</p> <p>SLT</p> <p>SLT/CP</p> <p>SG/HT/EM</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>Office staff</p>	<p>3</p> <p>2</p>	<p>4</p> <p>4</p>	<p>12</p> <p>8</p>

		<p>Only 1 person at a time in the entrance area.</p> <p>Parents asked to wear masks at pick up and drop off points.</p> <p>Markers remain on entry/exit pathway at front on school indicating 2 metres.</p>		Office staff			
				CP			
First Aid provision	If children or staff require medical attention there may be an increased risk of cross contamination	<p>Parents informed that children should not come to school if they are not feeling well.</p> <p>All first aid and personal self-care will be undertaken with adults wearing PPE - mask, gloves and apron.</p> <p>Where possible first aider to be allocated to each bubble, where not possible first aider per year grouping</p> <p>Where possible children will be asked to perform self-help e.g. application of cold compress.</p> <p>For the period of these new working practices all medicines will be stored in a secure area of each child's classroom, or in the allocated fridge. All usual practices such as labelling and recording of administration will continue</p> <p>Each class teacher/First Aider will be given a list for their class regarding the administration of medicines. This is to avoid contact between the school office and individual children.</p>		<p>SG/HT</p> <p>First aiders and 1:1 staff</p> <p>SG/HT</p> <p>Class teachers/TAs</p> <p>Designated First Aiders</p> <p>Class teachers/First Aiders</p> <p>Office staff</p>	<p>3</p> <p>2</p>	<p>4</p> <p>4</p>	<p>12</p> <p>8</p>

		Resuscitation shields in place in the medical room Revised outbreak practice procedure to be shared with staff		SG			
Infection control & housekeeping	Potential for likelihood of virus to be spread through contaminated touch points, inappropriate cleaning and poor hygiene levels	Additional cleaning undertaken in the holidays. Regular meetings Meetings held with cleaners and caretaker to provide opportunities for any risks to be identified and concerns raised and to reinforce the importance of focus on hotspots Cleaner on site throughout the day to clean surfaces – handles, tops, toilets etc Additional toilet cleaning in place at lunchtimes Antibacterial wipes and lidded bins in all adult toilets. Ensure stock levels are maintained of appropriate cleaning materials with supply chain, usage and type identified Cleaning checklists to confirm tasks and times undertaken Purchased a Ubifog 1250 for sanitising furniture / classrooms /toilets		SG CP/PS/SG CP/PS CP/Cleaners PS/CP CP Cleaners	3 2	4 4	12 8
Contamination through classroom spaces	Multiple children will be using classrooms together during the day which increases the likelihood of	Children and adults placed in year/class bubbles to limit cross contamination		SG/HT	4 3	4 4	16 12

	<p>cross contamination or contaminated equipment and resources being used</p>	<p>Before/after school provision organisation to reflect this. Children to sit at allocated tables with allocated resources – use toilets as allocated to bubbles</p> <p>Classroom checklists provided for all staff which are checked daily to ensure correct provisions easily to hand</p> <p>Children to wash hands on entry and then as directed during the day</p> <p>Parents to be asked to wash and refill water bottles every day</p> <p>Children to have same chair and desk every day</p> <p>Minimise furniture and arrange to maintain social distancing as much as possible</p> <p>Keep classrooms well-ventilated – doors and windows open (teacher/TA to close at the end of the day). In cold weather, windows open, doors closed except during playtimes, lunch breaks and preschool when classrooms will be aired.</p> <p>Minimise items on surfaces to minimise touch points and enable easy cleaning</p> <p>Remove soft furnishings/materials/toys/equipment that cannot be washed</p> <p>Display information to reinforce procedures</p>		<p>BI/ Breakfast/after school staff</p> <p>JS/HT Class teachers/TAs</p> <p>Class teachers/TAs</p> <p>SG</p> <p>Class teachers/TAs</p> <p>Class Teachers/TAs</p> <p>Class Teachers/TAs</p> <p>Class Teachers/TAs</p> <p>Class Teachers/TAs</p> <p>Class Teachers/TAs</p>			
--	---	---	--	---	--	--	--

		<p>Children will have their own equipment from Y2 upwards which they will keep their individual learning packs. In Reception and Y1 they will have baskets they can put on the table and keep the rest in their Learning Packs</p> <p>Any shared equipment used to be washed/wiped between use where reasonably practicable</p> <p>Texts copied and given out or projected on screen rather than shared books or paperwork</p> <p>Any reading books used (individual) stored away for 3 days before re-usage</p> <p>Coats and lunch boxes to be located in an appropriate place dependent on classroom</p> <p>Ensure desks and surfaces are wiped before and after lunch</p> <p>Any children sitting on the floor at lunch should sit on the specific mats purchased for each classroom which should be sprayed and wiped after use.</p> <p>All classrooms/Staff rooms/ Photocopying areas etc will have: Anti-bacterial handwash Sanitiser Tissues Cloths Paper towels Lidded bins for tissues.</p>		<p>Class teacher/TA</p> <p>Class teacher</p> <p>Class teacher/TA</p> <p>Class teachers/TAs</p> <p>Class teachers/TAs</p> <p>Class teachers/TAs</p> <p>Class teachers/TAs</p> <p>Class teachers/TAs</p> <p>CP</p>			
--	--	--	--	--	--	--	--

Housekeeping and waste removal	Poor personal hygiene and housekeeping increases risk of infection through contact with virus	<p>Constant reminders of handwashing</p> <p>Hand sanitiser available throughout the school – additional stations around outside</p> <p>Posters displayed around school</p> <p>Tissues in all classrooms with lidded bins for disposal</p> <p>Expectations communicated with parents</p> <p>Corridor doors pinned open with appropriate door stops that release on fire to reduce contact</p> <p>PPE provided for staff where necessary e.g. First aid/nappy changing</p>		<p>Teachers/TAs</p> <p>CP/PS</p> <p>SLT</p> <p>CP</p> <p>SG</p> <p>PS/CP</p> <p>SLT</p>	<p>4</p> <p>3</p>	<p>4</p> <p>4</p>	<p>16</p> <p>12</p>
Chemical and harmful substances	Different cleaning agents can pose increased risk if digested, swallowed, absorbed or inhaled	<p>Cleaning chemicals will be secured safely either locked away or out of reach of children if consistently required</p> <p>COSHH data sheets will be available for staff in the staffroom</p>		<p>CP/PS/Teachers and SLT to monitor</p> <p>PS/CP</p>	<p>3</p> <p>1</p>	<p>4</p> <p>4</p>	<p>12</p> <p>4</p>
Wellbeing of children	Children may struggle to adapt to new circumstance causing harm to wellbeing and mental health particularly to SEND and vulnerable children	<p>Social stories/videos on website prior to return</p> <p>Significant amount of work undertaken on PSHE/Anxiety/Experience/Talking etc in the first term</p> <p>Increased outdoor learning where easier to distance</p>		<p>SLT</p> <p>Class teachers</p> <p>Class teachers</p>	<p>4</p> <p>3</p>	<p>4</p> <p>4</p>	<p>16</p> <p>12</p>

		<p>Lesson sequences planned to allow for catch up opportunities focussing on basic skills</p> <p>New behaviour policy to cover procedures will be communicated and sanctions will be realistic</p> <p>Identification of gaps in learning, with appropriate and effective support being put in place</p> <p>Availability of ELSA TA/Art therapy/Speech and Language support to assist with issues</p> <p>Individual RAs will be in place for all children with EHCP and parents regularly communicated with</p> <p>Parents advised that they must keep children at home if they are feeling unwell</p> <p>Increased sanitiser stations around the outside of school</p> <p>Robust training for children on how to use Microsoft Teams if needed during future lockdowns.</p> <p>Flexible uniform policy. Children can wear warmer items as the weather gets colder and doors and windows need to remain open.</p>	<p>Class teachers</p> <p>Class teachers</p> <p>Class teachers/SLT</p> <p>SG</p> <p>AS</p> <p>SG</p> <p>SG/CP</p> <p>Class teachers/CPrice</p> <p>Class teachers</p>			
--	--	--	---	--	--	--

		Mobile phones collected from children when they arrive and kept in individual plastic wallets which are wiped each day					
Wellbeing of staff	Staff may struggle to adapt to new circumstance causing harm to wellbeing and mental health	<p>Ensuring that this risk assessment is thorough and all-encompassing and demonstrating how the school can be run in as safe a manner as possible, following the advice laid down by government.</p> <p>Briefing each term to go through RA and all procedures and provide opportunity for reassurance and to hear/address staff concerns</p> <p>COVID -19 Handbook for staff updated termly. Laying out expectations</p> <p>Raise awareness of Educational Support Partnership – for Mental health and well-being (08000562561)</p> <p>Continue to complete as much marking as possible on site.</p> <p>Revised monitoring procedures</p> <p>Provision of PPE equipment will be available, where/when required</p> <p>Provision of safe rest areas for staff – staff must continue to maintain social distancing and ensure items used are washed.</p>	<p>Governors</p> <p>SG/SLT</p> <p>JS/SLT</p> <p>SG/HT</p> <p>Class teacher</p> <p>SG/SLT</p> <p>SG/SLT</p> <p>SLT/All staff</p>	<p>3</p> <p>2</p>	<p>4</p> <p>4</p>	<p>12</p> <p>8</p>	

		PPA can be taken at home when possible – inform KS leaders		All staff			
Housekeeping and infection control	Insufficient cleaning will increase risk of virus being spread in school	<p>Priority cleaning will be to the following areas considered “hot spot surface areas”:</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Machinery and equipment controls, • All areas used for eating must be thoroughly cleaned at the end of each break, including chairs and door handles • Telephone equipment will be cleaned regularly and not shared between staff (speaker answer system will be used where possible) • Keyboards, photocopiers and other office equipment, classroom desks and chairs. 		<p>Monitored by CP/PS and cleaning staff to ensure</p> <p>Office staff</p> <p>All staff (if something used clean after)</p>	3 2	4 4	12 8
High risk employees (Pregnancy, medical conditions, special needs, over 60s)	Staff with pre-existing medical conditions are at increased consequence should they contract virus (Extremely clinically vulnerable)	<p>All staff in this category will have separate risk assessment prior to working on site when SLT made aware</p> <p>Staff who have medical condition which can fluctuate with severity will inform SLT of any changes to their health so an assessment can be completed</p>		<p>SG and Governors to monitor</p> <p>All staff and SG to action</p>	3 2	5 5	15 10

--	--	--	--	--	--	--	--

Likelihood & Consequence before and after control

Likelihood ratings: 1 = Improbable (highly unlikely)
 2 = Remote (unlikely to occur)
 3 = Possible (could occur)
 4 = Probable (Almost certain)
 5 = Habitual (will occur almost certainly)

Consequence ratings: 1= Unlikely to require any first aid or medical treatment
 2 = Very minor injury maybe requiring some first aid
 3 = Minor injury requiring attention of first aider
 4 = Major injury requiring additional medical treatment (doctor or A&E)
 5 = Death or life threatening injury requiring emergency treatment

RESIDUAL RISK RATING	ACTION REQUIRED
Score: 16+ VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all without management approval You must identify further controls to reduce the risk rating. Seek further advice
Score: 12+ HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating and seek permission from management to undertake the activity.
Score: 9+ MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
Score: 1+ LOW (L) Possibility of minor injury only	No further action required.

NB: All Control measures to be considered to reduce risk in column 5 should be considered taking into account practicality to implement, reasonability linked to cost, time and resources balanced with remaining residual risk in column 6. Not all suggestions will be reasonably practicable and therefore the risk can be accepted without further action