

RISK ASSESSMENT

Risk Assessments for:
St Anne's primary School

Schools September Full Opening

Date

13/07/2020
24/9/20 Version2

Assessor Name:

Health and Safety Team
St Anne's Governing Board

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 |
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| <p>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),</p> | <p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p> | H | <p>General Measures</p> <p>School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</p> <p>Essential Control Measures</p> <ul style="list-style-type: none"> • 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 | M | <p>School Leaders should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Schools can contact healthandsafety@tameside.gov.uk for advice, guidance and support</p> | <p>KR</p> <p>KR</p> | <p>1/9/20</p> <p>1/9/20</p> |

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| | | <p>contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</p> <p>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.</p> <p>School has communicated it's arrangements to all employees and parents prior to the return of all pupils.</p> <p>Where possible contact with parent's or other non-school staff is conducted remotely, via telephone or video link.</p> <p>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.</p> <p>Staff are asked to not touch/shake hands with parents.</p> <p>Pupil Behaviour Policies will be updated to cover COVID-19 related incidents</p> <p>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.</p> <p>All schools have been provided with an initial stock of PPE</p> <p>Bubbles Children will, as far as possible, be placed in consistent groups (bubbles)</p> | | | <p>KR</p> <p>KR</p> <p>KR</p> | <p>23/7/20</p> <p>1/9/20</p> <p>1/9/20</p> |
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| | | <p>We will maintain bubbles of a single class.</p> <p>Bubbles will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble at a time.</p> <p>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, as much as they can, keep a 2m distance from pupils and other staff.</p> <p>Arrival /leaving school</p> <p>There will be a staggered pick up and drop off timetable in operation</p> <p>Back gate will be opened earlier and closed later to facilitate this</p> <p>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.</p> <p>Where possible separate entrances are used for class groups/bubbles. Reception class will use the front entrance via reception door. KS1 Infant corridor door. KS2 Junior corridor door.</p> <p>Entrances are supervised by staff encouraging parents to leave children and walk away</p> <p>Staff will discourage loitering by pupils and parents.</p> | <p>Mixing of these bubbles may take place in the delivery of specialist teaching, wraparound care and transport where necessary. Where groups are mixed these subsequent groups should be consistent.</p> <p>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.</p> <p>Consideration given to staggering start times to reduce peak hour demand on public transport.</p> <p>(First Group give busiest travel times as 7am – 9am and 4pm – 6pm.)</p> <p>Schools will have a process for pupils and staff to remove face coverings when they arrive at school which will be communicated.</p> <ul style="list-style-type: none"> • Do not touch the front of the face covering when removing it • Wash hands on arrival • Dispose of single use covering in a covered bin or place reusable covering in a plastic bag to be taken home • Wash hands again | KR | 23/7/20 |
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| | | <p>Advise will be sent out reminding parents NOT to loiter or liaise direct with teachers</p> <p>Signage is displayed in key locations outside the building advising of social distancing and Covid related messages</p> <p>Reception signing in and out E.g. Staff, visitors and contractors Where possible contact with parent's or other non-school staff is conducted remotely, via telephone, video call or e-mail</p> <p>Parents, visitors, and the general public will not be allowed in school without prior notification.</p> <p>Supply staff and peripatetic teachers must keep as much distance as possible from other staff.</p> <p>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.</p> <p>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.</p> <p>Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.</p> | | <p>before going to class</p> <p>All visitors to site should receive induction/site guidance on physical distancing and hygiene before or on arrival.</p> | <p>KR</p> <p>KR</p> | <p>1/9/20</p> <p>1/9/20</p> |
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| | | <p>Arrangements for deliveries are in place</p> <p>Arrival/reception areas are reconfigured to encourage social distancing</p> <p>Door to the office will remain closed Only 1 person will be allowed in the office No children to be sent to the office Phone is only to be used by office staff, if others use it they must then use a disinfectant wipe Registers to be placed at classroom doors to be collected at 9:15am Y6 Pupils mobile phones put in box at classroom door to be collected at 9:15 Visitors to school to stand outside the office door Name and company given to office staff who complete visitor book Visitors given a sticky label to wear rather than school badge Office staff to complete late book on behalf of parent Parents encouraged to pay for dinners online Cash in school reduced to a minimum</p> <p>Hygiene stations are in place, with instructions to use it, prior to entering the building</p> <p>In Class Certain activities will not be taught e.g. PE team sports</p> <p>Where possible classrooms will be set out to create as much distance as possible between pupils. If possible pupils will sit at the same desk on consecutive days. Children will sit side by side or back to back rather than directly facing and for as short a time period as possible.</p> <p>Where possible windows will be open to aid ventilation</p> | | <p>Time spent within 1m of anyone should be minimised and face to face contact avoided. Timetabling should try to allow for groups being kept apart and the minimum of movement around the site.</p> | KR/AF | 1/9/20 |
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| | | <p>Some classes will be taught outdoors where practicable and weather permitting</p> <p>Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.</p> <p>Moving around school The school has identified specific pinch points The route of traffic has been identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance</p> <p>Children are asked to walk in single file around school</p> <p>Supervision in place to prevent horseplay</p> <p>As far as possible, class groups are kept together and in the same room negating the need to move around school.</p> <p>Toilet use is monitored to prevent too many pupils entering at once.</p> <p>Where practicable, teachers will move to different classes rather than the pupils</p> <p>Communication is done with teaching staff electronically where possible</p> <p>Lunchtimes/consumption of food Clear signage on hygiene, hand washing and the use of hand sanitizers</p> <p>Hand washing before and after eating food Hand washing before and after touching/preparing food</p> | | <p>Signage to be displayed to advise of limits on number of users of the area at any one time</p> <p>Cleaning of tables between users</p> | <p>KR/AF</p> <p>KR/AF</p> | <p>1/9/20</p> <p>1/9/20</p> |
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| | | <p>Lunch times staggered for pupils</p> <p>Only Reception and KS1 will use the dining hall and these classes will be kept apart. KS2 classes will eat lunch in classrooms with their own bubbles.</p> <p>The playground will be split up so that bubbles play together. Year 3 and 4 children will eat lunch first and play outside at 12:45pm – 1:15pm Year 5 and 6 will play outside from 12:15pm-12:45pm and eat lunch inside after that.</p> <p>The bringing of a full personal water bottle each day is encouraged.</p> <p>Water fountains to be taken out of use</p> <p>Office/Support staff</p> <p>Small offices are restricted to single occupant use only</p> <p>Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time.</p> <p>Reprographics areas restricted to single user where possible</p> <p>All resources needed in class to be organised prior to the day- there will be no printing or photocopying within office hours</p> <p>Vulnerable persons</p> <p>Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified and an individual risk assessment is completed with</p> | | <p>The use of staff rooms should be minimised.</p> | | |
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| | | <p>them to identify any additional control measures for them beyond those in place generally.</p> <p>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)</p> <p>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 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</p> <p>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. (Mobile classroom)</p> <p>If possible a window will be opened for ventilation</p> <p>Where it is not possible to isolate them, staffs have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left</p> <p>Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom. (End of Junior corridor- staff toilet)</p> <p>The bathroom will be cleaned and disinfected using</p> | | <p>Advice will be given that other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>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.</p> <p>Everyone must wash hands thoroughly for 20 seconds after contact with someone who is unwell.</p> | <p style="text-align: center;">KR</p> | <p style="text-align: center;">1/9/20</p> |
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| | | <p>standard cleaning products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process</p> <p>A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.</p> <p>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</p> <p>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</p> <p>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.</p> <p>Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.</p> <p>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. (See separate guidance for donning and doffing PPE)</p> <p>A contactless thermometer is available to use where</p> | | <p>NB - The HSE has set a final date of requalification for expired certificates affected by Covid-19 of 30th September 2020</p> | <p>KR/DH</p> | <p>1/9/20</p> |
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| | | <p>appropriate PPE visors should be sanitised after use</p> <p>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</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Educational Visits Overnight and overseas educational visits will not take place.</p> <p>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.</p> <p>Visit venues/locations will only be considered where Covid-secure measures are in place</p> <p>Extra-curricular provision Provision will maintain school day bubbles or, where this is not possible, small consistent groups.</p> <p>Contact sports will not take place.</p> <p>Where possible activities will take place outdoors</p> <p>Music Singing, wind and brass playing will not take place in large groups (eg school choirs and ensembles or in assemblies)</p> | | <p>This will be reviewed based on government guidance</p> <p>Consider advising parents to limit the number of different wraparound providers they access as far as possible and to seek assurance that providers have the appropriate protective measures in place.</p> | <p>KR/AF</p> <p>KR</p> <p>KR</p> | <p>1/9/20</p> <p>1/9/20</p> <p>1/9/20</p> |
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| | | <p>Posters will be displayed in school to remind everyone of public health advice</p> <p>Classrooms in use are thoroughly cleaned at the end of the day</p> <p>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.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere</p> <p>Individual frequently used equipment should not be shared, eg pens and pencils</p> <p>Playground equipment must be frequently cleaned</p> <p>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</p> <p>Cleaning staff are on hand during the day</p> <p>General cleaning is done in line with the guidance for non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</p> <p>Rooms used to isolate pupils (whilst awaiting</p> | | <p>There should be enough tissues and bins available in school.</p> <p>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.</p> <p>A cleaning schedule should be in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups</p> <p>Classroom based resources shared within the bubble (books and games) should be cleaned as frequently touched surfaces.</p> <p>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)</p> <p>The new PH guidance on cleaning will be reviewed once released</p> | | |
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| | | | collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else. | | | | |
| 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 schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken. Parts of the building still unused are 'moth balled' to reduce the level of checks necessary | L | | KR/DW | 1/9/20 |
| 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 | | KR | 1/9/20 |
| 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. | KR/DH | 1/9/20 |
| 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 | | KR | 1/9/20 |
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| Direct transmission of COVID -19 virus from being in close proximity to people | School employees parents, pupils and the general public | H | NEW For Schools and Further Education Colleges Use of the NHS COVID-19 app in Schools and Further Education Colleges. | M | In our setting this only applies to school staff and parents | Advise staff in briefing | 28/9/20 |

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| <p>with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p> | <p>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)</p> | <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>The NHS COVID-19 APP https://covid19.nhs.uk/pdf/introducing-the-app.pdf Is available to download for anyone aged 16 or over if they choose.</p> <p>For some young people (SEND) parents will need to decide whether this is appropriate for their child.</p> <p>Staff will also be able to use the app.</p> <p>Guidance and further information for Students and parents https://covid19.nhs.uk/</p> <p>School will continue to engage with NHS test and Trace along-side the app being used.</p> <p>All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves;</p> <ul style="list-style-type: none"> • Trace – alerts the individual if they were in close contact with a confirmed case • Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in – allows the individual to check in to locations via the app and official NHS QR codes • Symptoms – allows the individual to check symptoms against government guidance and | | | | |
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| | | <p>to get advice</p> <ul style="list-style-type: none"> • Test – allows the individual to order a free test and to receive results and advice via the app • Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice • Bluetooth must be enabled for the app to work • If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted. • The tracing function can be paused • A reminder can be set to switch the app back on • The app does not work if the phone is switched off <p>The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for covid. Escalation processes remain the same.</p> <p>The use of the app does not replace the requirement for social distancing</p> <p>Individuals must still report a positive case to the school setting</p> <p>Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self -isolate</p> <p>Under 16’s The app is available to over 16’s but it may happen that a younger student has downloaded the app.</p> | | | | |
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| | | <p>In this instance if they inform you of a notification you should follow your usual procedures.</p> <p>SCHOOLS OR FURTHER EDUCATION COLLEGES WHERE MEMBERS OF THE PUBLIC MAY TAKE PART IN ACTIVITIES OR MAKE USE OF YOUR PREMISES:</p> <p>The app has a check-in feature which enables a venue to register for an official NHS QR code and allows users to 'check-in' to participating venues on their app by scanning that code. https://covid19.nhs.uk/pdf/user-qr-guide.pdf</p> <p>If the Schools/FE premises comes within the scope of the current guidance for maintaining records of staff, customers and visitors to support the NHS Test and Trace we will display an NHS QR poster in line with the 'working safely during coronavirus (COVID-19) outbreak' https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p> <p>When needed the schools/college will create an NHS QR code posters online for free: https://www.gov.uk/create-coronavirus-qr-poster And display it</p> | | | | |
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| Review Date | Reviewed By | Amendment |
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| 14/9/20 | Covid-19 Committee | |
| 28/9/20 | Covid-19 Committee | NHS test and trace App guidelines added to the risk assessment |

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| 12/10/20 | Covid-19 Committee | |
| 26/10/20 | Covid-19 Committee | |
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| Risk Ratings | Example impact (Including but not limited to) |
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| 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 |