

COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	1st September 2020	Approved on	22th July 2020
Last updated	1st September 2021	Last updated by	HSU/HT/SBM
Review date	December 2021		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

Section One

Introduction

The health and safety checklist and risk assessment within this document relate to the management of risk in schools for all stakeholders from 2nd September 2021. In accordance with government guidance, section two and three of this document outline control measures with the express aim of reducing transmission of the virus, specifically the threat of the new strain.

Government guidance (Aug 21):

- The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.
- Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.
- Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.
- The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

In producing this document, we have also taken advice from the Sandwell MBC, Payroll People Solutions (Sandwell HR), Public Health England and the Department for Education. In addition, we have followed closely the information provided by trade unions. The checklist was provided by the local authority and is not exhaustive in terms of control measures we have taken and continue to take in order to best protect our staff and pupils.

The risk assessment is a working document and will be reviewed half termly or earlier if there is a local outbreak. In producing this document, these have been our main areas of focus:

- Reducing the risk of transmission.
- The health and safety of our pupils, including their mental health and well-being.
- The health and safety of our staff, including their mental health and well-being.
- The health and safety of our parents and any other visitors to site.

- Ensuring the impact of COVID-19 does not impact on our ability to keep our children and staff safe (i.e. stock of essential materials, legal/statutory obligations, safe staffing levels)

Part 2: H&S Checklist

Conducted by: **SBM/HT**

Date: **2nd September 2021**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening in September? (This can be done through referencing of the School Premise Logbook or equivalent)	Y			All building statutory compliance checks have continued as normal (see premises log book).	Fire Safety inspection (every 5 years) Maintain legal/statutory checks	SBM and Site Manager
Are there sufficient numbers of staff available in safety critical roles?	Y			There will be enough First Aid staff and fire Marshalls.	To monitor and review.	HT/SLT Ongoing task
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	Y			Fire drills are undertaken at least termly	Fire drill to be undertaken during first two weeks. Further fire drills as per plan	SBM/ Site Manager

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Social distancing issues						
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	Y			Grounds are large enough to accommodate all groups. Outside learning is encouraged.	No further action is required at this point of time.	Teachers to plan outside activities.
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	Y			Pupils will remain in their class and year groups, as much as possible and year group rooms.	To monitor new routine.	All staff Ongoing task
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	Y			There are signs throughout the school and marks painted onto the playgrounds.	To monitor new routine.	All staff
Have assembly groups been staggered?	Y			Assembly will take place in classes or in Year groups in the hall.	Monitor and review	Teachers SLT
Have break times (including lunch) been staggered / areas/venues for lunch to be eaten?	Y			See timetable.	Monitor and review	SLT Weekly task

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	Y			Parents have a 20 minute window in which they can drop off/ collect their children.	Monitor and review	SLT Weekly task
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?			n/a	CV and CEV staff have returned to work as per guidance but this is monitored. Staff have been vaccinated.	To review in line with the government advice.	SLT
Have all soft furnishing/toys etc that are hard to clean been removed?			n/a	n/a	n/a	n/a
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			Yes – over the summer	Follow the new guidelines.	FM team + Cleaning team Ongoing task
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			Yes – additional cleaning happens midday by cleaning team and throughout the day by staff in classes	Continue to monitor cleaning	FM team + Cleaning team Ongoing task

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	Y			Yes. Cleaning materials readily available in key areas. Site team to be asked if additional materials required.	Site Team to manage stock levels. Ordering when necessary.	FM team + Cleaning team Ongoing task
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			There is soap in all of the handwashing areas and all rooms have hand gels and all staff have been issued with hand gels.	Site Team to manage stock levels. Ordering when necessary.	FM Team, SBM Ongoing task
Is there a ready supply of tissues for pupils and adults?	Y			Tissues are readily available	Site Team to manage stock levels. Ordering when necessary.	FM Team, SBM Ongoing task
Is contaminated waste disposed of regularly and appropriately (e.g. using foot operated pedal bins)?	Y			As per normal routine. An additional waste collection has been adopted during mid-day.	No	Completed 20/05/20
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			Meeting room 1 as it is away from other pupils, and big enough to socially distance the pupils and can be ventilated.	No	SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	Y			Letter has been sent to parents September 2021	No	SLT
Are parents clear 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)?	Y			Parents have been informed and will be turned away if they turn up without an appointment	SLT to monitor dropping off and collection times	SLT ongoing
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	Y			Staff have been kept up to date	Continue to update staff when guidance changes	SLT

Part 3: Risk Assessment

Risk Assessment for: COVID-19

School: Moat Farm Infant School

Assessment Date: 2nd September 2021

Name of Assessor(s): Oxana Morgan/Deborah Walker

Assessment Ref No: n/a

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected /	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. 	<ul style="list-style-type: none"> Where extensions/exemptions have been granted by the HSE, a specific 	SBM and Site Team	2	4	L	Ongoing

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
serviced within the recommended timescales	cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school opening. 	<p>risk assessment for continued use of the plant/equipment has been completed.</p> <ul style="list-style-type: none"> Any defects or faults are reported, and equipment taken out of use. <p>Refer to Premise Management SSG and School Premise Logbook for further guidance.</p>					<p>All premises compliance is up to date</p> <p>Legionella test 31/05/20 completed</p>
Communication of control measures to staff, pupils and parents	Staff, pupils, community Control measures set out in this risk assessment do not prove effective Levels of compliance are inadequate	<ul style="list-style-type: none"> The SBM will oversee the monitoring of the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils. <ul style="list-style-type: none"> Non-compliance will be addressed immediately by SLT. Regular communication with staff on the outcomes of the monitoring. Measures will be routinely discussed in staff meetings/briefings and governors' meetings, shared with pupils, parents and carers. Training all staff on the specific control measures relevant to their job roles. Engaging with staff during the development of the risk assessment and identification of suitable control measures. 		SBM and SLT	4	1	L	Ongoing

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					L	S	R	
		<ul style="list-style-type: none"> • Providing clear guidance on social distancing and hygiene to people on arrival, for example signage or visual aids and before arrival, for example by phone, email or on the website. • Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. • Using games and stories to help explain the new rules to pupils and increase pupil understanding. • Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements • Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. 						
Spread of infection in classrooms and shared areas.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> • Children receive practical advice on the first day within the first hour as they arrive in school as to what social distancing means in this school and how it will be implemented in school. This may involve children being walked around the school and practising certain times of the day and their maintenance of social distancing. • Children are to be encouraged to remain as far apart as possible. 	<p>All staff are to reinforce these messages.</p> <p>Remind staff and children of the safety precautions Monitor and review daily</p>	All staff	4	4	M	Ongoing

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					L	S	R	
		<ul style="list-style-type: none"> • Constant reminders should be issued by staff and will be modelled. • Some children, including young children and those with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, government indicates that staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere. • All soft toys and furnishings and items that are hard to clean have to be able to clean it. • For individual and every frequently use of equipment staff have their own items that are not shared. • Classroom based resources can be used and shared within the "Bubble". This should be cleaned regularly. • Resources which are shared between "Bubbles" should be cleaned frequently and meticulously and always between Bubbles, or rotated to allowed them to be left unused and out of reach for the period of 48 hours (72 hours for plastics). • Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session. 		<p>Cleaning team</p> <p>All staff who is on site</p>				<p>In place since end of May</p> <p>A new routine is in place since end of May</p>

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		<p>Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</p> <ul style="list-style-type: none"> • Pupils will bring all equipment they require with them to the intervention area • All children, but especially younger ones, should be trained to practise to aim to sit on the carpet at a distance from each other. • Children will share equipment but will have their own copies of paperwork, books etc, whenever possible. • Tissues and hand sanitiser to be located in each classroom/learning space. • Bins to be emptied at least twice daily in classrooms. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open where possible and where safe. • Where possible, windows to be opened to provide ventilation. • Inform all the pupils that they must use only the required equipment in school to reduce the risk of infection. • For younger children, the resources made available for child-initiated learning should be carefully considered. For example, malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances. 	Site Team to look after stock level and place an order if necessary	Teaching staff (when needed)				Ongoing

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		<ul style="list-style-type: none"> • Shared teaching resources to be cleaned prior to and after use. • Staff should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. • Physical Education will take place in large spaces and if in a smaller space, half the class will take it in turns while the other half wait. • No physical games are allowed that may involve physical contact. • Upon the first bell, children should stand still. Children enter when the bell is rung on the second occasion but only when their year group or table groups are called by their teachers. Children must maintain the distance when they enter the school. • When using computers, children should wipe down their own work station/laptop at the start and end of the session. • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use. 						

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		<ul style="list-style-type: none"> Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Door handles and taps to be wiped after use. Staff to be reminded to adhere to social distancing at all times. Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. Staff must wash and dry their own cups, plates and utensils. Whilst children are outside or there is a break between morning and afternoon sessions, clean tables, equipment and door handle with a mild disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. Children who are upset: Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering. Wash hands after contact. Cleaning stations with alcohol-based hand rub, 10 minutes spray and 3 minus spray have been created in all classrooms and all common areas including toilets. All spray bottles have labels to stop virus contamination. Key Stage 1 water bottles to be kept in children lockers Don't send whole classes out to the lockers at the same time (max 10 children only in corridor). 						

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		<ul style="list-style-type: none"> Staff must wear a mask on the school site and when moving around indoors, in the corridor, on the door at drop off/collection times (unless they are exempt). Ensure that staff are socially distancing at least 2 metres, even with a mask on. Staff should limit their movement around school indoors. Within a Bubble the adults must socially distance from each other. Spray staff toilet and sinks after use them. <p>COVID 19 Self-testing</p> <ul style="list-style-type: none"> Schools following government recommended control measures set out in the school's protective measures risk assessment. At Moat Farm Infant School, mass testing of staff will take place twice a week (Thursday and Sunday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart. For more information please read MFIS COVID 19 Self-testing Risk Assessment. 						
Unable to meet social distancing rules and the virus is	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> Inform parents about social distancing outside school and provide signage to parents reminding them of the current government guidance (N.B. schools will not be expected or able to monitor or regulate social distancing of parents beyond the school boundaries). 	<ul style="list-style-type: none"> When weather allows, lessons will be conducted outside of the classroom. 	All staff – daily	3	4	M	Ongoing Daily monitoring

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transmitted from person to person	Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • School drop-off/collection times are staggered to minimise numbers. Staff greets children on the gate and reinforce immediately the need to social distance. • Drop-off/collection zones have been allocated to encourage social distancing. • Telephone parents to have conversation, rather than having a conversation on the door. • We open an additional entrance/exit to the school. Each year group has their own entrance gate. • Issue information to parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. • Staff will adhere to social distances as much as possible. • Staff to ensure at least 1 m distance/ 2 m if possible. • Staff and pupils walk on the left-hand side of the corridor according to the direction of travel. • Pupils restricted to class “Bubbles”/classrooms to minimise movement around the school. • Where staff need to move between classes and year groups they should try to keep their distance from pupils and other staff as much as they can ideally 2 m from other adults. • Timetable reviewed and refreshed, and programme communicated to teachers and staff. 	<ul style="list-style-type: none"> • Message sent to parents prior to 1st September that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols. • Children will remain in the room until their parent is in the playground. • Staff must clean the seat they use before they leave the staffroom. • Staff need to bring in own cups/crockery from home. • All IT equipment which have been used in the classrooms must be cleaned at the end of each day. 	<p>HT – prior to 1st September</p> <p>Teaching staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>				

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		<ul style="list-style-type: none"> Encourage parents and staff to travel to school via walking, cycling or private vehicles. In line with government guidance discourage the use of public transport. Inform pupils and parents of their allocated times for the beginning and end of their school day. Staff to allow children to enter school if possible when they arrive into school so to avoid waiting/queuing. All staff and children to wash their hand on arrival and at specified times throughout the day. Make it clear to parents and pupils that they cannot congregate at the front of school prior to the day beginning. Parents will be informed that the majority of direct conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. Allocated outdoor areas for pupils to be identified for breaktime and lunchtime. Lunchtime to be staggered for year groups. EYFS and Y1 to eat lunch in the Dining Hall and in the reception area, Y2 children eat lunches in the classroom to minimise movement around the school and to ensure different groups are not mixing. Pupils to be supervised in washing hands before and after lunch. 	<ul style="list-style-type: none"> Staff should use InVentry and signing in and out as normal. However, staff must wipe it down once used and wash hands. After using the photocopier use hand sanitiser or wash your hands. Each day a member of SLT outside to monitor that parents and children are arriving safely and leaving safely. 	<p>All staff</p> <p>All staff</p> <p>SLT member who is in charge</p>				

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		<ul style="list-style-type: none"> When children eat their dinners, space must be maintained in the queue. Movement around the inside of school is limited. Foot marks and/or tape has been used in key areas of the school (e.g. dining hall) to show “social distancing” lengths and no access areas. Playground has been marked to encourage social distancing. Staff who are classed as ‘shielding’ will work from home if possible. Pupils identified as needing to shield not attending school, additional arrangements would need to be made for their education Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) Communicate new ways of working to all staff, through posters, briefings etc. Individual risk assessments will be carried out for staff and pupils who are classed as clinically vulnerable, live with vulnerable adults, are over 60 or are in the BAME category. Staff meetings will be conducted virtually or social distance will be maintained <p>Asymptomatic testing information</p>						

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		<ul style="list-style-type: none"> NHS Test and Trace announced that all adults in households with school and college age children without symptoms can now access regular rapid coronavirus (COVID-19) testing. This helps reduce transmission of the virus. Parents and other adults in households with children at school or college, who do not have symptoms, can now access regular, rapid coronavirus (COVID-19) testing. This includes childcare and support bubbles. Tests are fast, easy and completely free. There are different ways for a household, childcare or support bubble to collect their test to take at home, twice-weekly: * through your employer, if they offer testing to employees; * by collecting a home test kit from a local test site – anyone aged 18 or over can collect 2 packs of 7 tests; *by ordering a home test kit online – please do not order online if you can access testing through other routes, this frees up home delivery for those who need it most. <u>Testing is voluntary</u>, but strongly recommended to all who are eligible. Alongside the vaccine, washing hands, wearing face coverings, and maintaining social distancing, rapid testing plays a vital role in reducing transmission rates. Getting into the habit of regular testing as part of our everyday lives will help us all to play our part and do what we can to protect each other. For more information: Rapid lateral flow testing for households and bubbles of school pupils and staff - GOV.UK (www.gov.uk) 						

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		<ul style="list-style-type: none"> Teachers to reiterate key messages in class-time (when directed) to pupils to: Cover coughs and sneezes with a tissue; To throw all tissues in a lidded bin, where possible; To avoid touching eyes, nose and mouth with unwashed hands. Reception desk/area has Perspex screen/barrier. Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. The location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste. Each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment. 	Refer to Government guidance on Health protection in schools and other childcare facilities for further information.	<p>Site Team daily task</p> <p>All staff</p> <p>For staff who is in charge of</p>				

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		<ul style="list-style-type: none"> Pupils and staff do not share cutlery, cups or food. Staff to wash own cups and utensils, preferably in a dishwasher. Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled daily. Only one child should be allowed in the first aid area at a time. Cuts or grazes must be covered as soon as possible. When staff are carrying out any intimate care (nappies and clothing) they must: wear Gloves, an apron, a mask Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk. Toilets should be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet. 		intimate care				
Use of hand dryers in school	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> Both hand dryers and paper towels can be used to dry hands as per: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely 	No	All staff	1	1	L	Ongoing
Cleaning is not sufficiently comprehensive	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> Extra COSHH checks been carried out on the various new cleaning and disinfecting materials that have been introduced. Health and safety/cleaning training is given to all staff. 	<ul style="list-style-type: none"> Monitor and review 	Site Manager	1	1	L	Ongoing

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	cooks, parents, visitors, contractors	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures. An additional cleaning rota has been put in place, mid-day 3 times. 						
Poor hygiene practice in office spaces increases the risk of infection	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> Tissues/sanitiser to be placed in office locations. Staff to wash hands in line with government advice on arrival. Everyone is responsible for wiping down own desk/place of work before and after use. Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user. Staff to use their own phone where possible, if this is not possible the phone should be wiped down after use. Smaller offices in school should only have one person in the office. Other staff should not walk into offices or use offices as a walk through. School has process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. 	<ul style="list-style-type: none"> Monitor and review 	All staff	2	4	L	Ongoing Power point presentation in June by DH

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<ul style="list-style-type: none"> PPE equipment in each classroom in case of unexpected incidents. Parents understand that those pupils who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Staff who have helped someone with symptoms and any pupils who have been in close contact with them should not go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace 2 members of SLT will work together to walk through the step by step instruction 3 members of staff to perform deep cleaning DfE updates: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=2cb5fae3-cb14-4355-a083-333022c1cb40&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate the Actions for schools during the coronavirus outbreak. The changes include updated information on prevention, other considerations (system of controls), response to any infection, pupils travelling from abroad, attendance, workforce, safeguarding, school uniform, wraparound 	<ul style="list-style-type: none"> Parent should be advised to self-isolate for 14 days and to get the child tested. Follow step by step instruction (meeting room 1) 	HT SLTs				

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		<p>provision and extra-curricular activity, behaviour expectations, hospital schools and contingency planning for outbreaks.</p> <ul style="list-style-type: none"> The telephone helpline 0121 569 4719 is open 7.30-9.30am. 						
Staff member becomes unwell with symptoms of coronavirus	All staff	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <ul style="list-style-type: none"> a new continuous cough a high temperature a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Any staff member who displays signs of being unwell immediately refers themselves to SLT and is sent home.</p> <ul style="list-style-type: none"> Staff are advised to follow the COVID-19: Guidance for households, including accessing testing. Staff must stay at home and self-isolate for 14 days and have a test. Active engagement with NHS Test and Trace 	Follow the new guidelines.	All staff (ongoing)	2	4	M	Ongoing (if necessary)
Staff member or child diagnose with COVID	Staff and Children, community	<ul style="list-style-type: none"> Head Teacher to inform SLT to assign action tasks, gather information from the infected person/about the infective person. List all people who have been in contact with the 	Follow the guidelines	Ongoing	3	3	M	Ongoing (if necessary)

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		<p>infected person on the day the symptoms started and 2 days before that.</p> <ul style="list-style-type: none"> • Inform Chair of Governors • Inform Local Authority • Call Public Health for advice • From 17/09/20 a new service can be reached by calling DfE's helpline on 0800 046 8687 and select the option for reporting a positive case. This line will be open M-F from 8am to 6pm, Saturdays and Sundays from 10am to 4pm. • Follow advice/ SLT meeting and decide on actions. • Inform staff of situation and action plan • Follow School Plan for remaining Open or School Plan for Part or Full Closure • Organise any additional cleaning • Reflect on the incident • Organise home learning and wealth fare course for pupils • Contact Sandwell Premise team to ensure that they do not send any visitors/operatives to our school. <p>UDBS_customercontact@sandwell.gov.uk</p> <ul style="list-style-type: none"> • Let them know when the site has been deep-cleaned and is declared safe 		<p>All employees (if needed)</p> <p>SBM, Site Manager</p>				

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The school lapses in following national guidelines and advice.	Staff Children	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE as well as Sandwell LA and DRB. Information on the school website is updated. Pupils updated via email/direct telephone call as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. As a result: The school has the most recent information from the government, and this is distributed throughout the school community. 	<ul style="list-style-type: none"> HT to continue to stay up to date with current guidelines 	HT SLT	1	4	L	Ongoing
Poor communication with parents and other stakeholders		<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Head teacher to share Risk Assessment with all staff. Parents notified of risk assessment plan and shared with parents via website. Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work 	<ul style="list-style-type: none"> Continue to ensure all stakeholders are updated when changes are made. 	HT SLT	1	1	L	Ongoing

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		As a result: All pupils and all staff working with pupils are adhering to current advice.						
Lack of awareness of policies and procedures.	Children Staff	<ul style="list-style-type: none"> The school feedback policy will be temporarily re-considered to comply with the guidance. All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and safety policy Updated fire policy Infection control policy Supporting Children with Medical Conditions policy Intimate care policy Behaviour policy Child Protection policy including updates Positive Handling policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 https://www.hse.gov.uk/riddor/ The Health Protection (Notification) Regulations 2010 http://www.legislation.gov.uk/ukxi/2010/659/contents/made Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' 	<ul style="list-style-type: none"> Monitor and review 	Governors HT Staff	2	3	L	Ongoing

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		<p>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</p> <ul style="list-style-type: none"> The school complies with 'Managing school premises during the coronavirus outbreak' and continue to be responsible for a range of health and safety measures and statutory compliance. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Read link above Staff are made aware of the school's infection control procedures in relation to coronavirus via email. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1st of June or when school reopens more widely. All are informed that they must tell a member of staff if they begin to feel unwell. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>						
Wellbeing	Pupils, staff, community	<ul style="list-style-type: none"> Teachers' timetables include a focus on PSHE lessons and time for pupils to discuss their experiences. 		SLT	3	3	L	Ongoing

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	Pupil wellbeing is impacted by the current situation causing physical and mental ill health	<ul style="list-style-type: none"> Individual plans have been made for SEN pupils returning to school. Individual risk assessments being used for Staff in the higher risk groups. Staff aware of risk assessment process and able to contribute, e.g. risk assessment shared and regularly reviewed, including with school governors. Staff meetings/briefings are held regularly to ensure communication is clear and consistent. Designated staff rest areas. Wellbeing committee re-established. DfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers and Wellbeing for Education return programme is available. Extra mental health support for pupils and teachers - GOV.UK (www.gov.uk) 						
Staff to staff Interaction	Staff Numbers of staff in and around school will impede social distancing	<ul style="list-style-type: none"> Having reminders and notices clearly displayed at critical points around the building including staff only areas Staggering break times for all staff to make social distancing easier. Opening the studio and little kitchen as another staffroom. 			4	2	M	

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Staff meetings/briefings	Staff Spread/contraction of COVID 19 due to lack of social distancing measures, in particular school employees	<ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. Avoid any sharing of work equipment including pens/paper etc. Hold meetings in the hall, well ventilated if they are essential meetings. Using floor markers to ensure that social distancing is enforced. A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed. 		SLT	1	1	L	Autumn Term and then reviewed for the Spring Term
Staff and Parent interaction including meetings	Pupils, staff Numbers of parents in and around the school will impede social distancing	<ul style="list-style-type: none"> Advising parents that access to the school is limited and that only one parent should escort a child to school or collect a child from school Designated pick up and drop off zones Staff closely supervise that classes/pupils do not cross over e.g. different year groups have different points of access, staggered times Parents/carers actively encouraged from congregating outside the school gates. Setting up guidelines for parents to contact the school to speak with key staff/teachers. Informing parents that they are only allowed onto the school grounds at specified times for drop off and collection. If meetings are required with parents, they are done over the telephone or using ICT systems in the first place. If face to 		SLT	4	2	M	Autumn Term and then reviewed for the Spring Term

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		<p>face meetings are needed these are conducted in the open air if possible, observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air, perhaps with face coverings being used and social distancing observed.</p> <ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings. A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them 						
Contractors, deliveries and visitors increase the risk of infection	Staff Children Contractors	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential prior to entry to school. All contractors/visitors to wash hands prior to entry to school site. Additional hand-sanitising facilities made available to contractors and visitors. Any contractors who feel unwell on site to report to SLT and leave the site immediately. Advice from PHE sought. All areas in which contractors work are cleaned in line with government guidance. Staff who receive deliveries to the school to wash hands in line with government guidance after handling. 	<ul style="list-style-type: none"> Monitor and review 	SBM, Site Team	1	5	M	Ongoing
Transport to and from school	Pupils, staff, community Changes to school routine cause	<ul style="list-style-type: none"> Encourage pupils to travel to school via walking, cycling or private vehicles. In line with government guidance discourage the use of public transport. Stagger arrival and leaving times to allow for an increase in 	<ul style="list-style-type: none"> Monitor and review 	SLT	2	3	L	Ongoing

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	vehicular and pedestrian traffic management issues	<p>private cars, walkers and cyclists.</p> <ul style="list-style-type: none"> Pupils walking or cycling to school should be advised to socially distance at all times. During pick-ups social distancing should be observed. If drivers and pupils are within 2m of each other face coverings should be worn (for those over 11 years old) On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method. Put a process in place for the removal and disposal of face coverings when pupils and staff use them arrive at school 						
Educational Visits	Pupils, staff Lack of staffing/insufficient staff ratios	<ul style="list-style-type: none"> Making use of outdoor spaces in the local area to support delivery of the curriculum. As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. 		Class teachers, EVC lead, HT	2	3	L	Ongoing
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to Virus spikes locally, nationally or 1 group in school	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. Only staff who have been trained can administer First Aid treatment. 	<ul style="list-style-type: none"> Fire drill practice every term If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until 	SLT SLT-as and when need arises				Ongoing (if necessary)

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			substitutes can be trained. Refer to Fire Safety SSG & First Aid SSG for further guidance					

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
09/09/2020	D Walker	
16/09/2020	D Walker	
17/09/2020	D Walker	
15/11/2020	D Walker	
05/01/2021	D Walker	
18/01/2021	D Walker	
25/01/2021	D Walker	
23/02/2021	D Walker	
05/03/2021	D Walker	
02/09/2021	D Walker	Reviewed following the change to the guidance in August 2021 Removal of social distancing requirements

		Addition of ventilation and CO2 monitoring to be included when government supplies units
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