



Health and Safety Risk Assessment

Establishment: Ss John Fisher & Thomas More

Risk Assessment for: Covid-19 Preparations

Carried out by: Darren Ritchie, Dominic Hemington & Ryan Coughlan

Date of initial assessment: 09/07/20 Reassessed on 27/08/20

Any previous assessment for this activity carried out: No

Hazard	Risk H M L	Type of Risk	Control Measures	Comments / Action	Action Owner	Residual Risk Rating H L M	Risk level after review
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the hazards listed below). Also ensure that all health and safety compliance checks have been undertaken before opening	M	Health of Staff, Pupils, Visitors, Families Financial Reputation	Site Manager to ensure all risk assessments are up to date and correct procedures are in place	To provide assurance to Senior Leadership Team that risk assessment has been completed, and escalated to CEO	Site Manager	L	
Staffing ratios	H	Safety of Staff, Pupils Reputation	Make sure we have the right number of staff in attendance every day to maintain an appropriate ratio with pupils	SLT to create class groups and rotas. Consider those in vulnerable groups.	Head Teacher / SLT	L	

Clinically Vulnerable Staff	H	Safety of Vulnerable Staff		<p>Risk Assessment undertaken for Clinically Vulnerable Staff Members:</p> <p>Discussion with these staff members about them returning to school, re- how we are keeping them safe within the workplace and that they must endeavor to maintain the 2m rule. Remind them of the standard ways of minimizing the risk of infection:</p> <ul style="list-style-type: none"> <input type="checkbox"/> wash your hands frequently with soap and water for at least 20 seconds or use a hand sanitiser. Do this after you blow your nose, sneeze or cough before you eat or handle food and always immediately when you return home <input type="checkbox"/> avoid touching your eyes, nose, and mouth with unwashed hands <input type="checkbox"/> cover your cough or sneeze with a tissue, 	Head Teacher SLT	L	
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				then throw the tissue in a bin. <input type="checkbox"/> A risk assessment will be completed with all pregnant employees.			
Clinically Extremely Vulnerable Staff	h	Safety of Vulnerable Staff		Risk Assessment undertaken for Clinically Extremely Vulnerable Staff Members: School Leaders should be flexible in how these staff members are deployed to enable them to work remotely where possible or in roles where it is possible to maintain social distancing			
Class Sizes	H	Health of Staff, Pupils, Visitors, Families Reputation	Ensure class sizes are in line with advice from the DfE (no larger than (30)	SLT to ensure all groups follow government guidance School decision – up to 23 pupils per group (minimum 1 adult per group)	Head Teacher	L	
Class Bubbles		Health of Staff, Pupils, Visitors, Families Reputation	Two Class Bubbles per year group. No bubble larger than 23	Provide details about bubbles. (see class organisation and procedures document) For interventions requiring bubbles to be broken, social distancing of 2m will be followed to mitigate risk of transmission			
Minimising contact with individuals who are unwell by ensuring that	H	Health of Staff, Pupils,	Tell children, young people, parents, carers or	Letters to parents/speak to pupils and staff	Head Teacher	M	

<p>those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</p>		<p>Visitors, Families Reputation</p>	<p>any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p>	<p>All contractors to read a visitor policy which will outline safeguarding and social distancing expectations, and complete a declaration to confirm they have no symptoms of coronavirus upon arrival. They will also give an email address so we can contact them should we need to due to Test and Trace. Visitors will not be required to wear face masks.</p>	<p>Reception staff</p>		
<p>Keeping Socially Distant & Control of possible contact (Pinch Points)</p>	<p>H</p>	<p>Health of Staff, Pupils, Visitors, Families Reputation</p>	<p>Communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene</p>	<p>Site and Finance teams to ensure that business continues either as normal, or on a reduced capacity where appropriate. Inform staff of the plans, for example, safety measures and discuss whether training would be helpful.</p> <p>Implement additional arrangements for toileting and hand washing ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p>		<p>M</p>	

Staggered start times and break and lunchtime times split or pupils allocated specific areas / equipment

Ensure responsible persons are allocated bubbles of pupils and age appropriate equipment is allocated with strict enforcement in place

Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building

Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising there will be some subject specialist rotation of staff

Staff room only to be used for toilet and photocopier, two staff members at a time. Offices to limit occupancy to 4 staff members including headteacher.

A separate, socially distanced staff area has been created in the

				<p>dining room. All staff aware of social distancing requirements and need to clean down surfaces after use.</p> <p>SEND, EHCP children to have the guidance and rules explained to them in a way they will understand. This to be led by SENDCo.</p>			
		<p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p>	<p>Follow government guidance on social distancing in school, minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables</p>	<p>Desks will be forward facing other than in early years</p> <p>Outdoor equipment should be frequently cleaned following use by each group</p> <p>PE will be taught outdoors where possible or in large indoor spaces</p> <p>No Assemblies or Singing in large groups. Music will be taught in classes no larger than 23. If the number in a class exceeds 15 other social distancing measure will be put in place.</p> <p>Supply teachers will be kept to a very minimum, with the same supply teacher being used wherever possible (this arrangement with a</p>			

				supply teacher has already been agreed)			
Mass gatherings	M	Health of Staff, Pupils, Visitors, Families Reputation	Review assembly arrangements	Only virtual assemblies will take place		L	
Pinch Points – Start of school	H	Health of Staff, Pupils, Visitors, Families Reputation	Stagger the beginning and end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits.	Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Head Teacher	M	
Pinch points – Transition, lunch and break	H	Health of Staff, Pupils, Visitors, Families Reputation	Review transition and break times (including lunch), so that all children are not moving around the school at the same time Has a one-way system been considered Are arrangements in place for hand washing	Stagger times so children not all lining up at once. If there'll be a queue, ensure children have space between them Children will be supervised at all times when in the corridor. Soap and water or alcohol-based hand sanitiser available at all times all around school. Children will be brought their lunch in their classrooms and	SLT Site Manager / Caretaker Site Manager / Caretaker	M	

			<p>before and after eating?</p> <p>Are arrangements suitable for providing meals for pupils at risk?</p>	<p>will eat only with their pod group</p> <p>Packed lunches to be provided for all FSM and UFSM Children. All other pupils will be asked to bring their own lunch.</p>	<p>SLT</p> <p>SLT to arrange – Cleaners to complete</p> <p>Lunchtime Organisers</p> <p>SLT to communicate</p>		
Pinch Points – End of school	H	<p>Health of parents / pupils / staff</p> <p>Reputation</p>	Discourage parents picking up their children from gathering at the school gates.	Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which	SLT to implement and communicate	M	

				<p>should be conducted safely)</p> <p>Tell parents that if their child needs to be accompanied to / from school, only one parent should attend</p>	Staff to monitor		
Ventilation in School	H	<p>Health of pupils / staff / parents</p> <p>Reputation</p>	Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Prop doors open, where safe to do so (all fire doors must be shut in the event of a fire alarm activation), to limit use of door handles and aid ventilation, open windows.	Site Team	L	
Cleaning of School	H	<p>Health of pupils / staff / parents</p> <p>Reputation</p> <p>Financial</p>	<p>Ensure school has appropriate arrangements for cleaning premises prior to opening and increased arrangements during the school day in hot spots. (There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or</p>	<p>Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</p> <p>Avoid using Just In Time purchasing method, ensuring adequate stocks are maintained</p> <p>Remove rubbish daily and dispose of safely</p>	<p>Site Team / Caretaker</p> <p>Finance Team</p> <p>Cleaners</p>	M	

			childcare setting)				
			Review cleaning hours and coverage	<p>Cleaners informed of extra duties or additional external support arranged and supervisor/Site Staff to check cleaning has been done.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach - surfaces that children, young people and staff are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, handles, furniture, learning aids, IT equipment, sports equipment, phones, fingerprint scanners, photocopiers and kettles more regularly than normal</p> <p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in 	SLT / Site Manager / Caretaker		
					Cleaners		
					Cleaners		

			<p>corridors and stairwells) You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none">• Disposable cloths, or• Paper rolls and disposable mop heads <p>When cleaning and disinfecting, use either:</p> <ul style="list-style-type: none">• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine• A household detergent, followed by a disinfectant with the same dilution as above• An alternative disinfectant, that's effective against enveloped viruses <p>Make sure all cleaning staff:</p> <ul style="list-style-type: none">• Wear disposable gloves and apron• Wash their hands with soap and water once they remove their gloves and apron <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's</p>			
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				<p>visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment. Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine.</p> <p>Clean and disinfect anything used for transporting these items with standard cleaning products.</p> <p>Launder any possibly contaminated items on the hottest temperature the fabric will tolerate. If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p> <p>Dispose of any items that are heavily soiled or contaminated with body fluids.</p> <p>Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and</p>	<p>Cleaners</p> <p>Cleaners</p> <p>Cleaners</p> <p>Cleaners / Caretaker</p>		
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				<p>tie when full.</p> <p>Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage. If the individual tests negative, put the bags in with the normal waste. If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:</p> <ul style="list-style-type: none"> • Local waste collection authority (if they currently collect your waste) • Or, by a specialist clinical waste contractor 	Caretaker		
Pupil Hygiene	H	<p>Health of pupils / staff / parents</p> <p>Reputation</p>	<p>Follow Government Guidance for Cleaning in Schools.</p>	<p>Employed cleaners to undertake additional cleaning during schools day</p> <p>Contract cleaners or school employed cleaners to be used each evening / morning</p>	<p>SLT</p> <p>Site staff and cleaners to ensure measures are</p>	M	

			<p>Implement Government guidelines by allowing additional access to hand washing and sanitising liquids.</p> <p>Ensuring good respiratory hygiene. use a tissue or elbow to cough or sneeze</p>	<p>All staff members to have access to their own 'household' cleaning equipment if they wish to use it. (COSHH compliant)</p> <p>In line with guidance, primary school pupils and staff are not required to wear masks. Staff who are clinically vulnerable may wear one if they wish. Any pupils arriving to school wearing disposable masks will be asked to remove them and if necessary dispose of them in the bins provided. Any pupils wearing reusable masks will be asked to remove them and parents will be asked to take them home.</p> <p>Ensure that all adults and children clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered - on arrival at the setting, before and after eating, and after sneezing or coughing.</p>	<p>completed.</p> <p>All staff</p> <p>All staff</p> <p>SLT</p> <p>All staff</p>		
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			<p>and use bins for tissue waste promote the 'catch it, bin it, kill it' approach</p> <p>Assurance over compliance</p>	<p>Ensure that help is available for children and young people who have trouble cleaning their hands independently</p> <p>Children are encouraged not to touch their mouth, eyes and nose. Consider how to encourage young children to learn and practise these habits through games, songs and repetition</p> <p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>Ensure that tissues are available in each room and bins for tissues are emptied throughout the day</p> <p>Quality assurance checks to be completed to ensure standards are met and cleaning staff understand requirements</p>	<p>Site staff</p> <p>Cleaning staff</p> <p>Site Manager / Caretaker</p>		
Sickness	H	<p>Health of pupil / staff / parents</p> <p>Reputation</p>	<p>Process to be followed should pupil or staff member fall ill with symptoms</p>	<p>All staff to follow process outlined in the Sickness Flow Chart if a child falls ill with COVID symptoms. Disseminate flowchart to</p>	SLT	L	

				<p>all staff.</p> <p>All staff to be made aware of the requirements to use PPE when social distance cannot be maintained.</p> <p>Designated staff are fully aware of the NHS Test & Trace Protocols, should they be required and are fully able to explain the process to anyone they need to.</p> <p>All cases of COVID related absence to be recorded and discussed with Attendance Team. In confirmed cases or a large rise in potential cases, Local Health Protection Team will be contacted to inform them and to seek guidance.</p> <p>In the case of a local lockdown, class closure or Covid related absence, all pupils will have immediate access to home education through Class Dojo.</p>	Site Manager / Caretaker		
Sickness	M	<p>Health of pupils / staff / parents</p> <p>Reputation</p>	Building can be arranged to accommodate sick people until they are collected or sent home	<p>Identify a room that sick pupils can be kept in until parents come to collect them, ideally with:</p> <ul style="list-style-type: none"> • A door that can be 	Site manager / Caretaker	L	

				<p>closed</p> <ul style="list-style-type: none"> • A window for ventilation • Close to disabled toilets 			
Communication	H	Reputation	<p>All parents / carers are kept up to date with all relevant school procedures and risk assessment</p>	<p>Parents are directed to website or Class Dojo app</p> <p>Pupils are also made aware of who to inform should they become ill</p> <p>Ensure staff are clear on: How to get in touch with the parents of children at school if they need to pick their child up If you need to contact social workers if the pupil is a vulnerable child</p>	<p>SLT</p> <p>All staff</p> <p>SLT</p>	L	
Control of Cross Contamination	H	<p>Health of pupils, staff, parents</p> <p>Reputation</p> <p>Financial</p>	<p>Assess appropriateness of classroom contents in light of likelihood of repeated touching by more than one pupil and ease of cleaning.</p> <p>Reduce the use of shared resources, such as stationery and other equipment:</p>	<p>Educational Resources;</p> <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils will be limited to the table where they sit. - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. 	<p>Teachers with Caretaker</p> <p>Cleaners</p>	L	

				<ul style="list-style-type: none"> - Pupils will be encouraged to only bring essential items to school such as a coat, reading book and a lunchbox. Children will be asked to wear PE Kit to school on days with PE, to minimise items brought to school. - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. This will only be the case in situations where it is not possible for group have their own private stock of resources. - Outdoor play equipment should be frequently cleaned following 	<p>Teachers / Lunchtime staff</p> <p>SLT to arrange</p> <p>SLT and Teachers to arrange</p> <p>Teachers</p> <p>Teachers / Head of Department</p>		
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				<p>use by each group.</p> <ul style="list-style-type: none">- Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.	<p>PE lead / Lunchtime staff</p>		
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Signed: Mr D Ritchie

Copies passed to: Dominic Hemington, Ryan Coughlan