



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 **04/11/20**

Any previous assessment for this activity carried out: Yes

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	Make sure we have the right number of staff in	SLT to create class groups and rotas.	Head Teacher / SLT	L	

		Reputation	attendance every day to maintain an appropriate ratio with pupils	Consider those in vulnerable groups.			
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 	Head Teacher SLT	L	

			<p>home</p> <ul style="list-style-type: none"> <input type="checkbox"/> avoid touching your eyes, nose, and mouth with unwashed hands <input type="checkbox"/> cover your cough or sneeze with a tissue, then throw the tissue in a bin. <input type="checkbox"/> A risk assessment will be completed with all pregnant employees. <input type="checkbox"/> All risk assessments will be reviewed on a termly basis or when there are any changes to the alert level. They will also be reviewed if there is a significant increase in the number of cases. 		
Clinically Extremely Vulnerable Staff	h	Safety of Vulnerable Staff	<p>Risk Assessment undertaken for Clinically Extremely Vulnerable Staff Members:</p> <p>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</p>		

				<p>social distancing</p> <p><input type="checkbox"/> All risk assessments will be reviewed on a termly basis or when there are any changes to the alert level. They will also be reviewed if there is a significant increase in the number of cases.</p>			
Class Sizes	H	<p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p>	<p>Ensure class sizes are in line with advice from the DfE (no larger than (30)</p>	<p>SLT to ensure all groups follow government guidance</p> <p>School decision – up to 23 pupils per group (minimum 1 adult per group)</p>	Head Teacher	L	
Class Bubbles		<p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p>	<p>Two Class Bubbles per year group. No bubble larger than 23</p>	<p>Provide details about bubbles. (see class organisation and procedures document)</p> <p>For interventions requiring bubbles to be broken, social distancing of 2m will be followed to mitigate risk of transmission. All intervention areas are cleaned down after use</p> <p>Movements of all pupils and staff around school are controlled to allow for effective tracing of staff and pupils contacts .</p>			

				<p>In KS1 social distancing is discussed and taught to the children, with a realistic expectation of the ability to keep 4 – 7 year olds 2m's apart at all times.</p> <p>In KS2 classes are designed to maximise the space, allowing for social distancing. Classes should try to avoid pupils sat face to face. It is an expectation the pupils maintain social distancing at all times when it is possible to do so.</p>			
<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</p>	H	<p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p>	<p>Tell staff, children, young people, parents, carers or 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</p>	<p>Letters to parents/speak to pupils and staff</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</p>	<p>Head Teacher</p> <p>Reception staff</p>	M	

			<p>possible coronavirus infection).All made aware that if they have symptoms they should arrange for a test. For staff this can be arranged by school. All above are aware of periods of required isolation if they or someone they have been in close proximity to test positive for Covi-19. All parties also aware that they should not return regardless of test result unless they are feeling well enough to do so. All pupils & staff who are isolating will be contacted as appropriate during their isolation period and support offered where appropriate and needed.</p>	<p>contact them should we need to due to Test and Trace. Visitors will not be required wear face masks.</p>			
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<p>Keeping Socially Distant & Control of possible contact (Pinch Points)</p>	<p>H</p>	<p>Health of Staff, Pupils, Visitors, Families</p> <p>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>Staggered start times and break and lunchtime times split or pupils allocated specific areas / equipment</p> <p>Ensure responsible persons are allocated bubbles of pupils and age appropriate equipment is allocated with strict enforcement in place</p>		<p>M</p>	

			<p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.</p> <p>Classrooms should be kept to a maximum of 3 staff at any one time. All staff to maintain to social distancing.</p> <p>All other rooms have maximum occupancy signage to ensure social distancing is able to be maintained. All staff and pupils aware of the importance of adhering to the maximum occupancy limits.</p> <p>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</p> <p>Staff room only to be used for toilet and photocopier, two staff</p>		
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				<p>members at a time. Offices to limit occupancy to 4 staff members including headteacher.</p> <p>A separate, socially distanced staff area (maximum occupancy 6 people) has been created in the dining room. All staff aware of social distancing requirements and need to clean down surfaces after use.</p> <p>SLT maintain social distancing at all times to ensure continuity of school leadership and management in the case of members having to isolate.</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</p>	<p>Desks will be forward facing other than in early years</p> <p>Outdoor equipment should be frequently cleaned following use by</p>			

			altering, as much as possible, the environment (such as classroom layout) and timetables	<p>each group</p> <p>PE will only be taught outdoors.</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 supply teacher has already been agreed)</p>			
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	Stagger the beginning and end of the school day, so not all pupils enter and leave school at	Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising	Head Teacher	M	

		Reputation	the same time using the same entrances and exits.	adult to adult contact (for example, which entrance to use) (See Class Organisation Document)			
Pinch points – Transition, lunch and break	H	Health of Staff, Pupils, Visitors, Families Reputation	<p>Review transition and break times (including lunch), so that all children are not moving around the school at the same time</p> <p>Has a one-way system been considered</p> <p>Are arrangements in place for hand washing before and after eating?</p> <p>Are arrangements suitable for providing meals for pupils at risk?</p>	<p>(See Class Organisation Document)</p> <p>Stagger times so children not all lining up at once. If there'll be a queue, ensure children have space between them</p> <p>Children will be supervised at all times when in the corridor.</p> <p>Soap and water or alcohol-based hand sanitiser available at all times all around school.</p> <p>Children will be brought their lunch in their classrooms and 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>Site Manager / Caretaker</p> <p>Site Manager / Caretaker</p> <p>SLT</p>	M	

					SLT to arrange – Cleaners to complete		
					Lunchtime Organisers		
					SLT to communicate		
Pinch Points – End of school	H	Health of parents / pupils / staff Reputation	Discourage parents picking up their children from gathering at the school gates.	(See Class Organisation Document) 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 should be conducted safely) Tell parents that if their child needs to be	SLT to implement and communicate Staff to monitor	M	

				accompanied to / from school, only one parent should attend			
Ventilation in School	H	Health of pupils / staff / parents Reputation	Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	<p>Prop doors open, where safe and appropriate 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.</p> <p>All pupils and staff are reminded to dress appropriately for colder weather (jumpers/fleeces etc) due to the need to keep doors and windows open where possible.</p> <p>Heating will remain on throughout the school day.</p> <p>In the event of extremely cold weather it may be appropriate to close their doors/windows; however these will be opened once again once the room is vacated.</p>	Site Team	L	
Cleaning of School	H	Health of pupils / staff / parents	Ensure school has appropriate arrangements for cleaning	Get in touch with public sector buying organisation partners (for example ESPO, YPO,	Site Team / Caretaker	M	

		<p>Reputation</p> <p>Financial</p>	<p>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 childcare setting)</p> <p>Review cleaning hours and coverage</p>	<p>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>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</p>	<p>Finance Team</p> <p>Cleaners</p> <p>SLT / Site Manager / Caretaker</p> <p>Cleaners</p>		
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				<p>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 corridors and stairwells) <p>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</p> <p>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 	<p>Cleaners</p>		
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				<p>detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</p> <ul style="list-style-type: none">• 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 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.</p> <p>Wash any possibly contaminated fabric items, like curtains and beddings, in a washing</p>		
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				<p>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 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</p>	<p>Cleaners</p> <p>Cleaners</p> <p>Cleaners</p> <p>Cleaners / Caretaker</p> <p>Caretaker</p>		
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				<p>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 			
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>All staff members to have access to their own 'household' cleaning equipment if they wish to</p>	<p>SLT</p> <p>Site staff and cleaners to ensure measures are completed.</p>	M	

			<p>Implement Government guidelines by allowing additional access to hand washing and sanitising liquids.</p>	<p>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>Potential 'pinch points' within school have been considered. At this point we do not feel there is a need for staff to wear masks whilst in communal areas.</p>	<p>All staff</p>		
			<p>Ensuring good respiratory hygiene. use a</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</p>	<p>All staff</p>		

			<p>tissue or elbow to cough or sneeze and use bins for tissue waste promote the 'catch it, bin it, kill it' approach</p> <p>Assurance over compliance</p>	<p>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>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</p>	<p>Site staff</p> <p>Cleaning staff</p> <p>Site Manager / Caretaker</p>		
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				<p>day</p> <p>Quality assurance checks to be completed to ensure standards are met and cleaning staff understand requirements</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 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</p>	<p>SLT</p> <p>Site Manager / Caretaker</p>	L

				<p>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 - 19 related absence; all pupils will have immediate access to home education through Class Dojo. Teachers will also arrange a virtual session weekly, using Google Meet. (See Remote Learning Policy on the school website)</p> <p>All staff members will be given the opportunity to work from home as much as is possible (eg PPA time). In the case of staff working from home equipment will be provided to enable them to do this effectively.</p>			
Sickness	M	<p>Health of pupils / staff / parents</p> <p>Reputation</p>	<p>Building can be arranged to accommodate sick people until they are collected or sent home</p>	<p>Intervention room next to the staff room has been repurposed as an isolation sick bay. It has :</p> <ul style="list-style-type: none"> • A door that can be closed • A sink and wash facilities 	Site manager / Caretaker	L	

				<ul style="list-style-type: none"> • A window for ventilation • Close to 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. Class Dojo is updated daily.</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</p>	<p>Educational Resources;</p> <ul style="list-style-type: none"> - 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 	<p>Teachers with Caretaker</p> <p>Cleaners</p>	L	

			<p>as stationery and other equipment:</p>	<p>should be cleaned regularly as part of school's enhanced cleaning regime.</p> <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 	<p>Teachers / Lunchtime staff</p> <p>SLT to arrange</p> <p>SLT and Teachers to arrange</p> <p>Teachers</p> <p>Teachers / Head of</p>		
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				<p>is not possible for group have their own private stock of resources. All pupils advised</p> <ul style="list-style-type: none"> - Outdoor play equipment should be frequently cleaned following use by each group. - 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>Department</p> <p>PE lead / Lunchtime staff</p>		
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Signed: Mr D Ritchie, Mr R Coughlan, Mr D Hemington	Copies passed to: Dominic Hemington, Ryan Coughlan
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