

Broadbottom CE Primary School RISK ASSESSMENT



Risk Assessments for: Schools September Full Opening **Date** 07/07/2020

Assessor Name: Health and Safety Team **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
<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 	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>Head to send links to all staff SLT</p> <p>All Staff/C-Gov re coronavirus guidance</p> <p>SLT</p> <p>All staff to be updated on signs symptoms and track and trace procedures and expected to participate. Relevant links sent to staff from SLT.</p> <p>Updated and continued routines to be shared regularly during staff meetings and in the end of term and new term INSETS</p> <p>Caretaker to Organise and rota</p>	<p>22.7.20</p> <p>22.7.20 ongoing</p>

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			<ul style="list-style-type: none"> • 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 		<p>enhanced cleaning, which is to take place daily.</p> <p>JM: Staff to clean during the day using a cleaning schedule of tables, surfaces and regularly touched contact points.</p> <p>DH: Registration with supply agencies to cover any sickness absence and use of additional teacher for cover.</p> <p>JM: Class bubbles to be in operation from September with staggered arrival and dismissal times and all using different entry/exits.</p> <p>JM: Signage to point parents to the correct exits to avoid mixing.</p> <p>JM/Letters to parents/website/texts to advise of arrangements.</p> <p>SLT: Different dinners/playtimes and breaks for all bubbles. Staggered staff lunches and midday timetables.</p> <p>SLT/all Class libraries in use and books quarantined on return for 72 hours.</p> <p>JM: Minimal equipment allowed from home to school and vice versa. Reading books changed weekly and quarantined on return. No non-essential visitors in school. Sanitisation stations and hand washing timetabled for all bubbles throughout the day.</p>	
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		<p>Specific Measures</p> <p>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 additional 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>SLT/TA: Clean down scheduled between lunch time sittings in the hall.</p> <p>JM: No whole school meets, assemblies to be conducted virtually or within a class bubble.</p> <p>KCG/JM: Music lesson to follow the music service guidance and risk assessment.</p> <p>JM/AD/all staff No contact sports in PE and to take place outdoors weather permitting. Sharing of school risk assessment with services.</p> <p>JM/WC/All staff and parents have received up to date guidance on procedure that must be followed if showing symptoms. Email/letter/website/signage in school/school notice board/newsletters. This has been sent to parents in advance of September and is displayed on the website under a specific tab.</p> <p>JM: Limited contact with parents has been advised to all staff and the offer of a remote meeting or telephone conversation as first point of contact.</p> <p>No hand shaking or bodily contact is permitted.</p>
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		<p>All schools have been provided with an initial stock of PPE</p> <p>A named staff member has been identified to liaise with Contact Tracers Checklist provided by the LA (Tameside Covid-19 Resource packs for schools Version 5 page 43)</p> <p>Parents advised of procedure if a child is ill and encouraged to comply with Contract Tracing</p> <p>Bubbles Children will, as far as possible, be placed in consistent groups (bubbles)</p> <p>Where bubbles of a single class can be maintained this is the preferred option. (Primary)</p> <p>Social distancing (2m) will be observed within bubbles. (Secondary)</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. (Primary and Secondary)</p>	<p>All initiatives from local authority passed on to 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>JM named as identified person to liaise with Contact Tracers. (LH in case of absence) JM: Policy updated and disseminated to staff and parents and displayed on website.</p> <p>JM campaigns shared with all staff/parents. JM to distribute material from the Leader of the council on delivery</p> <p>JM: Staff training has already taken place and is part of the INSET refresher on July 23rd/September 2nd All PPE is in has been disseminated to first aid bags and distributed to first aiders in the building. Additional PPE is in the main office and all staff have been informed.</p> <p>SLT: Children will return in class bubbles.</p> <p>SLT/all staff Children will not be</p>
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		<p>Arrival /leaving school</p> <p>Staff are asked to arrive before pupils</p> <p>Signage posted to keep parents abreast of local lockdown and national arrangement</p> <p>Gate will be opened earlier 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 reings to prevent that child from entering the school building or using play equipment.</p>	<p>staggering start times to reduce transmission.</p> <p>Key messages displayed around the building to be updated in accordance with any relevant changes.</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 	<p>moving around the building unless they are in their class bubble and will be escorted by an adult.</p> <p>SLT/Teachers/All assemblies to take place in classroom locations. Remote whole school assemblies via google classrooms/Teams</p> <p>JM: All staff advised of 2m ruling if required to enter a different bubble. This advice will be shared with the music service and PE coach.</p> <p>JM: letters/website/twitter and physical boards to display current legislation/procedures</p> <p>JM: Parents have been advised of staggered start and end times to the school day and the points of entry and collection for pupils. Signage is in place to guide all parents to the correct entrances to minimise numbers on site.</p> <p>SS; Gates will be opened 10 minutes before and closed 10</p>
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		<p>Where possible separate entrances are used for class groups/bubbles</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. Advise will be sent out reminding parents NOT to loiter or liaise direct with teachers</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, volunteers, and the public will not be allowed in school.</p> <p>Supply staff and peripatetic teachers must keep as</p>	<ul style="list-style-type: none"> • Wash hands or hand sanitize 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 before going to class <p>All visitors to site should receive induction/site guidance on physical distancing and hygiene before or on arrival.</p>	<p>minutes after to avoid loitering.</p> <p>JM/SS/All parents will be reminded that only one adult is permitted to escort pupils. (Letter/website/text) Guidance has been issued to all parents and staff how to don and doff a mask. Signage will be put up with pictorial symbols to advise parents. Handwashing/and sensitisation is scheduled throughout the day for all pupils and staff on arrival and at any point that they leave or return to the classroom bubble location Lidded bins in each bubble setting for disposable face masks.</p> <p>JM/SS: Four separate entrances will be in operation</p> <p>Staff: A member of staff will be at each entrance daily to receive pupils and to discourage any loitering. Texts messages, letter. Website to remind</p>
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		<p>much distance as possible from other staff.</p> <p>Where possible staff sign in remotely e.g. from own PC/phone rather than reception</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>Arrangements for deliveries are in place</p> <p>Arrival/reception areas are reconfigured to encourage social distancing</p> <p>If no screen is already in place school will consider whether a temporary plexi -screen be installed</p>	<p>Consider engaging consistent staff in these roles where possible to further reduce the number of visitors to school</p>	<p>parents and signage.</p> <p>DH: All points of contact, except for paying money, will be done remotely where possible.</p> <p>JM/DH/SS Visitors, unless contractors or agencies, will not be permitted to enter the school building, without prior arrangements and where possible after school hours.</p> <p>SS/DH: Risk assessment to be shared electronically prior to arrival with specific measures with regards to distancing.</p> <p>DH/JM/DR: Remote signing in system purchased and will be in operation from September.</p> <p>DH/SS: All arrangements with contractors organise for mainly school holidays failing this after school Caretaker and business manager to meet weekly with</p>	
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			<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 so sitting positions are 2 metres apart. If possible, pupils will sit at the same desk on consecutive days.</p> <p>Where the 2 m distance cannot be maintained individuals will be side by side or back to back rather than directly facing and for as short a time period as possible.</p> <p>Unnecessary furniture will be removed from classes to increase space.</p> <p>Where possible windows will be open to aid ventilation</p> <p>Some classes will be taught outdoors where practicable and weather permitting</p>		<p>ongoing jobs list.</p> <p>DH/SS: All site visitors will sign into the building and permits of work collected electronically in advance of their arrival by the site manager.</p> <p>JM/DH: All deliveries are made to the main entrance and moved by the site manager. Any delivery person entering the building uses hand sanitiser on entry. Glass screen already in place which will remain closed. Reception area limited to one person only, waiting outside still to be socially distanced. Staggered arrival times of pupils considered to reduce parents at any time needing the office.</p> <p>JM/SS/DH: All entry points have a sanitation station which has signage on school rules for usage.</p> <p>SLT: PE curriculum adapted to include dance, gym and fitness and to take place outdoors weather permitting.</p>	
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		<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>Time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>Timetabling should try to allow for groups being kept apart and the minimum of movement around the site.</p> <p>Signage to be displayed to advise of limits on number of users of the area at any one time</p>	<p>SLT/SS: Mitigation of risks to be in operation including all seating arrangements with seating facing forwards. Where not possible children sat back to back. 2m distancing will not be possible with whole class bubble.</p> <p>JM/SS: All furniture has been removed already during recent lockdown</p> <p>SS/all staff Windows will be open and doors to exterior whilst weather permits</p> <p>SLT/teachers Lesson plans will incorporate usage of the outdoors where appropriate</p> <p>JM/LH: All staff will receive guidance prior to September at Inset on new arrangements for distancing.</p> <p>JM/LH/all: Dinner times are timetabled, with a time lapse before the next bubble enters the corridor to avoid any passing of pupils</p>
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		<p>Toilet use is supervised to prevent too many pupils entering at once.</p> <p>Communication is done with teaching staff electronically</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>Lunch times staggered for both pupils and staff</p> <p>Lunch seating areas restricted to 1 person per table or considering social distancing measures with no directly face to face seating.</p> <p>Fruit station managed so children do not handle multiple pieces before selecting</p>	<p>Cleaning of tables between users</p>	<p>JM/LH/ all staff Will only walk around the school each day once for lunch when they will walk single file and supervised. Signage and floor marking are in place.</p> <p>JM/LH/all: All pupils will be supervised and will not be permitted to move from their classroom bubble without a chaperone.</p> <p>JM/LH/all: Classes will remain in their room except for lunchtime and PE when the weather is bad. They will be supervised on movement to another area with sanitisation in place if entering a new room.</p> <p>JM/LH/all: Pupils will be chaperones to the toilet and only one child at a time will be permitted into the toilet area.</p> <p>JM/all: With only 4 teachers/Teaching assistant s staff meetings can be socially distanced. Communication where possible to be conducted electronically.</p>	
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		<p>The bringing of a full personal water bottles each day is encouraged.</p> <p>Office/Support staff Where feasible and appropriate for members of staff to work from home consideration will be given to this</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>Vulnerable persons</p> <p>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.</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</p>		<p>The use of staff rooms should be minimised.</p>	<p>JM/DH/SS: Signage displayed in the hall pupil's toilet doors, classrooms, and bathrooms. Handwashing regime timetabled throughout a daily schedule. Including before and after food</p> <p>JM/LH: Staff rota to clean down the dining tables before a new bubble arrives and at the end of the lunch period.</p> <p>JM/LH: Timetable of lunches to allow staff and pupils to eat in bubbles for pupils and reduced numbers for adults. Seating marked to direct children to places they can safely sit whilst eating.</p> <p>JM/DH/Midday assistant to supervise the fruit station and allow one child at a time to use the facility</p> <p>JM: Already in operation. Parents reminded in letter and website</p>	
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		<p>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 10 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.</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.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process</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>JM: Office has 2 staff who can socially distance. One staff member work mornings only</p> <p>JM/LH/all: Staff kitchen has signage to remind staff that they should wait if anyone is already in the room</p> <p>JM/LH/SS: Signage in operation to remind staff and guidance given during INSET of restriction in place in the building</p> <p>JM: All individual risk assessments have been completed and no staff members identified as vulnerable.</p> <p>Not applicable currently</p> <p>JM: Guidance and procedures shared electronically with all staff and reiterated at INSET. Displayed on staffroom wall.</p>	
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		<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 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,</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>JM/LH/all: Isolation area in operations that segregates the pupil safely in a closed area, but does not have ventilation</p> <p>JM/LH/all: Staff have been appointed to clean down the area following any suspected cases.</p> <p>JM/LH all: A separate toilet has been identified for usage in this case and appropriate access to cleaning products available for staff members.</p> <p>JM: All staff and parents have received up to date information from public health regarding track and trace and this is also available on the school website. Any children/staff in a bubble where there has been a positive case will be encouraged to engage with the process.</p>	
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		<p>droplets of blood or other body fluids.</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>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>JM/WC the flow chart of advice will be advertised on the website, emailed to staff, and displayed in the staff room.</p> <p>Assessment already completed following prior lockdown and reviewed.</p> <p>LH/DH One member of staff due to recertificate and course in hand.</p> <p>JM/LH/all: Where possible staff will remain a safe distance from a pupil. When this is not possible PPE will be worn</p> <p>JM: All staff received guidance and PHE training on correct usage of PPE. All first aiders have been supplied with necessary equipment. Levels of stock will be regularly monitored and replaced.</p> <p>JM/LH: Good hand hygiene routines have been established in school with regular reminders to all staff in staff</p>	
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			<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>Music lessons will be limited to 15 pupils with social distancing and windows open where possible</p> <p>Playing of instruments and singing will take place outside where possible.</p> <p>Instruments will not be shared.</p>			<p>meetings/briefings.</p> <p>JM: No residential educational visits have been planned at present.</p> <p>All visits will be restricted to single class bubbles in outdoor local community spaces for the immediate future.</p> <p>SLT: Children will be booked into a 10-week session where the group remains the same. No new members will be permitted once the group has commenced</p> <p>JM: After school clubs will not involve games.</p> <p>All: Weather permitting activities will be conducted outside</p>
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						<p>TMS/JM: A modified curriculum will be delivered by Tameside Music Service</p> <p>TMS/JM: Tameside music service have advised that they can teach whole class bubbles alongside their modified curriculum and their risk assessment will be followed.</p> <p>All pupils have allocated instruments.</p>
<p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</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 implementing protective measures in education and childcare settings</p> <p>Specific Measures</p> <p>As per direct transmission and in addition:</p> <p>Hygiene stations at all entrances are in place, with instructions to use it, prior to entering the building.</p> <p>Where hand sanitizer is available in locations around the school it should be used in addition to hand washing</p> <p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual</p>	M	<p>Managers 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>Ensure that sufficient hand washing or hand sanitiser stations are available.</p> <p>Young children and pupils with complex needs will be assisted to clean their hands properly.</p> <p>Hand cleaning routines will, as far as possible, be built into the day;</p> <ul style="list-style-type: none"> • On arrival at school 	<p>JM: All guidance will be followed, and daily updates checked, and modifications adapted into any school procedures.</p> <p>JM/SS: All hygiene stations in place and regularly refilled and managed by the site manager</p> <p>Hygiene routine in place (see above)</p> <p>All: Signage, daily morning reminders, time slots scheduled</p>

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		<p>with soap and water or hand sanitiser. Young pupils are supervised where appropriate.</p> <p>Catch it, bin it, kill it approach is followed to encourage good respiratory hygiene.</p> <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>	<ul style="list-style-type: none"> • On return from breaks • When there is a change of room • Before and after eating <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</p>	<p>into the daily routine Soap and hand sanitising checked and re-stocked daily by the cleaning team Signage clearly all-around school. Teachers to Incorporate into morning reminder how to be alert and reduce transmission.</p> <p>Enhanced cleaning daily with advised cleaning products</p> <p>JM/LH/all: Clean down routines in place during the day in a timetable across the whole school.</p> <p>JM/LH/all: Lists of areas that require attention due to regular contact have been shared with staff and scheduled cleaning takes place during the day as part of the timetable schedule.</p> <p>See above</p> <p>JM/LH/all: All children supplied with their own stationery equipment</p> <p>JM/all Playground equipment to be sprayed following each bubble</p> <p>JM/SS: Doors have been identified to be propped open and fire risk assessment altered to reflect this.</p>	
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			<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 collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>		<p>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>	<p>Staff rota in place</p> <p>JM/LH/SS: All guidance shared with cleaning team and cleaning risk assessment completed and updated</p> <p>As above</p>	
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	<p>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</p>	L		<p>SLT: Early identification of potential risk because of reduced staffing will be closely monitored</p> <p>In the event of staffing problems, the LA will be contacted, and support and guidance followed prior to any risk arising</p>	
Stress and anxiety	School employees Stress related ill Health	M	<p>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.</p>	L		<p>JM: Personal risk assessments conducted, and staff received advice with regards to wellbeing and any stress related issues they may be experiencing. Resilience coach/counsellor as part of external team to support staff members.</p>	
Irritant Contact	Employees Exposure through	M	<p>Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.</p>	L	<p>Early detection can prevent more serious dermatitis from</p>	<p>JM: All staff have been given guidance on reporting any skin</p>	

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Dermatitis	excessive hand washing.		Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.		developing.	related problems to a line manager	
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		JM: All staff have received the email circulated by Tim Bowman and this has also been included in staff training and is on the staffroom wall.	

Review Date	Reviewed By	Amendment
18.9.2020	SLT/Covid Committee	Hand sanitization on arrival added
18.8.2020	" " "	Additional signage around school
18.9.2020	" " "	Identification of named person for contract tracing
18.8.2020	" " "	Template letters in place

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

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