

# RISK ASSESSMENT

**Risk Assessments for:** Schools September 2020 Full Opening      **Date:** 20/07/2020  
**Assessor Name:** Mrs PM Walker- Headteacher      **Sources:** WHO, NHS, DfE and NA  
 Health and Safety Team

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
<p><b>Direct transmission of COVID -19 virus</b> 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</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p><b>General Measures</b></p> <p>School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/coronavirus">Covid-19-guidance-for-employees</a></p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">Covid-19 Guidance to-employers</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a></p> <p><b>Essential Control Measures</b></p> <ul style="list-style-type: none"> <li>• A requirement that people who are ill stay at home</li> <li>• Robust hand and respiratory hygiene</li> <li>• Enhanced cleaning arrangements</li> </ul>	M	<p>School Leaders should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Schools can contact <a href="mailto:healthandsafety@tameside.gov.uk">healthandsafety@tameside.gov.uk</a> for advice, guidance and support</p>	Head /SLT	Ongoing from start of RA

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		<ul style="list-style-type: none"> <li>• Active engagement with NHS Test and Trace</li> <li>• Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul> <p><b>Use of the NHS COVID-19 app in Schools and Further Education Colleges.</b></p> <p><a href="https://www.gov.uk/government/publication/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publication/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>The NHS COVID-19 APP  <a href="https://covid19.nhs.uk/pdf/introducing-the-app.pdf">https://covid19.nhs.uk/pdf/introducing-the-app.pdf</a>          Is available to download for anyone aged 16 or over if they choose.</p> <p>For some young people (SEND) parents will need to decide whether this is appropriate for their child.</p> <p>Staff will also be able to use the app.</p>		<p>Weekly updates from the LA received and forwarded on to SLT /inclusion team members</p> <p>Nursery child had positive test returned so all nursery children and staff sent home to isolate for 14 days</p> <p>Nursery room closed off for 72 hours and then cleaned thoroughly in accordance with Covid recommendations</p>		
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		<p>Guidance and further information for Staff and parents  <a href="https://covid19.nhs.uk/">https://covid19.nhs.uk/</a></p> <p>School will continue to engage with NHS test and Trace along-side the app being used.</p> <p><b>All school staff have been made aware of the features of the app and the processes to follow within school in regard to the app and any notifications received by themselves or a student;</b></p> <ul style="list-style-type: none"> <li>• Trace - alerts the individual if they were in close contact with a confirmed case</li> <li>• Alert - provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter</li> <li>• Check in - allows the individual to check in to locations via the app and official NHS QR codes</li> <li>• Symptoms - allows the individual to check symptoms against government guidance and to get advice</li> </ul>		<p>The app will not be relevant to pupils but may be useful to staff and to parents.</p> <p>If staff are accessing the app they will need to notify a member of SLT. They will then be allowed to keep their phones close to them during lesson time, but on silent.</p> <p>If phones are switched off and put away in lockers or bags in cupboards, the tracing app needs to be paused to avoid picking up contacts not near the owner</p> <p>Any notifications staff receive must be communicated to HT/ DHT</p>	Head	<p>Email/ memo w/ending 25/09/20</p>
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		<ul style="list-style-type: none"> <li>• Test - allows the individual to order a free test and to receive results and advice via the app</li> <li>• Isolate - provides an isolation 'companion', which counts down how many days they have left to isolate and provides links to useful advice</li> <li>• Bluetooth must be enabled for the app to work</li> <li>• If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted.</li> <li>• The tracing function can be paused</li> <li>• A reminder can be set to switch the app back on</li> <li>• The app does not work if the phone is switched off</li> </ul> <p>The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for covid. Escalation processes remain the same.</p> <p>The use of the app does not replace the requirement for social distancing</p>				
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		<p><b>Individuals must still report a positive case to the school setting</b></p> <p><b>Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self -isolate</b></p> <p><b>Under 16's</b> The app is available to over 16's but it may happen that a younger student has downloaded the app. In this instance if they inform you of a notification you should follow your usual procedures.</p> <p><b><u>SCHOOLS WHERE MEMBERS OF THE PUBLIC MAY TAKE PART IN ACTIVITIES OR MAKE USE OF YOUR PREMISES:</u></b></p> <p>The app has a check-in feature which enables a venue to register for an official NHS QR code and allows users to 'check-in' to participating venues on their app by scanning that code. <a href="https://covid19.nhs.uk/pdf/user-qr-guide.pdf">https://covid19.nhs.uk/pdf/user-qr-guide.pdf</a></p> <p>If the School premises comes within the scope of the current guidance for maintaining</p>		<p>NHS QR posters may also be considered in the following circumstances</p> <ul style="list-style-type: none"> <li>• If school hosts an event with external guests on the premises, such as a nativity or student art show – depending on the registration arrangements in place, NHS QR check-in would be for people visiting rather than <b>students and staff</b> in these contexts</li> </ul>		
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		<p>records of staff, customers and visitors to support the NHS Test and Trace we will display an NHS QR poster in line with the 'working safely during coronavirus (COVID-19) outbreak'</p> <p><a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></p> <p>When needed the school will create an NHS QR code posters online for free:  <a href="https://www.gov.uk/create-coronavirus-qr-poster">https://www.gov.uk/create-coronavirus-qr-poster</a> and display it</p> <p><b>NEW FOR SCHOOLS</b></p> <p><b>Out of school activities and wraparound care during Lockdown 2</b></p> <p>Out of school activities and wraparound care will only take place as a face to face provision where it has been identified they are reasonably necessary because;</p> <ul style="list-style-type: none"> <li>• It enables parents to work or search for work</li> <li>• It enables parents to undertake training or education</li> <li>• It is for the purposes of respite care, including for vulnerable children</li> </ul>	<ul style="list-style-type: none"> <li>• If the premises are let out during evenings, weekends or holidays to external providers (not currently happening)</li> </ul> <p><b>No after school clubs currently running. Breakfast club in place for those needing childcare</b></p>	<p><b>8 Nov</b></p>	<p><b>Head</b></p>
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## RISK ASSESSMENT

		<p>These activities will be subject to the existing risk assessment and control measures in place to reduce the risk of transmission of coronavirus.</p> <p><b>Sport and Physical Education during Lockdown 2</b></p> <p>Sport and physical education will continue subject the existing risk assessment and control measures in place to reduce the risk of transmission of coronavirus.</p> <p>Only team sports listed on the <a href="#">return to recreational team sport framework</a> will be provided.</p> <p>Competition with other schools/groups/organisations will not take place.</p> <p>There will be consistent pupil groups.</p> <p>Any equipment used will be cleaned thoroughly between each use by different individual groups.</p> <p>Outdoor sport will be prioritised. Where indoor sports take place;</p> <ul style="list-style-type: none"> <li>• It will be in a large indoor space.</li> <li>• Distance between pupil groups will be maximised</li> </ul>		<p>PE and sport is taking place outside as often as possible. The sport coaches coming in from Active Tameside have their own risk assessments in place which have been sent into school</p>	<p>8 Nov</p>	<p><b>Teachers and sports coaches</b></p>
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		<ul style="list-style-type: none"> <li>• Ventilation will be maximised by opening doors and windows or using ventilation systems</li> <li>• Increased cleaning will be in place</li> <li>• Participants will be reminded of the importance of general and respiratory hygiene.</li> </ul> <p>School swimming lessons will continue in line with the existing risk assessment and control measures in place to reduce the risk of transmission of coronavirus.</p> <p>External coaches, clubs and organisations will continue to be used for curricular activities in line with the existing risk assessment and control measures in place to reduce the risk of transmission of coronavirus.</p> <p><b>Specific Measures</b> Clear guidance will be given to parents and employees to reiterate that anyone who is displaying symptoms or has tested positive in the last 10 days must not attend the school setting.</p> <p>School has communicated its arrangements to all employees and parents prior to the return of all pupils - by letter and parentmail during the week beginning 20 July</p>		<p><b>We are continuing with the swimming lessons with the additional measures put in place by Hyde leisure pool</b></p>	<p>Head</p> <p>Office staff</p>	<p>Inset day 1 Sep</p> <p>Parent mail</p>
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## RISK ASSESSMENT

		<p>Where possible contact with parents or other non-school staff is conducted remotely, via telephone or video link.</p> <p>Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents.</p> <p>Pupil Behaviour Policy has been updated to cover COVID-19 related incidents. Updates and changes discussed with staff at end of July. Reminders will be issued on Inset day in September</p> <p>The majority of staff in school will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.</p> <p>School has an adequate stock of PPE and first aiders will check amounts regularly</p> <p><b>Bubbles</b></p>		<p>Information &amp; guidance published for Greater Manchester area has been sent out to all parents, as well as information specific to school</p> <p>School set up to use Zoom, Skype, &amp; Teams for Parents, governors and other agencies</p>	<p>Head</p>	<p>July 2020</p> <p>June 2020</p>
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		<p>Children will be placed in consistent groups (bubbles)          Where bubbles of a single class can be maintained this will be the preferred option. Reception and Year 1 class share the same teaching space, so they will be one larger bubble, all other classes will be individual bubbles</p> <p style="color: red;">Breakfast club has begun to operate for those needing childcare before school. It takes place in the hall with families/ class bubbles sitting at different tables The free breakfast club to ensure all children have eaten is operating by providing bagels for all classes on arrival</p> <p>Bubbles will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble at a time, unless outdoors and distancing can be maintained between bubbles.  <span style="color: red;">Most assemblies/Collective worship have operated via Zoom or pre recorded video; others have taken place in classrooms</span></p> <p>Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Regular specialist staff for Art, Music and PE will operate across bubbles. Staff and teachers will, as much as they can, keep a 2m distance from pupils and other staff.</p>		<p>Changes made to Behaviour Policy for June wider reopening reviewed and</p>		
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		<p>We have followed the guidelines and accepted some students on placement. They will have an induction including access to the risk assessments, safeguarding and any other modified documents relating to covid.</p> <p><b>Arrival /leaving school</b> Guidance has been given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible</p> <p>Parents will be asked to bring their children to school alone if possible. Children will all be collected at various school gates, so no parents or young children will be on the school site</p> <p>Entrances are to be supervised by staff encouraging parents to leave children and walk away on arrival. At the end of the day children are to be collected from the same gates</p> <p>Reception and Year 1 children will be met, at staggered times, at the gate on Church St next to FS building. Year 2 children will be met at the gate on Church St next to Year 2 classroom Year 3 and 4 will be met, at staggered times, at the gate next to the staff carpark.</p>	<p>changes made for Sep opening</p> <p>Mixing of these bubbles may take place in the delivery of SEND provision and possibly breakfast &amp; after school club if necessary Where groups are mixed these subsequent groups will be consistent.</p> <p>NB – it is recognised that younger children (EY &amp; KS1) will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p>	<p>Inclusion team</p> <p>First aiders</p> <p>Class Teachers</p>	<p>July 2020</p> <p>Fortnightly stock check</p>
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		<p>Year 5 and 6 will be met, at staggered times, at the gate next to the top playground.</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><i>The dropping off and picking up arrangements have been tweaked with since the first few days and reminders have gone out to parents about the need to conform to the guidelines. Staff have worked hard to make these arrangements work to enable smooth start and finish to the day</i></p> <p><b>Reception signing in and out</b> <b>E.g. Staff, visitors and contractors</b></p> <p>Where possible contact with parents 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.</p> <p>Where volunteers are supporting the school they will remain 2m from pupils and staff where</p>		<p>Consideration given to staggering start times to reduce peak hour demand on public transport.</p> <p><b>*Currently only one family using public transport.</b></p> <p>There will be 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"> <li>• Do not touch the front of the face covering when removing it</li> <li>• Wash hands on arrival</li> </ul>	<p>Deputy head to timetable Art, music and Sports</p> <p>Head – letter to parents</p> <p>Head</p>	<p>Inset day 1 Sep 2020</p> <p>Reminder week beg 1 Sep 2020</p>
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		<p>possible and as far as possible will not assist multiple bubbles. *Reading volunteers etc</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 staff e.g. Caretaker and reminded about social distancing before commencing work.</p> <p>Arrangements for deliveries are in place,</p> <p>Reception area has a screen in place and a small porch area for visitors/parents to wait if</p> <p>Hygiene stations are in place, with instructions to use them prior to entering the building Additional wash stations are being installed outdoors to prevent queues in bathroom areas <b>An outdoor sink has been installed outside Year 6 for pupils coming off the top playground. It has capacity for 4 pupils to wash and dry hands.</b></p>	<ul style="list-style-type: none"> <li>Dispose of single use covering in a covered bin or place reusable covering in a plastic bag to be taken home</li> <li>Wash hands again before going to class</li> </ul> <p>Signs will be on all gates to indicate which classes to enter and leave via this gate plus times for arrival and leaving</p> <p>All visitors to site will receive induction/site guidance on physical distancing and hygiene before or on arrival.</p> <p>Supply staff will be kept to an absolute minimum. Volunteers, if felt to be necessary to support certain children, will be restricted to working with one bubble.</p>	<p>Class teachers</p> <p>Signage and reminder from Office staff</p>	<p>Inset 1 Sep 2020</p> <p>1 Sep 2020</p> <p>1 Sep 2020</p>
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		<p>It has proved invaluable and avoided queues at the bathrooms. We have planned for two more outdoor sinks to be installed outside nursery and Rec/Year 1 building</p> <p><b>In Class</b>          It will not be possible for any of the classrooms to be set out for sitting positions to be 2 metres apart.          However, in KS2 individuals will be side by side or back to back rather than directly facing and for as short a time period as possible.          Pupils will sit at the same desk on consecutive days.          Unnecessary furniture will be removed from classes to increase space          Where possible windows and doors will be open to aid ventilation          Teachers have trialed different seating arrangements for their pupils dependent on their classroom size and the age of the pupils. These are being tweaked in some cases to provide a safe but effective environment for the children's learning.  <b>Some classes will be taught outdoors where practicable and weather permitting</b>          Lots of use is being made of outdoor learning and we have been very fortunate with the weather so far !!</p>			<p>Class teachers</p>	<p>July 2020</p>
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		<p>Teachers will be reminded to include use of the outdoor teaching spaces on their weekly timetable. These are to be negotiated with other class teachers</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><b>Moving around school</b> The school has identified specific pinch points such as the KS2 corridor and identified where staff are to step back to allow for safer passing</p> <p>Children are asked to walk in single file around school</p> <p>Supervision in place when children are walking round school. 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. Toilets are designated and labelled for use by individual classes. Staff will supervise and clean taps, handles etc after class use.</p>	<p>Staff reminded to take personal responsibility for social distancing between adults</p> <p>For adults - time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>Timetabling will allow for groups being kept apart and the minimum of movement around the site.</p> <p>Signage displayed to advise of limits on number of users of the area at any one time – offices, photocopiers and small teaching areas</p>	<p>Head to give reminder of agreed and good practice</p> <p>All staff</p>	<p><a href="#">Inset day 1 Sep 2020</a></p> <p><a href="#">July 2020</a></p>
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		<p>Teachers will move to different classes rather than the pupils moving rooms</p> <p>Communication is done with teaching staff electronically where possible</p> <p><b>Lunchtimes/consumption of food</b> 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>Infant snacks will be handed round in a supervised way, so children only touch their own snack and container</p> <p>Lunch times are being staggered for both pupils and staff to allow for dining hall and playgrounds to be used separately for classes/ bubbles Midday assistants are being allocated to bubbles and not to mix between them during a lunchtime</p> <p>Lunch seating areas have been reconfigured to allow for bubbles to be kept separate and for social distancing measures for staff in staffroom.</p>		<p>Cleaning of tables between users will be done by midday staff</p> <p>The use of staff room will be minimised due to staggered breaks and lunchtimes.</p>	<p style="text-align: center;">LM</p>	<p style="text-align: center; color: blue;">Inset day 1 Sep 2020</p>
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		<p>Kitchen staff will keep and control the distribution of trays and cutlery.</p> <p>A one-way system to be used in the dining hall for queuing for lunches and the return of trays and cutlery to avoid congestion and mixing of bubbles</p> <p>Arrangements for lunchtimes has take careful organising and needed to be adjusted over the last couple of weeks to make it work well and ensure children are getting their lunch at the right time without the queues. Playground times and zones are staggered to allow all classes access to all areas of the playground without mixing</p> <p>The bringing of a full personal water bottle each day will be encouraged.</p> <p>Water fountains taken out of use</p> <p><b>Office/Support staff</b></p> <p>Small office is restricted to single occupant use only Main office for the two office based staff members only – desks to be reconfigured to allow maximum distance between them</p>	<p>Seats have been removed to ensure adherence to social distancing guidelines</p> <p>Discussions have been held with Kitchen staff about changes to practice and revised roles for staff.</p> <p>Signage and barrier restricting access to the school office is in place and refurbishment in summer</p>	<p>Kitchen staff</p>	<p>Reminders 1 Sep 2020</p> <p>July 2020</p>
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		<p>The main office has been modified- mainly for more effective working condition for the two office staff, but has also provided more space and less need for other staff to enter, by moving equipment and resources to the small office for individual use.</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><b>Vulnerable persons</b></p> <p>Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members have been identified and individual risk assessments completed with them to identify any additional control measures for them beyond those in place generally.</p> <p>Individual risk assessments will also 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>holidays will support distancing</p> <p>Risk assessments undertaken for two members of staff</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>Office staff</p> <p>Head</p>	<p>August 2020</p> <p>July 2020</p>
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		<p><b>Staff or pupils arriving at school unwell or become unwell whilst in school</b></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.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room identified as an isolation room (facing the head's office) where they can be isolated behind a closed door.</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 to use a separate bathroom which has been identified close to isolation room</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>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.</p> <p>Everyone must wash hands thoroughly for 20 seconds after contact with someone who is unwell.</p> <p>Isolation room identified if needed as the meeting room facing head's office close to a bathroom</p> <p>All member of SLT will have copies of the step by step document</p>	<p>Head &amp; class teachers</p>	<p>Ongoing</p>
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		<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.  <a href="mailto:Covid-19@tameside.gov.uk">Covid-19@tameside.gov.uk</a></p> <p><b>First Aid</b>  A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school  2 members of staff hold up to date first aid certificates plus  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><b>NB - The HSE has set a final date of requalification for expired certificates affected by Covid-19 of 30<sup>th</sup> September 2020</b></p> <p>This will be reviewed based on government guidance</p> <p><i>2 staff members are completing paediatric first aid certificates in August and September</i></p> <p><i>One now completed – one postponed due to self isolation</i></p>	<p>Head</p>	
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		<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><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <p><b>Educational Visits</b> 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>Visit venues/locations will only be considered where Covid-secure measures are in place</p> <p><b>Extra-curricular provision</b> Provision will maintain school day bubbles or, where this is not possible, small consistent groups.</p>		<p><i>*several classes in school were due to visit Chester Zoo in the Autumn term as part of a scheme run by the zoo, including free transport and entry to zoo. Chester zoo have postponed these visits until at least the Spring term</i></p>	<p>All staff</p> <p>Head to decide based on up to date advice</p>	<p>Ongoing</p>
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## RISK ASSESSMENT

		<p>After school clubs have not started yet. Sports coached suggesting taking year groups for after school clubs on a 3 or 4 week rota then bubbles are kept separate</p> <p>Contact sports will not take place. Sports coaches from Active Tameside also have own risk assessments in place</p> <p>Where possible activities will take place outdoors</p> <p><b>Music</b> Singing, wind and brass playing will not take place in large groups (eg school choirs and ensembles or in assemblies) Music lessons will be limited to 15 pupils with social distancing and windows open where possible Playing of instruments and singing will take place outside where possible. Instruments will not be shared. Music lessons are currently scheduled for half classes and are taking place in the hall</p>	<p><i>We will not introduce after school clubs until we are back in school in September and can review how to do these safely.</i></p> <p>Music lessons will be done in half class sessions (15 children).</p> <p>Any singing where possible in music lessons will take place outside or in the hall</p> <p>School currently closing at 1 pm on Fridays to allow for PPA and additional cleaning. This has been received well by parents</p> <p>We have had just a few requests from working parents to keep the children in school for the afternoon- currently around 8- 10</p>		
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## RISK ASSESSMENT

					children. They are supervised by teaching assistants in their own classrooms		
<b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces	School employees parents, pupils and the general public  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)	H	<b>General Measures</b> School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/coronavirus/guidance-for-employees">Covid-19-guidance-for-employees</a>  School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. <a href="https://www.gov.uk/government/guidance/covid-19-guidance-to-employers">Covid-19 Guidance to-employers</a> <a href="https://www.gov.uk/government/guidance/protective-measures-in-education-and-childcare-settings">Implementing protective measures in education and childcare settings</a>  <b>Specific Measures</b> As per direct transmission and in addition:  Hygiene stations at all entrances are in place, with instructions to use them, prior to entering the building.  Where hand sanitizer is available in locations around the school it will be used in addition to hand washing  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.	M	Managers should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  Management will regularly monitor new measures being introduced by government to reduce risk  Ensure that sufficient hand washing or hand sanitiser stations are available.  Young children and pupils with complex needs will be assisted to clean their hands properly.  Hand cleaning routines will, as far as possible, be built into the day; <ul style="list-style-type: none"> <li>• On arrival at school</li> <li>• On return from breaks</li> </ul>	Head	

## RISK ASSESSMENT

		<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><b>There is additional cleaning taking place of bathrooms and touchpoints such as handles etc before , during and after the lunchtimes.</b></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>	<ul style="list-style-type: none"> <li>• When there is a change of room</li> <li>• Before and after eating</li> </ul> <p>There should be enough tissues and bins available in school.</p> <p>Where pupils are unable to maintain good respiratory hygiene due to SEND a risk assessment will be completed to ensure controls can be put in place to support them and the staff working with them.</p> <p>A cleaning schedule will be in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups. Schedules arranged with cleaning staff</p>	<p>Caretaker &amp; cleaning staff</p>	<p>From 1 Sep 2020</p>
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## RISK ASSESSMENT

		<p>Individual frequently used equipment should not be shared, eg pens and pencils. KS2 children will have individual packs of equipment. EY &amp; KS1 children will have a system that allows for used equipment to be quarantined or cleaned after use, depending on the type of equipment</p> <p>Fixed Playground equipment will be frequently cleaned. Packs of playground equipment will be allocated to each bubble for use</p> <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 for most of the day Cleaning materials are readily available for all rooms and areas of school when cleaners not there.</p> <p>General cleaning is done in line with the guidance for non-healthcare settings <a href="#">Covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and</p>	<p>Classroom based resources shared within the bubble (books and games) will be cleaned as often as frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles (sports, art and science equipment for example) will 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 Public Health guidance on cleaning will be reviewed once released</p>	<p>Class teachers to supervise</p>	
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## RISK ASSESSMENT

			disinfected using standard cleaning products before being used by anyone else.				
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	All statutory checks and ppm's are maintained and up to date Where possible checks take place before or after school or away from other persons Assurances are sought from external organizations providing FM services. 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. Parts of the building still unused are 'moth balled' to reduce the level of checks necessary <b>All parts of the building are now in full use</b>	L	Sumer holidays used to ensure all checks are up to date – legionella. Asbestos, fire equipment, emergency lighting etc  Business continuity plan is in place		
Stress and anxiety	School employees Stress related ill Health	M	Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.	L	Staff are reminded regularly and encouraged to talk if concerned <b>This has been reinforced at all opportunities</b>	Head/ SLT	Included in all staff updates & info plus Inset day 1 Sep
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.	M	Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.	L	Early detection can prevent more serious dermatitis from developing.  Moisturiser/hand cream available in all staff toilets	Head  Head	Reminders 1 Sep 2020  June 2020

## RISK ASSESSMENT

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	We will only use alcohol based sanitiser if other products are unavailable	Head	June 2020
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Review Date	Reviewed By	Amendment
21 September 2020	GB Covid review committee	<p>Amendments in Red on RA inc</p> <ul style="list-style-type: none"> <li>• Tweaks made to arrangements to improve dropping off &amp; picking up plus lunchtime arrangements.</li> <li>• Outdoor sink installed with soap dispensers and towel holder - 2 more to be installed</li> <li>• Extra cleaning taking place throughout the lunchtime periods</li> <li>• Classroom seating arrangements changing to suit individual classrooms</li> <li>• Friday afternoon for PPA and cleaning, Arrangements in place now we know numbers of children needing to stay because of working parents.</li> </ul>
5 October 2020	GB Covid review committee	Amendments in blue are those sent by the LA for us to put into the RA relating to the Test and trace app
5 October 2020	GB Covid review committee	<p>Amendments in Green</p> <ul style="list-style-type: none"> <li>• Positive case in Nursery meant that all the nursery children and staff had to be sent home to self-isolate for 14 days. They are due back in school on 6 October. Phone calls were made to all parents of nursery children and letters sent too. Letters were also sent to parents of children throughout school to inform them, but reassuring them that all other children, including siblings of nursery children could still attend school</li> <li>• Nursery room has been cleaned in accordance with the guidelines after being left closed for over 72 hours</li> </ul>
16 November	GB Covid review committee	<p>Amendments in Purple</p> <p>Additional advice from LA added to the RA around</p> <ul style="list-style-type: none"> <li>• Only essential before or after school care to be in place for children</li> </ul>

## RISK ASSESSMENT

		<ul style="list-style-type: none"> <li>Measures to be in place for continuing with PE, sports and swimming</li> </ul>

Risk Ratings	Example impact (Including but not limited to)
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