

RISK ASSESSMENT – SPECIFIC ACTIVITY/SITUATION

WORKPLACE ACTIVITY:	School opening for Key worker and vulnerable children and Y6, Y1 & YR leading to other classes	DATE:	17 th May 2020 Updated 27.05.20 Updated 12.06.20
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PERSONS AT RISK- AFFECTED BY ACTIVITY:	Staff and Pupils	NUMBER	30 KW/V 83 N- Y6 50 staff
ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:	People with underlying health problems	NUMBER	

SETTING THE SCENE:

School re-opening following Coronavirus shutdown – this applies to Year 6 pupils only in the first instance and a number of children classified as vulnerable or having key worker parents to attend school regardless of year group – currently 30 10% or of normal numbers (this number is increasing and likely to continue to do so as parents return to work). %). Either the Head Teacher or member of SLT will be in attendance/ or contactable by phone at any time that children are in school.

In line with LA advice, school will remain closed to all Year groups until at least June 15th 2020

Catering staff will be on site to prepare meals for children daily.

Cleaners and caretaker will be on site cleaning throughout the day to cover cleaning in school and Children's Centre.

Additional 2 hours per day cleaning for CC organised until Sept.

During this time, pupils will not be expected to wear their school uniform each day – parents will be advised to send their children in fresh cleaned clothes each day.

PPE – Midd Tech making visors for staff, gloves, aprons and face masks ordered.

Survey undertaken to identify potential numbers returning. Unexpected children will not be allowed to attend until appropriate measures taken.

Children/ Parents will need to agree to and sign Home School Agreement.

Behaviour Management Policy updated to reflect current situation and risks.

POTENTIAL HAZARDS		Assessment of Risk		
REF.		Low	Med	High
1.	Risk of infection spreading via pupils or staff due to lack of social distancing in the classroom.			X
2	Lack of social distancing in toilets			X
3	Lack of social distancing waiting to enter classroom		X	
4.	Lack of social distancing during playtimes and lunchtimes		X	
5.	Contact of shared resources resulting in indirect transmission of the virus		X	
6.	Emotional distress of pupils		X	
7.	Emotional distress of staff		X	
8.	Risk of spreading virus due to close contact with children: 1 to 1			X
9.	Risk of infection due to lack of cleaning			X
10	Parents spreading Covid19 at entrance to school.		X	
11	Issuing medication to children – i.e. conjunctivitis ointment. Child falls ill/has an accident and lack of first aiders in school.			X
12	Staff shortages due to unavailability of current staff		X	
13	Evacuation of staff and pupils affecting during a fire alarm due to one way systems and closed exits/entrances			X
14	Staff and pupils not used to Lockdown rules when located in different classrooms – intrusion risk increased due to separation of families and anxiety of parents/immediate family during current pandemic		X	
15	Increased risk of exposure to contamination from visitors – including contractors and external agencies (speech therapists, social workers, educational psychologists etc).			X

CONTROL MEASURES

- Reduce the number of children in a class to a maximum of 15 (KS 2 large class, 13 in smaller classes)– children to have individual desks, spaced out in classroom. Each class will be identified as a bubble.
- Move excess furniture to the school hall.
- Allocate children to their own desks when in the room.
- Display posters to explain the social distancing charter for the children – to include lining up for classroom, toilet, dining hall etc.
- Floor markings inside to show direction of flow in corridors, have markings to reinforce social distancing. Markings in canteen to enable children to socially distance when collecting food. Empty plates to be left on table. 2 children per table. Staggered lunchtimes. KS 2 classes eat in classrooms.
- Behaviour policy will be updated and regularly reviewed – pupils will be isolated if they cannot adhere to charter or break social distancing rules. Persistent failure to follow policy – exclusions to apply.
- Staff will not be required to meet with parents on a one-to-one basis during this emergency period. Any conversations to be undertake either via Dojo or phone call.
- Parents will be allowed in to the reception area to talk to office staff, one at a time. Office staff will use text messaging services and social media to communicate messages with parents where ever possible. Newsletters etc to be posted on Social Media and emailed.
- Double check with all staff members if they are classed as High Risk – see Additional information further down. Suggest alternative work load for staff members who are classed as high risk i.e. working from home.
- Extra curricular activities will be suspended.
- If any members of the bubble show symptoms of Coronavirus, the school will consider isolation of 7 days minimum for all members of the school.
- School will be deep cleaned following any known contamination outbreak.
- General Gym equipment will not be used during the outbreak.
- Water fountains will not be used. (Site staff to run daily to prevent legionella) Individual cups and jugs for water in classroom.

CLASSROOMS

- Soft furnishings will be removed from classrooms – soft toys, rugs, cushions
- Children will be issued with their own stationery – labelled in the classroom with their name. Pencil cases to be left in school, equipment not to be brought into school from home.
- Children to be encouraged to have school meals, packed lunches must be in disposable packaging.
- Shared resources such as maths items/science equipment will be cleaned each night and left to dry if it leaves the bubble.
- Tables, door handles and other hard surfaces will be cleaned at the end of each day and regularly throughout the day.
- Lessons planned for individual work (not pairings or group work).
- Feedback using interactive whiteboard and visualizer to be used wherever possible.
- Hand sanitiser available at doors into school and inside classrooms. Bins for hand towels and tissues are not left to overflowing – inform teachers to monitor bins and do whatever is possible to keep overflowing to a minimum. Cleaners to regularly empty hand towel and tissue bins. (new separate bins to be bought for classrooms for tissues).
- Teachers to ensure that everyone washes their hands every hour through the day – at the beginning of the school day and before eating.
- I pads and keyboards to be cleaned at the end of each day.
- Children will have their own pencil case with pencils, coloured pencils, ruler and pencil sharpener in. Individual 'tub' for pencil shaving to be emptied daily.
- Wherever possible children will be placed in the classroom with their usual class teacher – preference will be given to vulnerable children in the first instance or ones less likely to adapt to being taught by different teacher.
- Children from the bubble will not be permitted to work in corridors.
- Pupils suffering from anxiety may need to have reduced time in school to support their emotional needs.
- Teaching staff will be allocated adequate time within the first two weeks of return to schooling to allow pupils to talk about their emotional needs, without being pressured into workload.
- The Safeguarding, SEND and Early Help leads will be contactable during the day to step in, assist and/ or support the teacher when required.
- Children with EHC Plan's are supported appropriately. Differentiated work packs for those not attending school.

PUPIL TOILETS

- Pupils will only be allowed in to the toilet one at a time. At playtime a staff member will be monitor toilets and allow **one** child per time to enter.
- Markings on floor outside toilets to aid social distancing whilst waiting for the toilet.
- Hot water and soap will be checked on daily basis.
- Hand gel will be provided by entrance to classroom.
- Extra signs displayed to promote good handwashing.

CORRIDORS

- Markers will be put onto floor outside the classroom (internal and external).
- Corridors to be divided in half with tape and markings put down to show direction of flow and appropriate spacing.
- Pupils will not be requested to take registers or other items to the school office SIMS to be used to reflect attendance.

CANTEEN/ LUNCHES.

- Floor markings to show flow collecting food and reinforcing social distancing while in canteen
- 2 children per table
- Empty plates to be left on tables.
- Children may eat in the classrooms if social distancing cannot be maintained in the canteen. TA's will be allocated to the same bubble group each day.
- A list of children with food allergens will be displayed in the kitchen office.
- Parents will be reminded of not sending in foods containing nuts, when appropriate, through ping messages and on website.
- Children will need to wash hands before eating along with use of hand gel – available in the canteen.
- 2 metres to be maintained with colleagues in kitchen - 1 person to serve food.
- Handwashing and social distancing reminders / markings to be in kitchen
- Children to collect plate from shelf.
- Gloves and aprons to be worn in kitchen and changed between tasks.
- Clothes (must be suitable clothing but does not have to be uniform) to be taken home daily and washed.
- Aprons to be washed daily or disposable ones to be used.
- Work surfaces, fridge/ freezer handles to be regularly wiped down.
- Deliveries – appropriate PPE to be worn (disposable gloves and aprons) – social distancing to be maintained.
- Deliveries that are signed for, paperwork is to be placed in a sealable plastic wallet for 72 hours
- Wipe down stock (plastic wrappers) with disinfectant before putting away. Once away wash hands.

FIRST AID.

- Medical area available for treatment of sick or injured pupils – have a sink and access to a toilet available that is segregated from general use – PPA room and kitchen toilet.
- Brief all staff in handling basic first aid treatment, such as nose bleeds, issuing asthma inhalers, assisting pupils needing eye drops etc.
- Anyone who is allocated to carry out first aid treatment will need to be wearing gloves and have a clear understanding of disposing of discarded materials (such as blood soaked tissues).
- Hand wash and hand sanitizer will be available in the medical area.
- Additional Vomit clean up kits will be provided in each classroom. Teaching staff and TA's will be informed of process to contain vomit safely (rather than leave it until cleaner can get into the classroom),
- If the classroom cannot be used due to vomit, bubble will move outside or the canteen.
- SEE PPE SECTION BELOW
- All Teaching Assistants are first aid trained.
- There are 5 paediatric first aiders – at least one will be on site at all times.

SYMPTOMS OF COVID-19

Most common symptoms are:

- Recent onset of a new continuous cough and/ or high temperature (ABOVE 37.8). Anyone having these symptoms no matter how mild, must stay at home and not leave the house for 7 days from onset of symptoms (if you live alone) or 14 days (if you live with someone who has symptoms). You do not need to call NHS 111 to go into self-isolations. If symptoms worsen during home isolation or are no better after 7 days – contact NHS 111.
- To help the NHS, if you need to go to hospital as a result of catching coronavirus, you are asked to take a single hospital bag. This should include your emergency contact, a list of medications you take (including

dose and frequency), any information on your planned care appointments and things you would need for an overnight stay (snacks, pyjamas, toothbrush, medications etc.) If you have an advanced care plan, include that.

- If a child or staff member displays symptoms they and their bubble will be sent home until tested. If they have siblings in any other bubble, the siblings and all, including staff, in that bubble will be sent home until tested.
- If a positive result is recorded advice from Public Health England will be strictly adhered to.

PLAYGROUND

- Staggered playtime with separate play areas allocated for the bubble groups where necessary.
 - Playground equipment to be cleaned between 'bubble' playtimes
 - Each bubble to have a box of playground equipment
 - Staff to be vigilant in the playground to actively encourage social distancing.
 - Staff will organise games in the playground if necessary, to avoid close contact , hopscotch, musical statues, individual tennis ball, games against the wall. etc – or collecting things of a 'Finders' list. (Ideas Needed)
- NEW MARKINGS FOR PLAYGROUND TO SUPPORT PLAY.

STAFF WELL BEING/ EMOTIONAL SUPPORT

- Posters displayed in the staff room to include support lines – stress and bereavement counselling
- A nominated member of staff is available to staff on a daily basis to be contacted to discuss staff concerns.
- Risk assessment to be reviewed on a weekly basis – until the school returns to 'normal'. This may be reduced to fortnightly if cases are not a concern to staff.
- Sessions will finish at lunchtime to enable staff to plan (school and home based) learning and do welfare checks on children not attending school. PPA to be taken off site whenever possible.
- NQT time to be taken off site.
- Leadership time to be factored into working week.
- Any teaching staff that are required to teach age groups that are not within their normal age range will be given priority to support from the Lead teacher. Assistance provided for lesson planning to those who are asked to teach a different age range than they are used to.
- Extremely vulnerable staff (Shielding) will continue to work from home – doctors note will be required.
- Vulnerable staff – those restricted to social distancing – will continue to work at home if acceptable. If in school they will have the strict 2 metre distancing measures in place or in an isolated room and onsite for consultation only during the day.
- The staff room will be laid out with chairs at two metre distance – staff will be provided with a rota for going into staff room. No more than 6 people permitted in the staff room at any time. (Parent room can be used as overspill break room)
- Signage will be displayed on staff toilet facilities (open/closed) so that only one member at a time can enter.

BEHAVIOUR POLICY

- Updated prior to school reopening and linked to new home school agreement. Any risk of spitting or other behaviour difficulties that require close contact with the child will need an individual risk assessment to be written (or health care plan).
- Appropriate PPE to be worn where appropriate
- Disposable aprons to be ordered and extra gloves.
- Visors to be worn if staff member is at risk or being exposed to spitting
- Reduced timetable / exclusion/inclusion considered if necessary, i.e. putting staff member at higher risk of potential contamination.

CLEANING STAFF

- All cleaning staff will wear appropriate PPE:- gloves and aprons, face masks if desired.
- All areas of school to be cleaned throughout the day, bins emptied etc.- particularly toilets and handles.
- Cleaning hours will be extended.
- Deep cleaning of classrooms used, canteen, library, corridors, staff rooms and offices weekly – rolling programme in afternoons.
- Staff undertaking cleaning duties should use disinfectant wipes with a minimum 70% alcohol or disinfectant. Bleach only to be used when cleaning up bodily spillages.
- Waste including tissue and disposable clothes should be tied in a bag, inside a bag and stored for 72 hours before being put into school bins.
- Social distancing to be maintained
- Uniform does not need to be worn, clothing must be appropriate and should be washed each night.

<p>DEEP CLEAN</p> <ul style="list-style-type: none"> All surfaces that the symptomatic person has come into contact must be cleaned and disinfected, including objects visibly contaminated with bodily fluids and all potentially contaminated high contact areas eg bathrooms, door handles, telephones etc. Disposable clothes/ paper roll are to be used and disposable mop heads to clean using: a combined disinfectant solution at a dilution of 1,000 parts per million chlorine or a household detergent followed by disinfectant (1000ppm av.cl), following manufactures instructions for use. All cloths and mop heads should be put into a double bag and stored for 72 hours before disposal.
<p>PPE</p> <ul style="list-style-type: none"> National guidance (12th May) advises that wearing a face covering or face mask in school is not recommended. In Rochdale schools, where a member of staff feels at risk, a mask may be worn, this should NOT be a surgical mask. PPE will be worn by staff supporting pupils intimate care. If a child/ staff member becomes unwell with symptoms of coronavirus, they must return home. Supervising member of staff MUST wear a fluid-resistant surgical mask and maintain a 2 metre distance. Any direct contact with pupil/staff member showing symptoms then disposable gloves, a disposable apron and fluid resistant surgical mask must be worn. If RA indicates then eye protection should also be worn. After use, PPE should be disposed of by storing securely within a disposable bin bag. This bag should be placed within another bag, tied securely and kept separately from other waste within the room. Bags with disguard PPE should be kept for 72 hours before being placed in general rubbish bins. Once PPE has been removed, hands should be washed thoroughly.
<p>SCHOOL ENTERANCES/ OFFICE/ DELIVERIES</p> <ul style="list-style-type: none"> Year 6 will enter/leave school via gate near school office. (other classes when in, will have different entrances and staggered times – see separate plan) Any staff member coming into contact with parents at the reception area of entrance of the school will be provided with disposable gloves and mask. Children who are dropped off at school by parents who are not authorised workers (and subsequently parents leave), will be sent to an isolation room (Top of hall). Parents will be contacted to collect children immediately. Signage and floor markings in school entrance and in high footfall areas near to entrances/ exits. Reception – numbers restricted Deliveries that are signed for, paperwork is to be placed in a sealable plastic wallet for 72 hours
<p>SITE SAFETY</p> <ul style="list-style-type: none"> Site staff will work with the Head Teacher to ensure that staff will be informed of any changes to the fire evacuation route during this time. If some exit doors are not in use, all staff and pupils will be briefed. Pupils will be informed of which exits are to be used at the beginning of each week – particularly if pupils are located in a different classroom than they are used to. Pupils will practice the fire alarm drill during the first week of returning to school, taking into account social distancing rules whilst lining up in classrooms and also lining up at the assembly point. (aeroplane arms) Office staff and SLT will be briefed on sweeping the building and isolating the fire control panel – in case Head Teacher or Care Taker is not on the premises during a fire drill. Office staff will be briefed on a daily basis to confirm who is expected to arrive during the school day. If any members of staff are aware of groups of people loitering outside the school premises, a lockdown will be implemented until the groups dissipate. In the event that intruders do not leave, the police will be called. Deliveries are organised via office staff. Key holder on site at all times. Fire Evacuation procedures reviewed , increase in drill practices.
<p>.KEY WORKER</p> <ul style="list-style-type: none"> A list of parent jobs linked to Critical Workers will be displayed on the school website: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision Evidence to show that parents are classed as key workers will be required – such as wage slips or confirmation from the parent's employer. Before and After school club is available if required. Staffed by those working in Key Worker Bubble.
<p>VISITORS</p> <ul style="list-style-type: none"> External visitors will not be permitted into the school whilst pupils are present. (SW will be able to meet with/ work with children using the meeting room in the CC)

- Maintenance contractors (essential services to monitor safety functions such as Legionella, gas and fire detection systems) will be permitted into school when pupils are not present.
- Only essential maintenance jobs and statutory inspections will be carried out during the partial lockdown.
- Sports coaches are not permitted into school during lockdown but can provide online teaching activities in place of extra curricular clubs.

TESTING

The purpose of Covid19 testing is to test whether the person has Covid-19. It is not an antibody test to identify whether they have had or are immune to the virus. The test involves taking a swab of the nose and the back of the throat, it can be self administered or assisted test.

In Rochdale testing can be accessed in a number of ways:

- Local testing at Hopwood Hall College. Contact the local testing team 07894 79010 or email hmr.swabbing@nhs.net. A mini triage will be undertaken, book a timeslot and confirmation will be text to you with all necessary details. The local centre is at the Rochdale Campus. To access test you must drive, there is no option to walk or take public transport. If you can't drive, one household member may drive you to the test sit. Person to be tested should sit behind the driver. Staff attending must take photo ID and the mobile number provided to allow communication on site.

COMMUNICATING WITH PARENTS.

- Texting updates
- Emailing updates
- Social Media updates – Facebook, Twitter and Website.
- Zoom meetings can be used in certain circumstances – Annual reviews,
- Social distancing rules apply to school office.

COMMUNICATING WITH STAFF

- All staff should check their work emails at least once a day.
- All staff to check in daily with allocated member of staff
- Electronic team and staff meetings as appropriate.
- Zoom staff and key stage meetings.

CHILDREN'S CENTRE / PRIVATE NURSERY

School is to resume responsibility for cleaning the children's centre and as such is responsible for health and safety of staff working in there. RA's provided by Children Centre and Private Nursery are attached to this overriding document.

- Children Centre office to be limited to 1 person
- Early Year's room not in use.
- Handwashing signs to be put up – floor markings will be provided by school to reinforce social distancing at drop/ pick up points.
- Hand gel in all rooms and at entrance. Staff have individual bottles.
- Children will be dropped off/ collected from main entrance –Parents are not permitted to enter main building.
- One way system in place – entry via carpark, leave building via school main exit.
- Children's temperature will be taken on entry – temp over 37.8 will not be permitted to enter.
- Cleaning charts to record cleaning undertaken to be put up in all rooms.
- Cleaning schedule to be provided.
- Tissues and medical waste will be double bagged by PN staff. It will be put into a bin bag and left in Early Year's Room for school staff to safely store and dispose of after 72 hours.
- PPE will be used by PN staff in line with national guidance (supplied by PN)
- All soft toys, furnishings and rugs will be removed and stored in meeting room/ parent room
- PN staff responsible for wiping down toys during the day
- PN staff will support cleaning of rooms by wiping down sides, handles etc during the day.
- Messy play to be limited
- All surfaces to be left clear to aid wiping down, including sink areas and kitchen
- Gov Social distancing requirements: are 3.5 square metres for children under 3, 2.3 square metres for 2 year olds and 2.3 squared metres for children ages 3 to 5. Rooms in Children Centre are approximately 58 squared metres,
- 3 members of PN staff will be on site each day.
- Anticipated numbers : Mon 10, Tues 12, Wed 10, Thurs 10 Fri 9

BUILDING WORKS

- Risk assessment will be reviewed in light of upcoming building works. Changes will be communicated with staff,

The Emergency Response Centres for Rochdale Borough can be contacted on 01706 923685 for support to access emergency food and supplies, shopping, collecting medicines and wider welfare needs such as benefits, community support and wellbeing.

INITIAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM		HIGH	X
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ADDITIONAL INFORMATION:
(Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.)

The following group of people are at high risk:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

WE HAVE TO ACCEPT THAT CHILDREN in Reception class and Year 1 WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS

- Letter will be sent to parents to advise them of the school control measures..
- No external visits will be carried out during the Summer term.
- No full school assemblies will be carried out. If children need to be addressed by the Head Teacher or an SLT member, this will be done in each classroom.
- Parent meetings will be carried out via virtual meetings wherever possibly, including third party consultants/advisors if necessary.
- Staff will not congregate in the staff room at beginning or end of day. They will go into school, directly to the designated teaching area.
- Photocopying requests will go through the staff office, to avoid any queuing in the photocopying room. Staff will be requesting to use minimal resources of photocopying materials, but will need to plan ahead to get these ready for classroom use. TA rota to support photocopying. Only Office Staff/ SLT/ ICT Manager and allocated TA to enter photocopy room.
- The staff room will be laid out so that chairs are segregated to enable social distancing rules to be observed. Staff will be advised to bring in packed lunches wherever possible so that microwaves are not used to reheat meals. All staff are entitled to school lunch.
- The fridge handles, worksurfaces, cupboard doors and geezer handle in staff room will be cleaned throughout the day.

Hot water, soap, paper towels and hand sanitizer will be available in the staff room.

The staff room will be deep cleaned on weekly basis.

Risk Assessment Circulation List (tick box)

Employees		Management		Contractors	
Other – Specify:					

Signature of responsible person:		Date:	
Assessor:	Jackie Harland	Signature:	
Date Assessed:	27 th May 2020	Review Date:	12 th June 2020

RISK ASSESSMENT REVIEW - COMMENTS			
Date:			
Reason for Review			
Reviewed By:		Signature:	

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Date:			
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PPE