

Risk Assessment Form

Corporate Health, Safety and Welfare Management System

Description of the task/activity:	Covid-19 School based teaching / administration and sanitation tasks. Requirements for the full reopening of school for pupils and staff	Location:	Redbridge Primary School
Name of person(s) completing assessment:	Rachel Targett-Adams	Job title(s):	Deputy Head Teacher Health and Safety Leader
Local reference no:		Risk Register No:	
Date of this assessment:	14th August 2020	Date of signing:	
Date of next Review:	Review required if there is a significant change or Government guidance changes.	Signed by (Department Manager):	Mr Steve Davies (Head Teacher)

System of Controls

Prevention:

1. Minimise contact with those who are unwell
2. Clean hands thoroughly more often than usual
3. Practice good hygiene
4. Enhanced cleaning
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Wear appropriate personal protective equipment (PPE) only when necessary

Response:

1. Engage with the NHS Test and Trace process
2. Manage confirmed cases of Covid-19 amongst the school community
3. Contain any outbreak by following Local Health Protection Team advice.

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Details of the Concern <i>What is the hazard?</i>	Further Information <i>Who/what could be harmed and how?</i>	Initial Risk Rating (H/M/L)	Individual School setting context in relation to concern <i>What effective control measures are currently in place?</i>	Residual Risk Rating (H/M/L)	Additional Notes and Information
<p>Health and Safety Checks of the Building</p> <p>Unused areas of the school may be at risk of not meeting safety standards due to lack of use and lying dormant.</p> <p>Routine checks on utilities may have been disrupted and/or any suggested remedial work may not have been able to take place</p>	<p>Risk to all members of the school community (children, staff and wider members of the community)</p>	<p style="background-color: yellow;"> </p>	<p>To complete a Health and Safety audit and check of the school for potential opening. To plan a review of:</p> <ul style="list-style-type: none"> • Hot and cold water systems • Gas safety • Fire safety- practise whole school rehearsal of fire drill for safety check. • Kitchen equipment • Security • Ventilation • Pest control checks 	<p style="background-color: #90EE90;"> </p>	<p>The school has remained open for key worker children, and then Year 1 and Year 6 children since March 2020. As a result there has not been a period where the utilities have not been used on a daily basis. Routine planned inspections for the alarm and water system have taken place as normal with no remedial work required. The school kitchen has remained operational throughout.</p>

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<p>Risk of Covid Infection</p> <p>Exposure to multiple members of the public for administrative staff.</p>	<p>Administrative staff, staff who come into my frequent contact with visitors e.g. front reception staff</p>		<p>Reception area safety review to minimise adult interactions, encourage families to use telephone and email to contact the school and only come to the reception in emergencies.</p> <p>Families reminded that forgotten items should not be dropped at the front area. Home dinners will not be permitted to reduce office activity.</p> <p>Sanitising station available at the entry.</p> <p>Clear protocol in place for visitors to the school with signage clearly displayed.</p>		
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<p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects/surfaces</p>	<p>Risk to all members of the school community (children, staff and wider members of the community)</p>		<p>Once children are back in school, all frequently touched surfaces, equipment, door handles, toilets, bannisters of staircases used during the day will need to be cleaned thoroughly. Our cleaning routine will be increased throughout the day as well as the beginning and end of days. This includes referring to guidance from https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning Schedule Additional cleaning staff will be in place to ensure extra cleaning can take place across the course of the school day. Toilets for staff and children are cleaned at an additional point after lunch, including all adult toilets. Staff will be required to leave the school building by 4.30pm each evening to ensure the cleaning staff have full access and can work uninterrupted. Enhanced deep cleaning will be taking place at the end of each week on a Friday. Class teachers will continue to have a domestic grade anti-bacterial spray and towel roll to use in their classroom. This should be used a regular intervals.</p> <p>Hand Washing and Hygiene Soap and sanitisers will be available in every toilet and classroom. Hand sanitisers are also available in all shared areas. Posters of good hygiene habits are refreshed across the school. Children will be reminded to washing their hands for at least 20 seconds with water and soap upon arrival, before departure and regularly throughout the day, including before and after every break and lunchtime.</p>		
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Lidded bins will remain in place around the school in key communal areas. These will be used for the disposal of any tissues that a child or staff member has coughed or sneezed on. Signs will be placed near these bins to remind the user that hands should be washed after using the bins. Site supervisors will check bins at the midday point and empty if necessary. Sanitation will also take place during this time. Any bin contents will be double bagged and emptied at the end of each day.

Equipment and Resources

All PE lessons will take place outside, indoor PE will not take place until further notice. Families will be required to send in suitable PE kits for outdoor PE. Lessons will only be cancelled in extreme weather. Any equipment required will be cleaned between use.

Children will be asked to come to school in uniform and continue to bring in PE bags, school bags, coats, packed lunch boxes and water bottles.

Reading books can be shared within the year group bubble but not beyond this.

Ventilation

Ventilation maximised by all windows being open. This is to be maintained in colder temperatures alongside heating and ensuring children have jumpers/cardigans to wear. Where possible doors will be kept open to aid ventilation, this is with the exception of fire doors. These will not be wedged open as this increases the risk of fire hazard in the form of spreading.

Supporting Vulnerable Children

Appropriate PPE will be provided for staff who are working with children who are unable, or less able to catch their sneezes and coughs (SEND and younger children). Staff will be given training on correct use and disposal of PPE. If a child becomes sick or soils themselves, a member of the team working with that child will need to ensure they are wearing PPE to support the child for either changing or seeking first aid attention from the designated first aider.

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			<p>Staffroom and other staff gatherings</p> <p>The staffroom is large enough that staff can use whilst also maintaining distancing from their colleagues. Staggered lunches and breaks will reduce the number of staff using the staffroom at any one time. Team planning time will be based in staff planning area. This room will only be used by one team at a time to ensure there is enough space for all users. Staff briefings and professional development training sessions will continue to take place in the Key Stage One hall with chairs and tables being spaced apart at a minimum of 1.5 metres between.</p>		
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<p>Failure to maintain Social distancing requirements.</p>	<p>Children, staff and wider members of the school community. Proximity – An individual may catch Covid-19 due to working closely with an infected person.</p>		<p>A site examination that ensures social distancing can be maximised to the best of our ability:</p> <ul style="list-style-type: none"> • Classrooms- all classrooms will need to move all unnecessary furnishings and ensure that all desks are facing the front direction. Where this is not possible, sufficient distance between children facing each other should be in place. In Early Years’ classrooms where there isn’t enough tables for each child to sit on, class teachers should carefully consider the room layout including work stations and carpet spaces for children to comply with the reopening guidance. • Children will partake in creating a class charter in the first day of returning to school, this will cover the rules and routines around hand washing and hygiene and ways in which everyone can keep each other safe. • Resources can be shared across the year group bubble however where possible, resources should remain within the classroom bubble. Hands on resources are to be cleaned daily by either the class teacher or teaching assistants working within that bubble. 		
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			<ul style="list-style-type: none">• Ventilation maximisation will involve all windows open for the duration of the school day. Doors will also be kept open (see above)• Each year group will be a bubble group and must remain within their bubble zones throughout the day.• Clear Signage outlining social distancing and expectations. Specific lining up spots will be marked for all year groups. We will use barriers to separate waiting areas for families.• To support children and families in navigating the new school systems we will be producing a short instructional video to be shared before the start of the new term.• Information with specifics around collection and drop off times can be found in the school Operational Plan.		
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			<ul style="list-style-type: none">• Break times will be staggered (please see operational plan) and children will be supervised by year group bubble staff.• Staff will monitor the break time processes to ensure safety and wellbeing needs are met.• Separate containers of play equipment to be provided for each year group at lunchtime. This will be cleaned at the end of each lunch session. Cleaning schedules will be closely monitored• To ensure that bubbles of children can be kept separated, an 'outdoor play' rota will be in place with a weekly rota. Indoor play supplies will be evaluated by each class teacher and topped up accordingly to ensure children have enriching play opportunities during their 'indoor play' sessions.• Communal learning spaces such as the Computing room and Library will not be in use until further notice.• PE will only take place outdoors until further notice. Families will be asked to provide a PE kit suitable for outdoor weather.• As agreed with the school catering provider (ISS) it has been decided that lunches will be a cold option only. This will allow service to be quicker and ensure that all children can eat in the lunch hall in their allocated slot time. Both the existing dining hall and the KS1 hall will be used for lunches. In addition, the school has secured an agreement for the Nursery and Reception children to eat their lunches in a large space within the Children's Centre (attached to the school and can be securely accessed through the school building).		
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<p>Member of the community contracting Covid 19</p>	<p>Staff/ children</p> <p>Proximity – A member of the community infected with a confirmed case of Coronavirus</p>		<p>In the event of a member of the community being infected with a confirmed case of Coronavirus procedures promote safety and minimised risk to all</p> <ul style="list-style-type: none"> • If a child presents with a temperature or new persistent cough the child will be isolated in an allocated room with supervision from a member of the leadership team at a 2m distance until they can be collected by family. The child will need to be tested as soon as possible and school informed of the outcome. We will reiterate to families the importance of not mixing with multiple families beyond their own home. This guidance is changing rapidly and we will communicate with families the importance of adhering to the most current Government guidance. • If a member of staff presents with symptoms in school they will be assessed in an allocated room and sent home or request to be collected. The staff member will need to be tested as soon as possible and school informed of the outcome. • Isolation criteria will be updated with new symptoms as they become known and shared by Public Health England. • If a confirmed case is reported the school will seek immediate advice from the public health authority and will be prepared that it may be possible that the entire year bubble group and their family will be asked to isolate for 14 days. • All community informed of processes to book a test. • Engage with NHS Track and Trace 		
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<p>Vulnerable children who do not return at greater risk of harm/neglect and failure to thrive.</p>	<p>Vulnerable children/families</p>		<p>To ensure Safeguarding practices are robust and assess all risks to vulnerable learners and families.</p> <ul style="list-style-type: none"> • A new safeguarding policy has been adopted and the policy covers all requirements for a full return of children. • A DSL Level 3 member of the leadership team will be on site at all times. • Regular liaison with families and services for any families that do not return to school. • Careful monitoring of late collection, children will have to wait in outside reception area with an adult, If a family is late collecting more than 2 times we will begin a warning system of risk of transmission to other bubble groups. • For late arrivals we will again monitor this and will be administering a warning of risk to health and safety of the community. Late arrival will have to be at the office and met at gate by a leader. • Careful monitoring of attendance percentages, class teachers to engage with previous attendance percentages prior to Covid-19 school closures. 		
<p>SEN children may be distressed by social distancing measures</p>	<p>Vulnerable children</p>		<p>Support and amendments to SEND and Behaviour support</p> <ul style="list-style-type: none"> • All children with an EHC Plan have a personalised risk assessment and action plan that will be reviewed again for provision in school. • From September, the most vulnerable children will form the Rainbow HUB bubble and attend the Rainbow HUB for the duration of each school day meaning that they are not mixing across two different 'bubbles'. This will limit the number of adults working with these vulnerable children which will provide both health and safety benefits but also provide consistency for these children, reducing the likelihood of distress and upset for these children. The full-time Rainbow HUB is intended to be a temporary measure and the progress and wellbeing of children will be regularly reviewed along with any updated guidance from the DfE/public health to ascertain whether individual children are able to return to the previous model operated by the school. By operating the Rainbow HUB in this way, this enables the school to deliver the full complement of intervention support for children with EHCs ensuring they are supported to achieve the outcomes without compromising the 		

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<p>Lack of communication and clarity of new measures.</p>	<p>Staff / Children and their families</p>		<p>To maintain effective communication with the community</p> <ul style="list-style-type: none"> • Maintain high levels of staff communication and updates through: <ul style="list-style-type: none"> ○ Weekly briefings ○ Whole school email updates of changes to guidance ○ Regular newsletters ○ Weekly professional learning meetings using the hall to ensure social distancing can be adhered to. • Maintain communication with families re school opening plans via: <ul style="list-style-type: none"> ○ Weekly newsletter ○ School website ○ Group call correspondence ○ Surveys ○ Parent rep forum meetings ○ Home learning and Admin mailbox • An instructional video will be shared with families ahead of the school opening for the new term. 		
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<p>Child and Staff Wellbeing impacted by anxiety and response to trauma of Covid-19</p>	<p>All staff- Workload Impacts of the developing pandemic and organisations response</p> <p>Families impacted by Covid 19 and economic impacts</p> <p>Children</p>		<p>Managing pupil and staff wellbeing and mental health</p> <ul style="list-style-type: none"> • Staff wellbeing has been a focus from the very outset of Covid 19. We shall maintain effective communication, transparency and consultation in all planning and signposting support where needed and appropriate. • Teachers have excellent knowledge of children’s wellbeing and will review individual needs. Professional learning opportunities for all staff will centre on Emotion Coaching and Trauma Informed CPD. • Wellbeing focus will involve a new approach with a PSHE focus which will support children in identifying, verbalising and regulating their emotions. • A new curriculum (CALM Curriculum) has been written and will be launched across the whole school. The curriculum will run for a minimum of six weeks and will have a strong focus on PSHE. This will be reviewed and evaluated towards the end of the time block to ascertain whether this curriculum needs to be extended further into the autumn term. Curriculum planning will support socialisation and wellbeing of children as a priority. • Keep stock overview of sources of PPE for staff. <p>Health and hygiene routines for children are included in curriculum planning and timetabling</p> <ul style="list-style-type: none"> • Daily timetables will include: daily outdoor PE, PSHE, Reading and Maths. • Key transition years will focus on transition to the next key stage. • Children are to wash hands on entry to school, before break, lunch and end of day. 		
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Children not engaging in education	Staff / Children and their families		<p>To ensure attendance monitoring is robust and maintains a picture of all children being actively engaged in education.</p> <ul style="list-style-type: none"> Attendance for all pupils is now mandatory and the usual rules of school attendance now apply. We will monitor in line with National practice. In the final week of the summer holidays, children with individual medical needs meaning that they may be unable to attend (as advised by their GP/Consultant) will be contacted to ensure a bespoke home learning plan can be put into place. If these children are able to attend school, an individual risk assessment will be drawn up in association with the child and family. 		
Members of the community using public transport	Staff/children/families		If any member of our community can only get to school by using public transport we will carry out an individual risk review.		
BAME higher risk of infection	Staff/children/families		To talk through at an individual level with families from Black communities and plan accordingly as this group is at highest risk. To additionally safeguard all BAME families/staff that are at risk with underlying health conditions.		
PLAN B- Provision for learning in the case of localised lockdown.	Children/Staff/Families		<ul style="list-style-type: none"> In the event of a localised lock down the online platform of DB will continue to be used to set work for all children and the school are investing in learning about Google Classrooms to scale up the quality of remote provision. The communication routes from lock down will be resumed- Groupcall for families and Zoom for staff. 		

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Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.
What risk rating does the school feel we are at in accordance to this matrix?

RAG Rating Matrix

Risk Rating	Possible Action to be Taken
LOW (<4)	<ul style="list-style-type: none"> Department manager may accept risk Manage by routine processes Any costs to be funded within Directorate Hazard to be reviewed and updated at least annually.
MEDIUM (5-10)	<ul style="list-style-type: none"> Management action required to control risk as soon as reasonably practicable Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level Reviewed and updated at least every 6 months to ensure controls remain effective May necessitate bids for central funding.
HIGH (>12)	<ul style="list-style-type: none"> Immediate senior management action required to further control risk May halt work/task while additional controls are applied Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register Responsible Director to give priority for action/funding Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level To be reviewed and updated at least every month to ensure controls remain effective.

Note:
Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))