

RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020

Name of School		Date of assessment	Review date
Sound and District Primary School		31.8.20	
Name and Position of Assessor(s):		Assessor(s) Signature:	
Headteacher's Name:	Laura Minshall-Thomas	Headteacher's signature:	<i>LJ Minshall-Thomas</i>
Chair of Governor's Name:	Dr Anthony Shuker	Chair's signature	<i>A. Shuker</i>

The risk areas below can be used as a guide, but schools may want to adapt this for their use.

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss

MEDIUM: Possibility of accident - causing minor injury or loss

LOW: Accident unlikely - with control measures in place

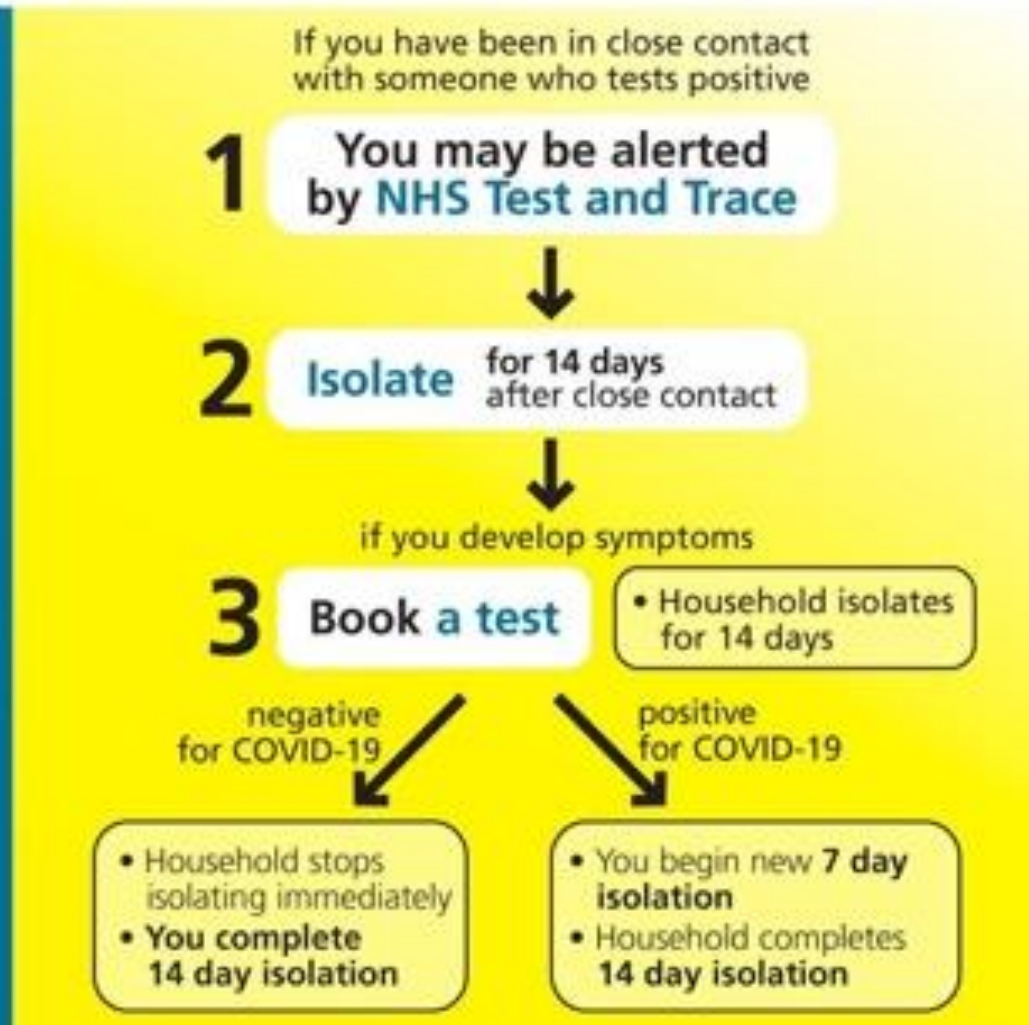
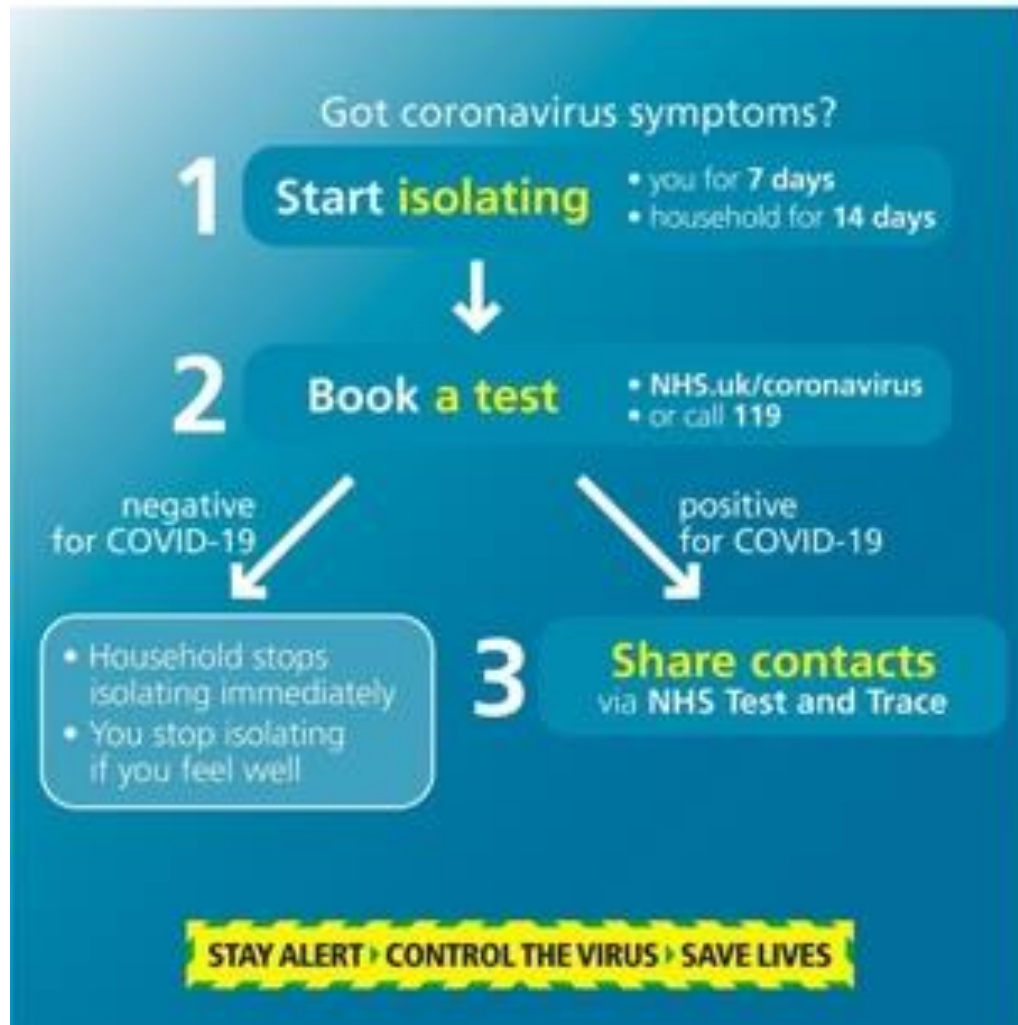
5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms				
Transmission from persons with existing symptoms of covid 19	Staff, pupils and parents	Any persons with symptoms of covid 19 will be told not to attend school and will be asked to follow current government guidance to get tested and self isolation.		—

<p>Removal of persons becoming symptomatic (Staff and children)</p>	<p>Staff, parents</p> <p>pupil,</p>	<p>Pupils</p> <ul style="list-style-type: none"> ▪ Use of 'isolation' if symptoms are apparent. ▪ Child will be moved to the isolation room ▪ Staff to wear PPE if taking child to isolation room ▪ Parents to be called immediately to pick up their child if they develop symptoms. They will need to self isolate with their household members or support bubble as per the current government guidance and access a test (as of 13th Aug 2020 the person showing symptoms should isolate for 10 days, and their household/support bubble for 14 days) <ul style="list-style-type: none"> ▪ Any member of staff who displays symptoms should follow the current government guidance, which as of 13th Aug says they should arrange to have a test to see if they have COVID-19 See the following link - https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested ▪ Staff should also leave school if they display any symptoms and access the test as soon as possible. ▪ They will need to self isolate with their household members or support bubble as per the current government guidance and access a test (as of 13th Aug 2020 the person showing symptoms should isolate for 10 days, and their household/support bubble for 14 days) ▪ If two or more cases are confirmed in a 14 day window then the Headteacher or Deputy will contact with the local HPT (Health Protection Team). https://www.gov.uk/guidance/contacts-phe-health-protection-teams <p>The Team that covers Cheshire East can be contacted on using the details below:</p> <p>Cheshire and Merseyside HPT Public Health England North West Suite 3B 3rd Floor Cunard Building</p>	<p>H</p>	<p>The following document shared with staff (see staff Sept pack sent) Coronavirus FAQs Self-Isolation for School Staff Please find attached an updated FAQ document around self-isolation for staff to reflect the change in self-isolation from 7 to 10 days if someone has symptoms or tests positive for COVID-19.</p>
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Reduce further spread in case of positive test result	Staff, pupil, parents	<p>If two or more children or staff test positive, the school will seek the advice of the local health protection team who will work with the school to guide them through the actions they need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>The school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p> <p>Other household or support bubble members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.</p>		
Staff Training	Staff , parents	<p>All staff completed health and safety training on COVID-19 on Wednesday 3rd June. Also, during staff INSET in September – we will be revising the correct procedure for doffing and donning and the procedure if a child displays symptoms of COVID-19. Guidance shared with staff and parents on testing.</p>		
B. Hygiene and Handwashing				
Ensure staff/pupils observe good hygiene practice - toilet and hand washing.	Staff, pupil, parents	<p>Extra hand washing stations have been installed around school as well as outdoor sinks (with soap dispensers). Posters are displayed around schools. There is a frequent plan in place where staff ensure children's hands are frequently washed throughout the day.</p> <p>Staff show videos reminding children of handwashing on NHS website and use e-bug resources</p> <p>Hand sanitizer made available within school</p>		

Enhanced cleaning	Staff, pupil, parents	An enhanced cleaning schedule has been put in place and working hours for both the cleaner and caretaker have been agreed. The enhanced cleaning program breaks down the further detailed plan of cleaning throughout the day including the regular cleaning of books, games and other suitable resources. Shared resources (Science, D&T) to be left in a dedicated area for them to be cleaned and either sanitised or left for 48 hours (72 hours if plastic). Outdoor PE equipment will also be left in an outdoor dedicated area to be cleaned and left for the correct amount of time.		
Class bubble equipment	Staff, pupil, parents	Every child all have their own resources in a sealed plastic bag for frequently used individual items. Children/parents will be advised to bring only essential items into school. Only essential items used by the child will be taken home (School planner). The sharing of other resources will be kept to a minimum, and where necessary will follow guidance on sanitization.		- The parent handbook will go through these guidelines in more detail for parents and children.
Waste Disposal		School are following guidelines and using separate bagging and bins for any disposal of waste. The details are covered in the enhanced cleaning program.		

C. Cleaning

Reducing transfer - general	All	Detailed plan of what is cleaned, by whom, when and how often	L	
Reducing transfer - Toilets	All	Toilets will be deep cleaned at the end of each day. Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.	L	
Reducing transfer - furniture	All	Tables and other furniture must be cleaned regularly.	M	
Reducing transfer - classroom equipment	All	Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over	L	

Reducing transfer - personal items	All	No toys can be brought from home	L	
Reducing transfer - ICT equipment	All	Tablets / laptops should be wiped between use. If possible, avoid children sharing tablets. Teachers to bring to charger station in staffroom when required. Class bubble colours to identify tablets/computers	L	
Reducing transfer - contact points	All	Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. Staff will be required to clean surfaces and touch points when used	M	
Reducing transfer - bins	All	Bins must be emptied before they are full and at least once daily Tissue bins to be emptied regularly.	L	
Reducing transfer to external agencies	external agencies	Tissue and ppe waste to be double bagged and stored for 72hrs before placing in external waste bins	M	
Protecting cleaning staff - no contact with bubbles	Cleaning staff	Cleaner to only enter the building when all staff and pupils have exited. Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day	L	
Protecting cleaning staff - ppe	Cleaning staff	Cleaner to wear long gloves and apron Eye protection must be worn if there is a risk of splash	L	
Reducing transfer	Cleaning staff and staff	Recommended soap / detergent / disinfectant should be used	L	
Stock levels	Staff	Sufficient supplies are in place throughout the school	L	

D. Social Distancing

Keeping bubbles separate	Staff, pupil, parents	The school have agreed consistent bubbles of children and young people that do not mix throughout the school day. A detailed plan of this has been shared with staff and will be shared with parents in the handbook.		<ul style="list-style-type: none"> - A plan of bubbles and staff is covered on a document within school to support track and trace. Also, details on bubbles has been shared with parents and further details will be shared at the end of August.
Out of hours Provision	Staff, pupil, parents	The school have grouped the children into smaller groups in before and after school. This is in line (as much as possible) with the class bubbles set up in school.		<ul style="list-style-type: none"> - A separate guidance sheet of procedures is set up for Rising Stars (after school club) which the deputy manager will monitor.

Reducing staff movement	Staff	Staff movement between classes has been kept to a minimum. This is shown on the track and trace document of pupil/staff groupings. Within classes staff have a classroom checklist reminding all staff of the required guidelines within their bubble.		<ul style="list-style-type: none"> - A classroom checklist for staff updating them on the guidelines. - Track and trace document used to identify staff movement
Staff wellbeing	Staff,	A rag rated weekly review of staff's health and mental well-being will continue in September. Any concerns will be noted and discussed with member of staff in more detail on an individual RA if needed. Staff wellbeing is also a drive on the school development plan again from September.		<ul style="list-style-type: none"> - SMT to keep a weekly reviewed document that will monitor staff health and well-being - The chair of governors will have a weekly check in on zoom with the headteacher
School Timetable Staggered start/end times	Staff, pupil, parents	The school timetable has been organised so that class bubbles are separate throughout the day. This includes staggered starts/ends, staggered lunchtimes and playtimes where children have a dedicated zone in the outside environment		<ul style="list-style-type: none"> - All the information on staggered times will be shared with parents in the parent handbook.
Toilets	Staff, pupil,	Each bubble has a dedicated cubicle with clear signage for children and staff.		<ul style="list-style-type: none"> - All staff are made aware of which toilets they and the children will use in September.
Staff shared spaces	Staff	Teachers can sit together in staffroom (max occ. 2 people at one time 2 metre apart). The room will be well ventilated, all worksurfaces will be after use, wipe down chair, wash and dry own cups. An additional staff facility/ area will be available for Year 6, Year 3 and reception to access refreshments.		<ul style="list-style-type: none"> - Refreshment stations available in the staffroom or in the office.
SEND pupils	Staff, pupil, parents	SEND pupils are monitored closely by the SENDCO and with specialist support from external advisor. Resources have been put together to ensure these children are supported on their return to school. New teachers have information regarding these pupils from the transfer of information from the previous teacher.		<ul style="list-style-type: none"> -
Temporary staff	Staff, pupil, parents	Temporary staff for peripatetic teachers will follow the guidelines in regards to hygiene and social distancing. They will also have a designated area in school they will use.		<ul style="list-style-type: none"> - These staff will be briefed before coming onto the site.
Music lessons	Staff, pupil, parents	School staff have been made aware of the additional risks associated to music lessons. Staff will go outside wherever possible, will limit group sizes to no more than 15, positioning pupils back to back or side-to-side, avoid sharing instruments and ensure good ventilation.		<ul style="list-style-type: none"> - These guidelines will be on an easily accessible class checklist for staff from September

Behaviour policy	Staff, pupil, parents	This has been updated and reviewed to ensure it covers the guidelines. Parents and staff will again receive this before September.		<ul style="list-style-type: none"> - Behaviour policy sent as part of the parent handbook - Staff to review again as part of the Staff INSET September
Educational Visits	Staff, pupil, parents	Staff to be up to date with current guidelines regarding educational visits. A fully trained lead is in school.		<ul style="list-style-type: none"> - Re visit up to date guidelines with staff regarding Educational visits – see EVOLVE
Visitors	Staff, pupil, parents, visitors	<p>Any visitors who are not critical to teaching individual class groups should not enter the school building. Parents should not enter the school building under any circumstances. Any communication should be done via email, telephone or conference call.</p> <p>Any contractors or suppliers will need be briefed about measures in place regarding hygiene and social distancing – a signed record will be kept in the school office.</p>		<ul style="list-style-type: none"> - Running record kept of any visitors and a signed form to show they have read expectations.

E. Personal Protective Equipment (PPE)

<p>Schools Policy on PPE</p>	<p>Staff, pupil, parents</p>	<p>School follows the government guidelines in relation to the wearing of PPE equipment see document.</p> <p>The school also uses PPE when First Aid is being administered with a child.</p> <p>Teachers to wear a facial covering when in close contact with pupils if needed.</p> <p>Teacher should not wear gloves unless directed to do so in medical emergencies.</p> <p>Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait outside their classroom door for parents.</p> <p>Children have the option to wear a face covering during certain times of the day. Provided by parent. Staff have had training about safe removal and application of PPE masks and other equipment (completed early June). Information given about how to store masks when not in use. Children to be taught how to safely remove and apply masks and how to store them safely. Contenance issues and soiling should not be dealt with by staff. Staff will wear PPE equipment if cleaning or bagging up any belongings. Parent should be rang immediately, and children sent home.</p>		<ul style="list-style-type: none"> - Staff to be aware of the following document of when to use PPE https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe - Staff to be shown doffing and doning for PPE during Staff INSET. <p>PPE is only needed in a very small number of cases if:</p> <ul style="list-style-type: none"> - an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained - a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used
<p>Supplies of PPE</p>	<p>Staff, pupil, parents</p>	<p>The school has supplies in place of PPE equipment – this is regularly reviewed and replenished when needed. Each class bubble has its own PPE box available at hand. This box is stored in a safe place. Staff check weekly to ensure that if supplies are need the office is informed. Also it is built into the cleaner and caretakers program to check both PPE and hygiene equipment. The Health and Safety policy and First Aid policy reflect this</p>		
<p>Schools Policies updated</p>	<p>Staff, pupils,</p>	<p>The Health and Safety policy and First Aid policy reflect any changes in regards to PPE. These documents have been shared with Staff.</p>		

F. Managing Symptoms, Testing and Responding to a Local Outbreak

NHS test and trace awareness	Staff, pupil, parents	Staff and parents have been given the details in regards to test and trace. They are aware of the processes and procedures in place. The staff protocol guidance and the parent hand book clearly state the need to book a test if they are displaying symptoms and how to do it.		The following link shared and the key measures with staff and parents https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
Home Testing kits	Staff, pupil, parents	Once available, the school will follow government advice and give home testing kits directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks
Procedures in place to respond to an outbreak	Staff, pupils and parents	The school will act on any advice given from the Local authority/Local Health Protection Team. The School will go through procedures with staff/parents if an immediate closure is needed remote learning will be made available (following the same protocol through lockdown).		

G. Risk Assessment

COVID Risk assessment		A COVID risk assessment has been shared with all staff and governors and will be made available on the school website.		Updated risk assessment to be shared with Staff and discussed at the Inset day 1st Sept 2020 Governing board to agree to risk assessment before 2nd Sept 2020
Staff involvement		Staff have been given information and a COVID staff guidance and risk assessment before the summer break. This document has been updated and shared again at the end of August. A staff pack including any other information has been shared and will be reviewed in the staff INSET. A virtual question and answer session will occur on the September staff INSET giving staff the chance to ask questions about the risk assessment with the HT, Chair of governors and Health and Safety Governor. Staff have been given a classroom checklist to aid in their planning of risks in the workplace.		

Pupil Involvement		Pupils will have a photographic handbook, video links to help them understand measures in place around health and safety. In the first week of school children will be involved in deciding on their class rules to support Health and Safety around school and keeping them safe.		
Reviewing Risk controls		The HT will regularly review control measures in school and will report back to the Chair of governors. This will include regular Health and safety walks (social distancing in place) with the H&S governor and talking to pupils remotely.		

FOLLOW UP ACTIONS (IF REQUIRED)

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed