

COVID 19 – School General Risk assessment proforma

SchoolParkinson Lane CP School.....

Date of Risk Assessment:.....30/6/2020..... Reviewed on: 01/09/2021.....

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.*

		<p>as door handles – will be continually done by the site manager and staff during the day. Proforma in place to record.</p> <ul style="list-style-type: none"> - From 2 December 2020 we will in school continue not to wear masks but hold open the discretion to ask visitors to wear masks whilst around school. Headteacher reserves the right to ask staff to wear facemasks. Meeting concerned with school will be Physical meetings in school. - 		<p>All staff</p>	<p>Staff have access to tests Wb 4/1/21</p>	<p>To be delivered 4/1/21</p>
--	--	--	--	------------------	---	-------------------------------

Clinically vulnerable staff	Staff	-		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 TA - Windows are opened every morning for good ventilation. - Classrooms to be regularly cleaned. - Social distancing to be promoted where possible. - 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. Online work should be organised. - Children to be forward facing if the teaching methodology allows. - 		Class teachers Office staff	From 7/9/2020	yes
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Personal contact can not be avoided in such setting. - 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

				Nursery Staff	7/9/2020 until 11/9/2020	Yes
Use of Corridors	Staff, pupils, visitors	- Children can pass in corridors as this is low risk		all		yes
Use of toilets and cloakrooms	Staff, pupils, visitors	- Available hand washing facilities with encouragement to use these facilities regularly and prior to eating - Regular cleaning of touch points		Site team	From 22/5/20	yes
Use of the playground and outdoor play equipment	Staff, Pupils, Visitors	- - Separate risk assessments to be completed for each OOsh club Start in line with gov guidance, this also applies to day visits. Breakfast club to start after 21 st June 2021		Teachers	From 22/5/20	Yes
Use of oosh clubs-extended provision				Teachers	26 th April	Yes

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 consumed in allocated areas in the dining room 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 already creates 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 vulnerable	Staff, pupils, visitors	-	<ul style="list-style-type: none"> - Request information from staff and parents to identify those in these categories. - Keep in contact with those who are shielding. 	Gugsy	tbc	yes
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 Liam 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. Site staff 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 in contact with a person diagnosed with COVID or if they display symptoms - Rapid flow tests are provided in school for a fast effective method of initial screening. 	<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
Assembly & gatherings	Staff, Pupils Visitors	<ul style="list-style-type: none"> - - 		teacher s	tbc	yes

Transport arrangements	Mini bus drivers/ staff	<ul style="list-style-type: none"> - Where possible transport to adhere to social distancing with seating being organised and distributed throughout the bus. - The buses to have windows open to provide ventilation. - Those travelling by bus to have access to wash facilities 	Establish an agreement with the transport provider of the controls they will have in place to ensure safety	staff	8/3/21	yes
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"> - Please do not enter the home, home visits will be a 'door step' visit 			1/3/21	YES
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Where possible avoid casual 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 	<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 	Office staff Gugsy	From 18/5/20	yes

		<p>an isolated area for the contractor to work in. any supervision conducted with a distance of at least 2m.</p> <ul style="list-style-type: none"> - It is the Headteachers discretion to allow visitors to remove facecoverings 	signing in.			
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 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. 	-	Gugsy site team Office staff	ongoing	yes

Assessors Name:.....Gugsy Ahmed.....

Assessment Review

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

Reviewed with staff 30/6/20 Oct & Nov 2020 Jan 03/ 21 8 Jan 21 2/2/21 4/3/21 4/5/21

Reviewed 01/10/2020, 27/11/2020 03/01/21 8/1/21 2/2/21 25/2/21 4/3/21 4/5/21 01/07/21 01/09/21

Checked 30/6/2020...& 01/09/2020...1/10/20...& 27/11/2020.....03/01/21....8/01/21 2/2/21 26/2/21 4/3/21 4/5/21 01/07/21