

RISK ASSESSMENT

Risk Assessments for: School September Full Opening – Rosehill Methodist Primary Academy **Date:** 9th September 2020

Assessor Name: Kathy Allen Headteacher **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 |
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| <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 In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p> | H | <p>General Measures 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>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 • Active engagement with NHS Test and Trace | 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>Communication of control measures to all stakeholders through staff training, newsletters to parents.</p> | <p>KA</p> <p>KA – revised home school agreement. Guidance on website & emailed to all staff</p> | <p>Daily or when updates released</p> <p>10.7</p> <p>17.7</p> |

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| | | <p>Bubbles Children will, as far as possible, be placed in consistent groups (bubbles)</p> <p>Bubbles of a single class can be maintained N-Y5</p> <p>In order to ensure Y6 make accelerated progress the Y6 will bubble will be the year group (90.) This is in order to facilitate English and Maths lessons in the morning as children split across 4 smaller teaching groups of 22/23. In the afternoon they return to 3 classes for foundation subjects.</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.</p> <p>Arrival /leaving school Guidance has been given to parents regarding transportation of pupils to and from school, and the</p> | <p>Mixing of these bubbles may take place in wraparound care. Where groups are mixed these subsequent groups should be consistent. Final decision dependent on numbers and offer may be phased in over the term.</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>Y6 classes furniture will be cleaned after lunch before children return to their classroom</p> | <p>reviewed as appropriate</p> <p>MB – contacting parents to see who wants wraparound.</p> <p>Cleaning team</p> <p>Newsletter KA</p> | <p>17.7</p> <p>Daily</p> <p>10.7</p> |
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| | | <p>preferred avoidance of public transport where possible</p> <p>Staff will arrive before pupils</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 reins to prevent that child from entering the school building or using play equipment.</p> <p>There will be a staggered start and pick up: Siblings 8.40 - 3.00 KS2 8.55 – 3.20 EYFS &KS1 9.15 – 3.10</p> <p>EYFS children will use separate nursery and reception entrances. All other children will follow one way system and use Y3/6 entrance</p> <p>Entrances are supervised by staff encouraging parents to leave children and walk away following one way system</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>Parents will be reminded not to obstruct driveways and park on pavements near to school. They will be encouraged to walk</p> <p>There will be staggering start times to reduce peak hour demand on public transport and congestion around school site. Car park will remain closed to parents as this will be used to safely walk children into school.</p> <p>Schools will use flexibility within 1 hour lunch to ensure teaching hours are compliant.</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 • Wash hands 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>KA/AR/SC</p> | <p>Daily</p> |
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| | | <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, and the general public will not be allowed in school.</p> <p>Supply staff and peripatetic teachers must keep as much distance as possible from other staff. Music teachers will move to the classroom to teach their groups.</p> <p>Where volunteers are supporting the school they will remain 2m from pupils and will not assist multiple bubbles.</p> <p>Staff will sign in using barcodes on their badges</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 manager and reminded about social distancing before commencing work.</p> <p>Arrangements for deliveries are in place</p> <p>Arrival/reception is reconfigured to encourage social distancing</p> <p>A plexi -screen has been installed</p> | | <p>All visitors to site to receive induction/site guidance on physical distancing and hygiene before or on arrival by Admin team</p> | <p>Admin team re issue pupil contact forms for new year and ensure email data is collected. Include in transition pack and forms on website</p> <p>SC to manage</p> | <p>10.7</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>It is not possible to sit children 2m - 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>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>Daily rota in place for playtimes</p> <p>Children are asked to walk in single file around school</p> <p>Supervision in place to prevent horseplay</p> | <p>All teachers have received CPD re curriculum to be taught. Use will be made of 'minibreaks' where children can move outside between some lessons.</p> <p>Class teachers will set rooms up before end of term</p> <p>Staff will be reminded</p> <p>Time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>All staff to supervise and intervene if children not following rules</p> | <p>SLT</p> <p>teachers</p> <p>Guidance has been issued to all staff - KA will revisit in Sept Inset</p> <p>DW&LC</p> | <p>2.7 9.7 15.7</p> <p>22.7</p> <p>2.9</p> <p>11.7</p> <p>Daily</p> |
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| | | <p>As far as possible, class groups are kept together and in the same room negating the need to move around school.</p> <p>Toilet use is supervised to prevent too many pupils entering at once.</p> <p>Where practicable, teachers will move to different classes rather than the pupils</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>Staffroom signage to ensure social distancing. Additional staffroom set up in the hall</p> <p>Children will eat lunch in their classrooms and cleaning staff will clean tables and chairs after lunch</p> <p>The bringing of a full personal water bottle each day is encouraged. Water fountains can be used with additional control measures in place</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>Staff will wipe their own tables after eating lunch. Staff will use own crockery from home.</p> <p>Cleaning of tables between users</p> <p>Additional control measures to be put in place for the use of water fountains:</p> <ul style="list-style-type: none"> • Water fountains to be sanitised/flushed prior to use | <p>ES</p> | <p>23.7</p> |
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| | | <p>Small offices are restricted to single occupant use only</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 transmission of covid-19 (eg spitting or biting)</p> <p>Staff or pupils arriving at school unwell or become unwell whilst in school</p> <p>They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 7 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 designated room located in the Development Centre where they can be isolated. The door will remain open to ensure</p> | <ul style="list-style-type: none"> Water fountains are to be used ONLY to refill personal water bottles or containers <p>Work rota to be agreed with Business Manager</p> <p>Photocopier in office wiped down after use.</p> <p>Staff work room with copiers one person at a time. Staff use own paper and remove what isn't used. All services wiped after use.</p> | <p>KA</p> <p>NR</p> <p>AR/SLT</p> <p>First Aider</p> | <p>17.7</p> <p>17.7</p> |
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| | | <p>ventilation and the staff member will keep 2m apart from the child.</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>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</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. Everyone must wash hands thoroughly for 20 seconds after contact with someone who is unwell.</p> <p>School will collect contact data for all bubbles staff and pupils. This will be held centrally in the office. A copy will be kept with the HT offsite and stored securely.</p> | <p>Site team</p> <p>KA/AR</p> <p>KA</p> <p>GC to collate list of staff who will require training</p> | <p>10.7</p> <p>23.7</p> |
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| | | <p>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 a distance of 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, 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>School actions steps displayed in all offices and information emailed to all staff</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>All Risk assessments need approval by KA</p> |
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| | | <p>Visit venues/locations will only be considered where Covid-secure measures are in place</p> <p>Extra-curricular provision Before and after school club - will try to maintain school day bubbles or, where this is not possible, small consistent groups.</p> <p>Sports clubs will be in bubbles on a rota basis</p> <p>Contact sports will not take place.</p> <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>The wearing of face coverings</p> <p>Staff will be advised to wear face coverings when moving around school and in communal areas where they are unable to maintain social distancing.</p> | <p>This will be reviewed based on government guidance</p> <p>Parents will be advised 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>Tameside Music Service teachers will work with groups of 15 in class and not in the music room</p> | <p>Newsletter and Home School Agreement</p> | <p>10.7</p> |
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| | | | <p>Visitors to the school will be asked to wear a face covering. Staff will be advised to be sensitive to colleagues who are exempt from wearing a face covering.</p> <p>Schools will communicate how to wear face coverings safely to staff.</p> <ul style="list-style-type: none"> • Wash/sanitise hands before putting the face covering on. • Avoid wearing it around neck and forehead • Do not touch the front of the face covering whilst wearing it or removing it. • Change the face covering if it becomes damp or if you have touched it. • Wash/sanitise hands before removing the face covering. • Only touch the straps, ties or clips when removing. • Dispose of single use covering in a covered bin or place reusable covering in a plastic bag to be taken home. <p>Wash/sanitise hands once the face covering has been removed.</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 In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p> | H | <p>General Measures 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 As per direct transmission and in addition:</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>SC/KA/SLT</p> <p>SC</p> <p>Teachers/TA /Midday</p> | <p>Weekly Meetings</p> <p>Daily</p> <p>Daily</p> |

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| | | <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 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>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 • 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 style="text-align: center;">All staff</p> | |
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| | | | <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> <p>General cleaning is done in line with the guidance for non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings</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>Resources that are shared between classes or bubbles (sports, art and science equipment for example) must be 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> | | |
| 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</p> <p>Where possible checks take place before or after school or away from other persons</p> <p>Assurances are sought from external organizations providing FM services.</p> <p>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.</p> <p>Parts of the building still unused are 'moth balled' to reduce the level of checks necessary</p> | L | If SC absent action plan for who can complete tasks internal or external staff. | KA/SC | |
| 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.</p> <p>Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.</p> | L | <p>List of local offer from websites/ other guidance sent out to staff. This is to be stored on a file in general.</p> <p>Additional guidance and supported accessed via pastoral team and part of September Inset.</p> | AR | 1.9 |
| Irritant Contact Dermatitis | Employees Exposure through excessive hand washing. | M | <p>Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.</p> <p>Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.</p> | L | Early detection can prevent more serious dermatitis from developing. | KA | 8.6 |

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| | | | Sufficient time is allowed for pupils to dry their hands properly as part of the hand washing regime | | | | |
| 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 | Email sent out to all staff | KA | |

| Review Date | Reviewed By | Amendment |
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| Risk Ratings | Example impact (Including but not limited to) |
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| 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 |