



# 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 17/05/21**

**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"> <li><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</li> </ul>	Head Teacher SLT	L	

			<p>home</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> avoid touching your eyes, nose, and mouth with unwashed hands</li> <li><input type="checkbox"/> cover your cough or sneeze with a tissue, then throw the tissue in a bin.</li> <li><input type="checkbox"/> A risk assessment will be completed with all pregnant employees.</li> <li><input type="checkbox"/> All risk assessments will be reviewed on a termly basis or when there are any changes to the alert level (e.g. National Lockdown). They will also be reviewed if there is a significant increase in the number of cases.</li> </ul>			
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</p>			

				<p>it is possible to maintain social distancing</p> <p>During Tier 4 and National Lockdown restrictions, all Clinically Extremely Vulnerable staff members are asked to work from home.</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 (e.g. National Lockdown). 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> <p>In the event of a National Lockdown, class sizes will be reduced to no larger than 15 pupils.</p>	Head Teacher	L	

Class Bubbles		Health of Staff, Pupils, Visitors, Families Reputation	Two Class Bubbles per year group. No bubble larger than 23	<p>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. 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</p>			
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				possible to do so.			
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	H	Health of Staff, Pupils, Visitors, Families Reputation	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 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	Letters to parents/speak to pupils and staff  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 have the option wear face masks should the wish to do so.  In the event of National Lockdown, all visits should take place outside of school hours. Parents/Carers are not allowed into the main school building.  Lateral Flow Testing Programme in place at school. All staff offered Lateral Flow Test Kits in order to self-test at home. Tests take place twice weekly on a rota basis.	Head Teacher  Reception staff	M	

			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.	Staff report all results to Covid Coordinator who keeps a record of them. Any staff with positive results do not attend school and arrange a PCR test.			
Keeping Socially Distant & Control of possible contact (Pinch Points)	H	Health of Staff, Pupils, Visitors, Families  Reputation	Communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene	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.  Implement additional arrangements for toileting and hand washing ensuring that toilets do		M	

			<p>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>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</p>		
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			<p>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 members at a time.</p> <p>The main school office to be limited to three people maximum.</p> <p>All staff wishing to talk to office staff will call, email or use the office hatch.</p> <p>SLT to avoid sharing workspaces.</p> <p>A separate, socially distanced staff area (maximum occupancy 6 people) has been created in the dining room. All</p>		
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			<p>staff aware of social distancing requirements and need to clean down surfaces after use. This area has been marked out to ensure chairs are not moved within 2m of each other</p> <p>SLT, Safeguarding and Office Teams to 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 altering, as much as possible, the environment (such as classroom layout)</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 only be taught outdoors.</p>		

			and timetables	<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> <p>Following move into Tier 4, no occasional staff will be allowed into school and the importance of maintaining social distancing wherever possible has been reaffirmed to all staff on site.</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,	Stagger the beginning and	Tell parents and young people their allocated	Head Teacher	M	

		Pupils, Visitors, Families  Reputation	end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits.	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) (See Class Organisation Document)			
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 before and after eating?  Are arrangements suitable for providing meals for	(See Class Organisation Document)  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 will eat only with their pod group  Packed lunches to be provided for all FSM	SLT  Site Manager / Caretaker  Site Manager / Caretaker  SLT	M	

			pupils at risk?	and UFSM Children. All other pupils will be asked to bring their own lunch.	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	SLT to implement and communicate  Staff to monitor	M	

				<p>safely)</p> <p>Following move to Tier 4, all meeting with parents will take place remotely or via telephone.</p> <p>Tell parents that if their child needs to be accompanied to / from school, only one parent should attend</p>			
Ventilation in School	H	<p>Health of pupils / staff / parents</p> <p>Reputation</p>	<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p>	<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</p>	Site Team	L	

				doors/windows; however these will be opened once again once the room is vacated.			
Cleaning of School	H	Health of pupils / staff / parents Reputation Financial	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 childcare setting)  Review cleaning hours and coverage	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  Avoid using Just In Time purchasing method, ensuring adequate stocks are maintained  Remove rubbish daily and dispose of safely  Cleaners informed of extra duties or additional external support arranged and supervisor/Site Staff to check cleaning has been done.  Cleaning frequently touched surfaces often using standard products, such as detergents and	Site Team / Caretaker  Finance Team  Cleaners  SLT / Site Manager / Caretaker  Cleaners	M	

				<p>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"> <li>• Objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li> </ul> <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</p>	<p>Cleaners</p>		
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			<p>surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"><li>• Disposable cloths, or</li><li>• Paper rolls and disposable mop heads</li></ul> <p>When cleaning and disinfecting, use either:</p> <ul style="list-style-type: none"><li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li><li>• A household detergent, followed by a disinfectant with the same dilution as above</li><li>• An alternative disinfectant, that's effective against enveloped viruses</li></ul> <p>Make sure all cleaning staff:</p> <ul style="list-style-type: none"><li>• Wear disposable gloves and apron</li><li>• Wash their hands with soap and water once they remove their gloves and apron</li></ul> <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</p>		
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			<p>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</p>	<p>Cleaners</p> <p>Cleaners</p> <p>Cleaners</p> <p>Cleaners / Caretaker</p>	
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				<p>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 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"> <li>• Local waste collection authority (if they currently collect your waste)</li> <li>• Or, by a specialist clinical waste contractor</li> </ul>	Caretaker		
Pupil Hygiene	H	Health of pupils / staff / parents Reputation	Follow Government Guidance for Cleaning in Schools.	Employed cleaners to undertake additional cleaning during schools day	SLT	M	

			<p>Implement Government guidelines by allowing additional access to hand washing and sanitising liquids.</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 use it. (COSHH compliant)</p> <p>Staff, Parents/Carers and Visitors are all have the option to wear masks at morning and afternoon pick up, as well as any time they are in a communal area of school. 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. Staff and visitors have the option to wear masks whilst in</p>	<p>Site staff and cleaners to ensure measures are completed.</p> <p>All staff</p> <p>All staff</p> <p>SLT</p>		
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			<p>communal areas.</p> <p>The above points re face masks/coverings still stand during National Lockdown restrictions.</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>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</p>	<p>All staff</p> <p>Site staff</p> <p>Cleaning staff</p> <p>Site Manager / Caretaker</p>		
		<p>Ensuring good respiratory hygiene. use a 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>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>			
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</p>	<p>SLT</p> <p>Site Manager / Caretaker</p>	L	

			<p>aware of the NHS Test &amp; 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 - 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</p>		
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				time). In the case of staff working from home equipment will be provided to enable them to do this effectively.			
Sickness	M	Health of pupils / staff / parents Reputation	Building can be arranged to accommodate sick people until they are collected or sent home	Intervention room next to the staff room has been repurposed as an isolation sick bay. It has : <ul style="list-style-type: none"> <li>• A door that can be closed</li> <li>• A sink and wash facilities</li> <li>• A window for ventilation</li> <li>• Close to toilets</li> </ul>	Site manager / Caretaker		L
Communication	H	Reputation	All parents / carers are kept up to date with all relevant school procedures and risk assessment	Parents are directed to website or Class Dojo app. Class Dojo is updated daily.  Pupils are also made aware of who to inform should they become ill  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	SLT  All staff  SLT		L





				<p>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. All pupils advised</p> <ul style="list-style-type: none"><li>- Outdoor play equipment should be frequently cleaned following use by each group.</li><li>- 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</li></ul>	<p>Teachers</p> <p>Teachers / Head of 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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