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| |  |  |  |  | | --- | --- | --- | --- | | **Risk Assessments for:** | Schools September Full Opening | **Date** | 17/07/2020 | | **Assessor Name:** | Health and Safety Team, Tameside  Katherine Ryan, Acting Headteacher, St Peter’s Catholic Primary School | **Sources:** | WHO, NHS, DfE and NASUWT | | | | | | | | |  |  |
| **What are the hazards** | **Who might be harmed and how** | | **Risk rating without controls in place** | | **Current control measures** | **Risk Rating with control measures in place** | **Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)** | | | | **Action required by Whom** | **Date action required by** |
| **Direct transmission of COVID -19 virus** from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body), | School employees parents, pupils and the general public  Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath  In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | | H | | **General Measures** School Employees are advised to follow NHS guidance on coronavirus (COVID-19)  [Covid-19-guidance-for-employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)  School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. [Covid-19 Guidance to-employers](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A  **Essential Control Measures**   * A requirement that people who are ill stay at home * Robust hand and respiratory hygiene * Enhanced cleaning arrangements * Active engagement with NHS Test and Trace * Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable   **Specific Measures**  Clear guidance has been given to parents and employees to reiterate that anyone who is displaying symptoms, or has tested positive in the last 7 days must not attend the school setting.  School has communicated its arrangements to all employees and parents prior to the return of additional pupils.  Where possible contact with parents or other non-school staff is conducted remotely, via telephone or video link.  Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.  Staff are asked to not touch/shake hands with parents.  Pupil Behaviour Policies will be updated to cover COVID-19 related incidents  The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.  All schools have been provided with an initial stock of PPE  **Bubbles**  Children will, as far as possible, be placed in consistent groups (bubbles)  Where bubbles of a single class can be maintained this is the preferred option in primary schools.  Children in bubbles will not be expected to observe social distancing from each other, although staff will encourage this with verbal reminders.  Bubbles will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble at a time.  Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Where this is necessary staff and teachers will, where possible, keep a 2m distance from pupils and other staff.  **Arrival /leaving school**  Guidance has been given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible  Staff are asked to arrive before pupils  Gate will be opened earlier to facilitate this.  Parents will be asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reigns to prevent that child from entering the school building or using play equipment.  Where possible separate entrances are used for class groups/bubbles  Entrances are supervised by staff encouraging parents to leave children and walk away  Staff will discourage loitering by pupils and parents. Advise will be sent out reminding parents NOT to loiter or liaise direct with teachers, and to enter via the office if children are late. A polite request for punctuality will also be sent out.  **Reception signing in and out**  **E.g. Staff, visitors and contractors**  Where possible contact with parents or other non-school staff is conducted remotely, via telephone, video call or e-mail  Parents, visitors, and the general public will not be allowed in school without an appointment.  Supply staff and peripatetic teachers must keep as much distance as possible from other staff.  Where volunteers are supporting the school they will remain 2m from pupils and staff where possible and as far as possible will not assist multiple bubbles.  Where possible staff sign in remotely e.g. from own PC/phone rather than reception  Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend.  Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc.  Contractors will be met on arrival by site or office staff and reminded about social distancing before commencing work.  Arrangements for deliveries are in place  Arrival/reception areas are reconfigured to encourage social distancing  A screen is in place at the main school office.  Hygiene stations are in place, with instructions to use them, prior to entering the building  Office staff have been managing works and deliveries with social distancing and risk assessment procedures since partial school closure in March – all will continue in the same way.  **In Class**  Certain activities will not be take place e.g. PE contact sports, the sign of peace, or any activity involving physical contact.  Where possible classrooms will be set out so sitting positions are 2 metres apart. Children from Y1-Y6 will sit at the same desk for registration and for lessons where they are taught in mixed ability groups.  Where the 2 m distance cannot be maintained individuals will be side by side rather than directly facing  Unnecessary furniture will be removed from classes to increase space.  Where possible windows will be open to aid ventilation  Some classes will be taught outdoors where practicable and weather permitting  Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.  **Moving around school**  The school has identified specific pinch points, which are cleaned regularly throughout the day.  The route of traffic has been identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance  Staircases into the hall are managed by staff in bubbles so that children do not cross on these.  Children are asked to walk in single file around the perimeter of the school on entering, as well as after play for YR and Y1, Y3-6.  Supervision in place to prevent horseplay  Toilet use is supervised to prevent too many pupils entering at once, although all toilet cubicles and urinals will be reopened.  Staff meetings will be held in the hall.  **Lunchtimes/consumption of food**  Clear signage on hygiene, hand washing and the use of hand sanitizers  Hand washing before and after eating food  Hand washing before and after touching/preparing food  Lunch times staggered for both pupils and staff: 11.30-12.30/ 12.00-1.00  Lunch seating areas restricted to 1 person per table or considering social distancing measures with no directly face to face seating.  Salad bar managed so children do not handle multiple pieces before selecting  All children to bring 2 disposable water bottles each day. Any bottles left at the end of the day to be disposed of.  Water fountains to be taken out of use  **Office/Support staff**  Continuation of social distance marker outside the office as a visual reminder for children. Staff to continue to use the phone in the computer room, and to locate parents’ phone numbers electronically on SIMS.  Reprographics areas restricted to single user where possible  **Vulnerable persons**  Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified and an individual risk assessment is completed with them to identify any additional control measures for them beyond those in place generally.  Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting)  **Staff or pupils arriving at school unwell or become unwell whilst in school**  They will be sent home and advised to follow the [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection) to self-isolate for at least 7 days and arrange to have a test. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.  If possible a window will be opened for ventilation  Where it is not possible to isolate them, staff have been advised to move them to an area which is at least 2 metres away from other people.  The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left  Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.  The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.  The school will engage with the NHS test and trace process  A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.  There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken.  [Covid-19@tameside.gov.uk](mailto:Covid-19@tameside.gov.uk)  **First Aid**  A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school  Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus have applied for a 3-month extension: the extension has now continued until 30-09-20. 4 staff have completed an ‘Emergency First aid at Work’ course. Staff have booked dates to renew First aid at Work and Paediatric First Aid qualifications.  Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.  When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.  After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity  <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>  **Educational Visits**  Overnight and overseas educational visits will not take place. Y6 Robinwood postponed until July, 2021. We are hopeful that Y5 Robinwood will take place at the usual tine.  Non-overnight domestic educational visits will be subject to risk assessment and consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue.  Pupils will be kept in their consistent bubble for the purpose of the educational visits.  Visit venues/locations will only be considered where Covid-secure measures are in place  **Extra-curricular provision**  Provision will maintain school day bubbles or, where this is not possible, small consistent groups.  Contact sports will not take place.  Where possible activities will take place outdoors  **Music**  Singing, wind and brass playing will not take place in large groups (eg school choirs and ensembles or in assemblies)  Music lessons will be limited to 15 pupils with social distancing and windows open where possible  Playing of instruments and singing will take place outside where possible.  Instruments will not be shared. | M | School Leaders should regularly refer to latest guidance <https://www.gov.uk/coronavirus>  Management will regularly monitor new measures being introduced by government to reduce risk  Schools can contact [healthandsafety@tameside.gov.uk](mailto:healthandsafety@tameside.gov.uk) for advice, guidance and support  Key Stage 1 staff usually liaise with parents at the school gate for simple messages. Messages will need to be shared by phone or Email where possible. Parents will continue to have access to class Email addresses, and will be reminded about these in the weekly newsletter. Class teachers to check these Email addresses daily.  The governors agreed the amendments to the Behaviour Policy at the Covid oversight panel meeting on 12-06-20.  Staff in bubbles will need to alert the SBM when PPE supplies in their bubble are running low.  Mixing of these bubbles may take place in the delivery of specialist teaching and wraparound care where necessary. Where groups are mixed these subsequent groups should be consistent.  NB – it is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.  Monday whole school Collective Worship and Wednesday KS1 CW will be recorded on ‘Loom.’  School newsletter – information from Tameside shared with parents.  Staff to enter school via office gate (at the steps). All other gates are entry points for children. Nursery staff are able to enter via Nursery gate if this is before 8.30am.  4 gates will be open for pupils: disabled ramp, double gates near cabin, Nursery gate and infant playground gate.4 bubbles of children will enter at 8.35am. 3 bubbles will enter at 8.50am. Nursery will enter at 8.55am as usual. Staff from the bubble will unlock the gate, then ensure it is locked again once all children have entered the grounds. Latecomers will need to enter via the school office.  This also applies to teachers who cover PPA.  The use of staff rooms as gathering areas should be minimised. In the makeshift staff room (ie. the mobile classroom) there is limited space for people at lunchtime. Between 11.30 and 12.00, and between 12.30 and 1.00, there is enough space for everyone eating lunch at that time. Between 12.00 and 12.30, however, there is not enough room for everyone to gather together with social distancing measures in place. Staff to be mindful of this, and to respect social distancing with other staff. Staff to consider other places to gather, eg. Outside infant classrooms, peace garden, field.Time spent within 1m of anyone should be minimised and face to face contact avoided.  All visitors to site should receive induction/site guidance on physical distancing and hygiene before or on arrival.  Please note SEND of particular pupils where open doors would pose a risk to their safety. Please ensure that the entrance door of Nursery is securely closed at all times.  Please see playground rota.  Please see lunchtime rota. Hours of midday assistants temporarily extended to cover staggered lunchtime. New midday assistants recruited. Agency staff will need to be used as we continue to have a shortfall due to health reasons associated with Covid.  KR has asked parents of these pupils to contact their medical professional, and all parents report that there is no need for an individual risk assessment at this time – their children may attend school as normal, even though they may have needed to shield previously.  Advice will be given that other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.  PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained or if contact is necessary.  Everyone must wash hands thoroughly for 20 seconds after contact with someone who is unwell.  Children will move to the staff room.  The document will be laminated and placed in the school office and in the HT office.  At lunchtime, where possible, staff from the child’s bubble will provide first aid.  Please see separate risk assessment for breakfast and after-school club, provided on our site by a private provider. | | | | All staff – teaching and non-teaching – will attend the INSET Day on 01-09-20, where the two parameters of consistent groups and social distancing, as well as the essential control measures, will be outlined.  Communicated at governor Covid sub-committee: 1. issues of people displaying symptoms in school/ testing positive.  2. Arrangements for parents and staff regarding the school day.  KR to record CW.  KR  KR to outline at INSET Day  These arrangements will go in the parent newsletter on 20-07-20.  All staff  TC, KM  Y1 classroom, YN  All staff  KR  KR  Completed with KR in collaboration with individual members of staff  Contact with parents by KR  Kids’ Club owner – risk assessment shared with governors.  KR checked arrangements with Kate Campbell-Green | 01-09-20  Meeting held on 17-07-20.  12-06-20 – behaviour policy to be shared with staff on 01-09-20.  01-09-20 onwards  June, 2020  01-09-20  20-07-20  From 01-09-20  ongoing  Ongoing  Outlined on INSET Day on 01-09-20  Ongoing  All in place for 01-09-20  Advice received before end of July, 2020  Ongoing – arrangements already in place during wider opening  By 01-09-20  Courses completed by mid-October, 2020. First aid procedures will be in place from 01-09-20.  RA for wraparound care club in place before end July, 2020.  July, 2020 |
| **Indirect transmission of COVID-19 virus** from hand and hands contact with contaminated surfaces | School employees parents, pupils and the general public  Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath  In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death) | | H | | **General Measures**  School Employees are advised to follow NHS guidance on coronavirus (COVID-19)  [Covid-19-guidance-for-employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)  School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. [Covid-19 Guidance to-employers](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  [Implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)  **Specific Measures**  As per direct transmission and in addition:  Hygiene stations at all entrances are in place, with instructions to use them, prior to entering the building. Staff to wash hands with soap and water on entry.  Where hand sanitizer is available in locations around the school it should be used in addition to hand washing. Hand sanitiser placed outside on both playgrounds.  Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser. Young pupils are supervised where appropriate.  Catch it, bin it, kill it approach is followed to encourage good respiratory hygiene.  Posters will be displayed in school to remind everyone of public health advice  Classrooms in use are thoroughly cleaned at the end of the day.  Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination, before being used by anyone else.  Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.  Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere  Individual frequently used equipment should not be shared, eg pens and pencils. In Y1-Y6, new resources will be placed in each child’s individual tray.  Playground equipment must be frequently cleaned. Resources will be placed on a rota for 5 days, and cleaned at the end of this. The Infant climbing frame will be used by one class each week, as will the junior trim trail. Disinfectant wipes will be used afterwards.  Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation  Cleaning staff are on hand during the day  General cleaning is done in line with the guidance for non-healthcare settings  [Covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)  Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else. | M | Managers should regularly refer to latest guidance <https://www.gov.uk/coronavirus>  Management will regularly monitor new measures being introduced by government to reduce risk  Ensure that sufficient hand washing or hand sanitiser stations are available.  Young children and pupils with complex needs will be assisted to clean their hands properly.  Hand cleaning routines will, as far as possible, be built into the day;   * On arrival at school * On return from breaks * When there is a change of room * Before and after eating   Tissues are in every classroom, as is a bin with a double bin liner.  Where pupils are unable to maintain good respiratory hygiene due to complex needs a risk assessment should be completed to ensure controls can be put in place to support them and the staff working with them. Children in EYFS will need lots of repetition, reminders, songs and demonstrations.  A cleaning schedule is in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups. Members of the cleaning team are working additional hours at the moment.  Classroom based resources shared within the bubble (books and games) should be cleaned as frequently touched surfaces.  Resources that are shared between classes or bubbles (sports, art and science equipment for example) must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be unused for 48 hours (72 hours in the case of plastics)  The new PH guidance on cleaning will be reviewed once released | | | | The cleaning team will replenish supplies.  EYFS staff  Cleaning team | Ongoing  Ongoing from 01-09-20 |
| Inadequate premises checks due to lack of staffing | School employees and pupils  Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm. | | M | | All statutory checks and PPM’s are maintained and up to date  Where possible checks take place before or after school or away from other persons  Assurances are sought from external organizations providing FM services.  In our school where some premises checks are carried out in house, senior cleaners carry these out in the absence of our site manager so they can continue to be undertaken. | L |  | | | | Senior cleaners and their line manager | ongoing |
| Stress and anxiety | School employees  Stress related ill Health | | M | | Employees are encouraged to discuss any issues/problems they may have with their line manager.  Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team. | L |  | | | |  |  |
| Irritant Contact Dermatitis | Employees  Exposure through excessive hand washing. | | M | | Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.  Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin’s natural oils. | L | Early detection can prevent more serious dermatitis from developing.  Purchase Doublebase moisturisers | | | | KR | ASAP |
| Ignition of alcohol based hand sanitizer | Employees  Burns to the hands as a result of ignition of sanitizer vapour | | L | | Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces. | L |  | | | |  |  |
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| **Review Date** | | | **Reviewed By** | | **Amendment** | | | | | | | | |
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| Risk Ratings | Example impact (Including but not limited to) |
| High | Likely to happen and likely to result in the fatality of one or more individuals.  Potential for a frequently occurring serious and life threatening injury |
| Medium | Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage.  Could occasionally result in a serious injury, illness or equipment damage.  Although rarely, could result in death or serious and life threatening injuries. |
| Low | Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence |