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| **SAFETY RISK ASSESSMENT** | | | | | |
| Directorate: **Whittaker Moss Primary School** | | **COVID 19 School Re-opening** | | | |
| Job roles: Teachers / TA’s / Support Staff / Administration Staff/Outdoor Learning Team based on site/visitors to the school site | | | | | |
| People who might be harmed: **Pupils/Staff/Family members and visitors using the school site** | | | | | Assessment date: **August 2020** |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes**   * Adults with underlying health conditions who form part of the shielded group or are classed as vulnerable. * Adults who live with a person(s) with underlying health conditions who form part of the shielded group or are classed as vulnerable. * Under 18s with specific medical / health conditions who form part of the shielded group or are classed as vulnerable require an individual risk assessment. * Pupils with EHC Plans require individual risk assessments. | | | | | Review date: **October 2020**  (Reviews to also be undertaken in line with local and National guidance changes in response to changing guidance and local measures) |
| Names of all involved in assessment process:  Melanie Backhouse (Headteacher, Sarah Cadogan (Deputy Headteacher), Kate Mellor (Assistant Headteacher), Dorita Stevenson (Business Manager), Frank Hayley (Chair of Governors), Alan Eccles (Caretaker).  \* Views of parents of children returning to school raised during the consultation with parents also included | | | Manager authentication: | | |
| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. | |
| **Infection Control :**  **Staff**   1. Identify individual staff well-being and individual health needs 2. Identify individual staff health conditions 3. Staff and parents/Carers aware of procedures to follow if they or their families have symptoms or need to isolate 4. Identify parent and families well-being needs and health needs | 1. All staff consulted regarding their well-being and individual health needs and concerns via remote meetings and individual discussions with HT  2. Personal Risk Assessments in place for staff with identified medical conditions or who are within the categories of *extremely clinically vulnerable* or *clinically vulnerable*  3. Risk Assessments in place for pupils who are within the categories of *extremely clinically vulnerable* or *clinically vulnerable*  **Anxiety -** Additional time allocated to discuss wider school opening arrangements and reassure about concerns raised. Agreed working expectations and working within a designated team (staff)  - Staff training meeting via zoom to update on procedures to follow if displaying symptoms and the availability of testing  Full information provided to parents regarding what to do in the event that a member of the family displays signs/symptoms of Coronavirus  - Risk Assessments and re-opening plans to be made available to parents via the school website. New teacher and classroom protocols for each class available on school website in the format of a short video. Class zoom meetings taken place ‘Meet the teacher’ prior to the summer holidays. Personal response to communications from parents and carers to discuss individual concerns or circumstances. | | | * Designated members of the school team trained in Mental Health and Well-Being are accessible either in person or remotely for individual staff members and parents/carers * Staff meetings carried out remotely focused on Well-Being and identifying any emerging issues with arrangements already in place and a shared approach to problem solving in which everyone has a voice and is consulted * Provide support via the Employee Assistance Programme where a need for support is identified * Sharing of support help lines available to both staff and parents/families * Email protocols to staff detailing what to do if displaying symptoms and testing arrangements available. Also have these in the staffroom for reference * Risk Assessment and re-opening information made available to parents via the school website * Designated medical room/bathroom facilities at school for isolation if needed (repurposed conference room/staff washroom). | |
| **Infection Control:**  **Returning Pupils**   * All classes to return on 3 September 2020 * Children of compulsory school age are required to attend school unless a statutory reason applies (religious observance, illness, a granted leave of absence, following COVID-19 isolation/quarantine requirements) * Remote learning provision in place for pupils unable to return following clinical advice/recommendation | * Rooms and provision set up prior to school re-opening on 3 September * Classes to be staggered arriving/departing from school in 15 minute intervals and utilising separate doors/areas for this purpose. Bottom carpark to be closed to vehicles and re-designated as an additional access/egress point and play area   **Nursery** – Own nursery door from 9am. Collection from nursery door in line with 15/30 hours provision timetable  **Class R1** – 9am/ 3.30pm from R1 exit door  **Class R2** – 8.45am/3.15pm from R2 entry door  **Class 1W** – 9am/3.30pm from Year 1 door  **Class 1M** – 8.45am/3.15pm from Year 1 door  **Class 2W** – 9am/3.30pm from Year 2 door  **Class 2M** – 8.45am/3.15pm from Year 2 door  **Class 3W** – 8.45am/3.15pm from Year 3/4 door  **Class 3M** – 9am/3.30pm from Year 3/4 door  **Class 4W** – 8.45am/3.15pm from main hall door in the bottom carpark  **Class 5W** – 8.45am/3.15pm from Highwood hall door in the bottom carpark  **Class 5M** – 9am/3.30pm from class door in bottom carpark  **Class 6W** – 9am/3.30pm from door direct to classroom  **Class 6M** - 8.45am/3.15pm from door direct to classroom | | | * Governors informed * Staff informed via remote staff meeting (new ways of working, hygiene, infection control, social distancing, changes and adaptations to the school working day) * Class groupings created, rooms and areas allocated for teaching, breaktimes and lunchtimes etc. * Full rota detailing all aspects of the school day created and shared with staff and Governors * Daily organisation details shared with parents * Parents asked to have only one adult dropping off/picking up and not to congregate on the school premises longer than necessary * Parents asked to wait socially distanced with staff members calling the children to enter the building at the specified time * Parent communication details working arrangements and the requirement for children to attend school daily unless a statutory reason applies * Remote learning provision in place linked to classroom learning taking place (see separate curriculum document) * Pupils to return in the usual school uniform | |
| **Infection Control:**  **Start of the school day**   1. Class arrival times 2. Hygiene controls entering the building 3. Ensuring social distancing 4. Communicating with parents | * Senior SLT members to be at the front and rear of the building directing parents as needed * Staggered start times according to the proximity of entry doors to other doors being used, 15 minute intervals: * One parent drop off where possible rule * Bottom car park gates locked and access to pedestrians only * Teacher and support staff at doors to meet children and take into the building * No parents/carers to enter the building * Markings in corridors so show correct social distancing * Face covering worn by pupils on the way to school to be removed prior to entry and taken home by parent or disposed of in plastic waste bags or lidded bin with staff if disposable | | | * Expectations regarding time spent on site, number of adults accompanying children to school and social distancing communicated to parents in advance via letter, email and Facebook * Clear signage on doors to identify receiving classes * Teachers and supporting adults at the door to welcome children and ensure they follow the correct route through to their classroom * Hand washing and sanitising on entry to the classroom * Bags or lidded bins for collection of disposable facemasks which will then be double bagged for disposal. Facemask protocols communicated to parents via letter, email and Facebook prior to the start of term and kept under review as per government guidance. Currently face coverings are not recommended for use in primary schools | |
| **Infection Control:**  **End of the school day**   1. Class exit times 2. Hygiene control leaving the building 3. Ensuring social distancing | * Staggered end times according to the locations and proximity of each class door. 15 minute intervals: * Staff to encourage parents to exit the site as soon as possible | | | * Expectations regarding time spent on site, number of adults collecting children to school and social distancing communicated to parents in advance * Clear signage on doors to identify which class will be exiting each door * Teachers and supporting adults accompany children to the door to greet parents * Hand washing and sanitising before leaving the classroom * Door signs for each class | |
| **Infection Control:**  **School office area** | * Office is manned by at least one member of admin staff at all times * Glass window to remain closed at all times * Signage on the door to inform that where possible, communication with the office should be by telephone/email * One person at a time to be allowed entry to the office area. All visitors to complete track & Trace information * Office to operate a cashless system via parent pay * Parents access the school office only in exceptional circumstances * Deliveries to be left in the entrance area and not handed over personally. Wiped down before handling | | | * Information posters for the school office detailing protocols * Posters for visitors detailing social distancing, hygiene, infection control * Only essential visitors to school admitted onto the premises. All visitors to school to complete a Track & Trace information sheet which will be held for 28 days after the visit for infection control purposes | |
| **Infection Control**  **Classrooms** | * **Nursery/Reception:** Early Years provision set up in accordance with EYFS principles. Soft furnishings removed and where possible, wipeable resources provided. Carpet sessions carried out with adequate spacing between pupils with staff maintaining distance where possible. Staff to clean commonly touched surfaces and resources throughout the day. Class groups to remain together throughout the school day with regular handwashing and sanitising during the day (supervised and supported by adults where needed) * All classrooms Y1-Y6 re-arranged so all tables are forward facing and unnecessary resources and soft furnishings are removed. Children to have their own personal set of resources, tables and chairs wiped down during the day, movement around the classroom kept to a minimum, handwashing and sanitising stations in each room to ensure regular handwashing and sanitising throughout the day, items from home kept to a minimum: PE bag, book bag and water bottle. Class groups to remain together throughout the school day * All staff to maintain physical distance wherever possible from pupils and other staff members * School assemblies postponed until guidance is revised. Awards carried out in class and collective worship carried out in class * Teachers and support staff are able to work across classes in order to deliver curriculum content and non-contact cover. * Clear instruction to staff / pupils if feeling unwell to report immediately | | | * Time to rearrange and resource classrooms * Posters for display around school * Handwashing facilities and sanitiser in each room replenished throughout the day * Tissues and basic first aid supplies in each area * Windows and doors to remain open whenever possible * Additional staff working across classes to maintain distancing with other pupils and staff members and maintaining good respiratory and hand hygiene * Commonly touched equipment and resources (where individual items cannot be provided), to be wiped between users and at the end of the day. Returning reading books to be rotated between users to reduce the risk of cross contamination * Wider resources such as PE equipment and playground equipment to be cleaned between groups and rotated where possible to be left unused for 48-72 hours * Reading books and homework books are able to be taken home but will not be shared between pupils. Returning items to be rotated to reduce infection risk. Teachers encouraged to complete marking on site | |
| **Infection Control**  **Lunchtime and catering** | * Classes to have staggered lunchtimes in designated areas (The Den, Main Hall, Highwodd Hall, Year 6 Classrooms) * Lunches pre-ordered at the start of the school day to avoid queuing at the serving area. Lunches delivered to the designated areas prior to children arriving * Cutlery and water to be given to children in their seats * Washing bowls in each area to place used plates and cutlery etc. * Areas cleared and cleaned down between groups of children arriving * Children supervised by designated adults throughout lunchtime * Lunch playtime in designated play areas (Ballpark, zoned areas of the rear playground, gated off bottom car park) * Hand washing and sanitiser before and after lunchtime | | | * Timetable for lunchtimes and play times/areas in place and shared with all staff * Daily menus provided to class teachers at the start of the school day * Liaise with kitchen staff to ensure clarity of routine, areas, utensils needed etc. | |
| **Infection Control**  **Playtimes** | * Staggered playtimes for all classes * Playtimes supervised by designated adult for each class * Fixed play equipment unable to be used. Children informed and staff to supervise * Less use off handheld equipment to prevent cross contamination. * Foot contact equipment used i.e., football * Use of floor chalk games such as hopscotch | | | * Timetable for outdoor learning, including zones * Designated play areas (Ballpark, Bottom car park gated, rear playground coned off into two areas) | |
| **Infection Control**  **Staffroom** | * Not all staff to access the staffroom at any one time, staggered break and lunchtimes * Staff to sit as far apart as possible at all times * Clear responsibilities for clearing own area/cutlery and wiping down area when finished * No unwashed pots to be left on kitchen surfaces * No more than two people in the kitchen at any one time | | | * Key documents provided in hard copy in the staffroom * Hygiene and infection control posters to be put up | |
| **Infection Control**  **Corridors** | * Routes directly to outside for designated groups where possible avoiding the two main corridors in school * Staggered break and lunchtimes * Movement of groups of children to be in single file * 2m markings on corridors * Establish corridor protocol: If one group is moving within the corridor than the other must retreat into their areas and wait for them to come through before coming into the area | | | * 2m markers to be put in place on corridors * Ensure all staff and children are aware of routines, routes through school etc. | |
| **Infection Control**  **First Aid**   * Sufficient First Aiders on site * PPE provided as per Government guidance | * 5 members of staff qualified in Paediatric First Aid, others trained in basic first aid * EdStart staff member Paediatric First Aid qualified * Gloves, aprons, visors, masks, hand sanitiser, disposable bags and wipes available in key areas and medical room. Hand washing to take place after every treatment regardless of gloves being used * Close contact only if strictly necessary * 999 will be called for those on site who are seriously ill, whose life is at risk. COVID-19 symptoms should not visit the GP, Pharmacy or hospital – advised at point of collection and via parent and staff communications | | | * COVID Medical room protocols shared with staff (opening windows, observing via internal window, close supervision for youngest children, use of PPE, cleaning arrangements) * Basic first aid reminder for staff * Updating of Paediatric First Aid qualifications has taken place for three members of staff * Regular stock take and re-order of PPE equipment in place * Visors to be worn when administering Frist Aid | |
| **Infection Control**  **Intimate Care** | * Support staff caring for children with intimate care needs will continue to use the appropriate PPE for the task: gloves, aprons, handwashing and sanitising before and after care. Face masks may be worn if the member of staff feels it is necessary. | | | * PPE supplies in bathrooms used for intimate care procedures | |
| **Infection Control**  **Staff / Pupils / Parents/ Visitors presenting with symptoms** | * If school is made aware prior to the start of day that a member of staff, pupil or family member is symptomatic, advise to remain at home and present for testing * If an adult, leave site immediately and return home, present for testing at the earliest opportunity * If a child, staff member to don appropriate PPE and take to the COVID medical room, open windows, explain that parents have been called and offer reassurance and comfort. If the child is older, adult to retreat and observe via the internal window. If child is younger/distressed, adult to stay in the room * Follow all government guidance with regards to those with symptoms - leave site, present for testing, self-isolate for 7 days, household members to self-isolate for 14 days, arrange for testing and tracing * Full deep clean of all areas used by the person(s) to be conducted that same day * No use of areas used by the person(s) until a deep clean has taken place * All those cleaning to wear gloves, face masks and plastic aprons * If test returns a positive result, then send home all children in the same class/close contacts and all staff who have had close contact with this child (again following government guidelines around testing / tracing and self-isolation) for 14 days * Inform any visitors to school about contact with affected groups * Report to LA and PHE/Track & Trace service proving all necessary information | | | * Copy of government guidance available in the staff room and also a copy in the office * Leaflets for parents to be given if their child is to be collected or if class groups of children have to be sent home * Details of testing sites and arrangements to be given to parents along with return to school information * Information to parents, carers and staff clearly informs that there is an expectation that they need to be willing to book and engage with the testing process * In circumstances where the school has two or more confirmed cases within 14 days or an increase in COVID-19 symptoms recorded, the school will work with the Local Health Protection team who will advise on next steps * The school will maintain robust register and pupil group information (including before/after school club registers), that will be made available for information by the Health Protection team | |
| **Infection Control**  **Cleaning** | * Daily cleaning of all classroom and office furniture * Daily cleaning of all IT equipment * Daily cleaning of all shared classroom learning equipment * 3 x day cleaning of communal area door handles and commonly touched surfaces * Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open and windows will remain open wherever possible | | | * Cleaning schedule agreed with site staff and FM * Class based staff informed about routine wiping down throughout the day and handwashing protocols | |
| **Infection Control**  **Hand Washing** | **Adults**   * All staff and visitors must wash and sanitise their hands on entry to the building and throughout the day * Hand washing completed especially before and after eating, after any close contact with children or handling any shared equipment * All staff to wash hands prior to leaving the building and/or on arrival at home   **Children**   * Daily routine established on entry to school, before/after playtimes, before/after lunchtimes, after using the toilet, after using PE equipment and if they have been coughing or sneezing | | | * Regular reminders throughout the school day * Posters in key areas * Handwashing equipment, sanitiser and tissues provided in each room and replenished daily (and throughout the day if required) * Hand dryers have been disabled and paper towel dispensers installed in bathroom and classroom areas * Younger children and those with additional needs will have this frequently modelled and revisited often throughout the day. Use of picture cues/PECS cards and reminders to be used where necessary | |
| **Infection Control**  **Respiratory** **Hygiene** | * Clear Catch it, Bin it, Kill it messages and routines in place * Encourage all children not to touch mouths, eyes and faces where possible * Lidded bins with liners provided for used tissues * Bins emptied daily, rubbish double bagged and held in secure zone outside before being placed in outdoor bins for disposal | | | * Catch it, Bin it, Kill it posters * Supplies of tissues replenished daily and throughout the day if required * Younger children and those with additional needs will have this frequently modelled and revisited often throughout the day. Use of picture cues/PECS cards and reminders to be used where necessary | |
| **Infection Control**  **Ventilation**  **\*Whittaker Moss is an open plan school** | * Windows and sky lights opened where possible in those rooms that have them * In line with fire regulations, prop open all possible doors to aid airflow and to reduce touch contamination * Areas with air conditioning have the air conditioning disabled * Work in outdoors areas wherever possible | | | * Inform staff | |
| **Infection Control**  **Communication to Parents** | * Using mobile phone texting information updates * Emailing parents with information updates * Zoom meetings if essential or urgent * Keep the school website up to date * Keep learning platforms and class blogs up to date * Ensure robust systems are in place to provide home learning continuity in the event of groups of pupils being sent home | | | * Communication protocols communicated to parents via email, Facebook and school website prior to returning to school * Use of meeting table in Head teachers office for meetings unable to take place remotely (exceptional circumstances and maintaining social distancing) | |
| **Infection Control**  **Control of Visitors and Contractors** | * One member of admin staff to be in the office at all times * Wiping down of frequently touched surfaces throughout the day (bell, touch screen system) * Only essential visitors will be allowed access to the building by prior arrangement and must remain on site for the least amount of time possible * Anyone entering the building must wash and santise hands prior to entry and complete Track & Trace information * Contractors and visitors must adhere to strict social distancing and hygiene practices whilst on site * Supply, peripatetic teachers and therapists. Clinicians etc are still able to attend the school but must complete Track & Trace paperwork and ensure they minimise contact/maximise distance between themselves and pupils and staff at all times | | | * Information notices in place to inform visitors of protocols in place * Office staff informed of expected visitors to site * Track & Trace forms in place at the office to be completed prior to entry * Information about social distancing and expectations whilst on site for contractors and visitors * Supply and peripatetic teachers to be made familiar with risk assessment upon arrival and before taking up work with pupils | |
| **Fire Safety** | * All staff aware of the evacuation routes for their designated areas and muster points * All year groups, office staff and SLT have an internal radio to communicate during an evacuation * All fire doors and shutters opened at the start of the school day * Trained fire wardens on site throughout the day | | | * Update staff of fire evacuation arrangements, especially for staff working in unfamiliar classrooms/areas of the building * Provide training for staff unfamiliar with the use of the internal radios | |
| **Managing confirmed cases in the school community** | * The school will undertake to follow the DfE guidance on sending home anyone who has been in close contact with a confirmed case of COVID-19, advising them to be tested at the earliest opportunity and to isolate for a period of 14 days * Pupils that have been sent home from school displaying symptoms of COVID-19 will be required to remain at home until either a negative test result has been gained or the self-isolation period has passed * The Headteacher is the named designated person who will liaise with the local health protection team and the Local Authority as necessary to provide details for tracking and tracing close contacts of confirmed cases and will follow their guidance on sharing information with our school community * Areas within school which have been used by those who have tested positive will be closed off until a deep clean process has been completed. * Where school is made aware of a pupil, member of staff or family member being symptomatic before the start of the school day, advised not to come into school and present for testing | | | * Staff will be informed of conformed cases within school at the earliest opportunity * All necessary information will be treated as urgent and shared with the school community at the earliest possible stage (following advice from the LA and local health protection teams) * If testing is refused or results not communicated to school, results will be treated as positive and the appropriate actions taken | |