

COVID 19 – School General Risk assessment proforma

SchoolParkinson Lane CP School.....

Date of Risk Assessment:.....30/6/2020..... Reviewed on: 1/9/2020.....

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

The risk assessment is about demonstrating your school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has to consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). The risk assessment will be updated in line with further updates as and when they arise.*

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
General controls to prevent risk of infection.	Staff, visitors, Pupils	General Controls and instruction to staff throughout the school:- <ul style="list-style-type: none"> - Children allocated classrooms and remain in their allocated year groups to prevent mixing. - No multi year groups assembly - Children to form 'bubbles' consisting of year groups - Increased cleaning regime - Hand washing facilities in place and pupils encouraged to use these. - Compulsory track and trace to be used - Staff or pupils who may become symptomatic to be reminded to stay home and self isolate for 14 days. (Children/staff who test positive will be told to stay at home – letters sent to the rest of the 'Pod' - Following guidance from government regarding the return for school children. - Non- fire safety doors can be propped open to allow ventilation. - Windows to be opened each morning to allow adequate ventilation. - Staggered times for staff to use staff room and facilities and advised to follow social distancing - School will have gel dispensers at main 	<ul style="list-style-type: none"> - Establish a record of cleaning. Proformas provided to all areas to record cleaning. - Regular cleaning throughout the day. - Reminders of regular hand washing. - Reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school. - Parents informed of the procedures in relation to COVID19. - Ensure sufficient PPE and gel dispensers in stock. 	SMT	From 7/8/2020	yes

		<p>entrances and exits (every classroom)</p> <ul style="list-style-type: none"> - Glove dispenser points will be provided where necessary - Regular cleaning of key touch points such as door handles – will be continually done by the site manager and staff during the day. Proforma in place to record. - Any equipment passed between teachers will be cleaned before use - Prevention of materials being taken home by pupils or brought in to mitigate the risks - Temperatures will not be taken to test for 'illness' 				
Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> - Clinically vulnerable (but not clinically extremely vulnerable) individuals will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. See individual risk assessments sent to HR – Central register kept by office manager - Staff will be sent a questionnaire re any health issues before they return to work. - Risk assessment updated 1st of every month. Up to date risk assessment. 		DSL SMT	From 1/7/2020	yes
Use of Classrooms	Staff, Visitors, Pupils	<ul style="list-style-type: none"> - Limited to 30 pupils, 1 teacher and 1 TA - Windows are opened every morning for good ventilation. - Classes to be limited to the year group pod with regular staff and pupils to prevent mixing and contact. 		Class teachers Office staff	From 7/9/2020	yes

		<ul style="list-style-type: none"> - Classrooms to be regularly cleaned. Proforma signed each time. - Social distancing to be promoted where possible. - Teachers should spend no more than 15 minutes with a child within 1 metre - Staff to have contingency plans in place to ensure high quality teaching continues should lockdown occur. If bubble locked down, teacher still to work from home. - Children to be forward facing if the teaching methodology allows. - A catch up program to allow children to accelerate their learning in core areas to be implemented. (this may result in some subjects to be suspended until summer 2021 - Phones – Landlines will be wiped down after every use. 				
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Groups to be reduced with regular staff and pupils to prevent mixing. - Personal contact can not be avoided in such setting. - All soft furnishings not used Hand washing facilities in place and pupils encouraged to use these - School will have gel dispensers at main entrances and exits (every classroom) - Social distancing to be promoted where possible with parents 		Teachers Faye	from 22/5 /2020	Yes

		<ul style="list-style-type: none"> - Nursery deep cleaned between sessions - Mon Tues/Thurs Fri - Nursery meet and greet groups of ten children accompanied by a parent (8 sessions) - Equipment to be cleaned after each session 		Nursery Staff	7/9/2020 until 11/9/2020	Yes
Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children can pass in corridors as this is low risk but where possible this is to be avoided. 		all		yes
Use of toilets and cloakrooms	Staff, pupils, visitors	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. Split break and lunch times for different year groups - Cloakrooms segregated by the groups of classes to prevent mixing. 		Site team	From 22/5/20	yes
Use of the playground and outdoor play equipment Use of oosh clubs-extended provision	Staff, Pupils, Visitors	<ul style="list-style-type: none"> - Stagger break/ lunchtimes where available to do so or segregate into different playgrounds if possible. - Continue to promote social distancing where possible. - Ensure a cleaning regime includes the playground equipment is cleaned between different groups or take out of use if necessary. - Toys and equipment should not share toys and equipment unless cleaned in-between. 		Teachers	From 22/5/20	yes

		<ul style="list-style-type: none"> - Separate risk assessments to be completed for each OOsh club. Staff member to wear mask if 'teaching' extended provision out of pod. See risk assessment. 		Teachers		
Drop off/collection areas with parents	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> - Parents/ carers informed of their pick up/ drop off times and points. See office staff - If bottle neck/ areas in which children in their allocated groups cannot be distant then stagger starting/ finishing times. - Open gates to utilise playground space to prevent adult to adult interactions. To monitor this. 	<ul style="list-style-type: none"> - Establish a plan for collection and drop off and communicate this to parents. 	Site team Gugsy	From 22/5/20	yes
Catering and use of exiting food hall	Staff, pupils, Visitors	<ul style="list-style-type: none"> - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Food will be delivered to classrooms. Separate dining areas for 3/4/5/6 		Paul Round Pam	From 22/5/20	yes
Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - Parents informed first point of contact is to call the school instead of face to face. - The design of the reception area may already create a barrier between front facing staff and others. - Children to enter the school via other entrances. Encourage good time keeping. 		Office staff Charlotte	From 22/5/20	yes
Critically vulnerable and extremely critically	Staff, pupils, visitors	<ul style="list-style-type: none"> - Those staff critically vulnerable, if they return to school to conduct work which allows for social distancing. - Those who are extremely critical 	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Keep in contact with those 	Gugsy	tbc	yes

vulnerable		vulnerable are not to return to work unless advised differently by HR	who are shielding.			
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - Ensuring there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff. 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any symptoms. 	charlotte	tbc	yes
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - Please see Gareth or office staff for first aid and maintain cleaning standards and clean after each treatment. 	-	Gareth/Liam Office staff		yes
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - Board Room is available as a secondary measure to going outside anyone who is symptomatic so they can wait for a parent to collect. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children can be eligible for testing. - Those staff who require close supervision while awaiting collection will be provided with PPE ie goggles, face mask gloves and apron, These will be kept in the board room. Gareth to replenish after use. - Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID - Staff referred for testing if they have been 	<ul style="list-style-type: none"> - Questionnaire to be completed prior to staff returning to school to highlight they are well to attend school. - Review where in school this would be best located - Establish a clear procedure of how to access testing and when someone should be tested. 	All staff	From 18/5/20	yes

		in contact with a person diagnosed with COVID or if they display symptoms				
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - Where possible assemblies for the school will be avoided. Individual year groups will meet in an area suitable close to classroom base. - If possible the schools will conduct year group assembly outside. 		teacher s	tbc	yes
Transport arrangements				n/a		
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE to be sourced prior to opening. - PPE signed out when used. - Risk assessment already in place for children with intimate care need (PPE to continue to be used in usual way) - <i>Government advice not to use face masks or visors in this situation</i> 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage. - Individual risk assessments to be conducted. Safeguarding teams/teachers 	All staff	From 18/5/20	yes
Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits 				

Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid visitors and contractors from attending the school - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor while in place such as contactless signing in, hand washing and an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in. 	Office staff Gugsy	From 18/5/20	yes
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. - Head teacher to reassess inclusion policy based on each case as it arises. 	-	All staff	From 18/5/20	yes
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be double bagged and stored for 72 hours prior to collection. 	Staff to inform site team	From 18/5/20	yes
Health and Safety general considerations	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to 	-	Gugsy site team Office staff	ongoing	yes

		reopening of any section of the school - Security on external gates and perimeter to be monitored by senior management and the site manager as the school will be more open accessible with staggered starts etc.				
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Assessors Name:.....Gugsy Ahmed.....

Assessment Review

Date:.....30/6/20

Reviewed with staff 30/6/20

Reviewed 01/09/2020

Checked 30/6/2020...& 01/09/2020.....