

COVID Risk Assessment – Staff MARCH 2021

Location / Site	Insert location and site where activity taking place
PREESALL FLEETWOOD'S CHARITY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Opening for all pupils	
Assessment date	Insert date when assessment is being carried out
8/3/21	
Assessment serial number	Insert local serial/identification number for future reference

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing around the school resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Most staff will be allocated to bubbles and will remain in classrooms for most of the day 2. Adults working in classrooms, as much as is possible, keep 2m social distancing between themselves – consider allocating sides of the classroom 3. Staff stay with children most of the day, organising breaks within their bubble teams. Staggered breaks – 2 groups out at a time in different zones – staff and pupils should not mix (see timetable) In the event of wet break, class staff will cover to avoid staff mixing bubbles. 4. Lunch time cover staff to wear face masks 5. Staff will only use staff room for preparing drinks/food – staff must not mix in staffroom for long periods. 2m distancing must be adhered to and face masks should be worn. Staff should avoid sitting and eating in the staffroom. 6. Staff to wear face masks in communal areas or where social distancing at 2m is not possible Communication between staff and office carried out pre-school phone/email or staff mobile in an emergency. (Pre-school staff only to use pre-school phone). Physical visits to the office must be only if essential 7. Essential children's medicines stored in staffroom fridge or office. If child needs 			

medicine take child to office door and office staff will come and administer medicine. Parents will be asked to administer medicine at home where possible to avoid the need to do so in school

8. Movement of staff around the school is to be minimal and no unnecessary movement to be made
9. Staff to use staff toilet closest to their work area
10. Only 1 staff member working in the staffroom room at a time and one person using photocopier – adhering to 2 metre distancing. If photocopier in use, wait 2 metres apart.
11. Only 1 person in the store cupboard in Maple Class or upstairs nurture room (unless wearing a mask) at one time – wait outside 2 metres apart or at bottom of stairs
12. Office to be used only by HT and office manager
13. When talking to each other ensure there is 2 metres distance between each other and in ventilated space – not in a corridor and in offices
14. Ensure there is adequate ventilation in the classroom – door open/ open windows (if it is cold open the windows during break times)
15. Office windows open for ventilation
16. Staff to pass using COVID LAYBYS when passing in corridors – do not stop and chat in corridors (as confined space)
17. Meetings between teaching staff and parents should be carried out on the phone or online by Zoom as much as possible or social distanced outside and if not, in an airy room with door and windows open. For office staff – through the window at a 2m distance. Parents will be encouraged to phone or email school.
18. Hand gel provided in staffroom and toilets
19. Hand gel should be used before and after using photocopier and classroom computers. Alcoholic wipes also to be used to wipe down keyboards and mouse before and after use.
20. Adults in for meetings where 2 metre social distancing cannot be adhered to re confidentiality face masks will be supplied and worn by members of staff and visitors – plastic chairs used for visitors and wiped down after use with alcoholic wipes
21. If staff not able to attend school – use support staff from bubble for the period of absence if possible supported by SLT

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff toilets cleaned first thing each morning by cleaning staff 2. Staff toilets to be cleaned at 11:20 a.m. by SS 3. Sufficient soap in all toilets and checked daily 4. Anti-bacterial spray and wipes in both toilets for adult use – after and before use 5. Hand driers will be turned off. Paper towels will be used for hand drying. 6. Hand gel in adult toilets also available to be used when returning to work area 7. Staff to use the toilet nearest to their work area 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during lunchtimes and breaks and contact from surfaces – resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ul style="list-style-type: none"> • Staffroom to be used for preparing drinks and food only. Staff should eat with bubble or in classroom. Use staffroom at set break times only. Only 4 staff in at any one time. • Pre-school kitchen area to be used only by Group1. Staff to hand sanitise before using – shared equipment should be wiped down after use. One staff member to use area at a time. • Staff remain 2 metres apart whilst in staffroom or wear face masks • Signs in staffroom concerning 2 metre distancing and cleaning expectations • Hand gel provided in staff room to be used before/after using shared utensils and equipment • Staff to use their own cup with a lid and crockery, containers etc if at all possible and take home and wash to reduce contact • Lights left on to reduce need to switch lights on and off • Table and chair arms cleaned each morning • Welfare/lunch cover staff to wear face masks unless they are with own class bubble 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children and staff staying in their classroom for majority of the time and accessing outside from classroom door or cloakroom 2. Messages to office via pre-school phone/email or staff mobile in an emergency – visits to the office only if absolutely essential (only pre-school staff to use pre-school phone) 3. When moving class around the school – supervise children – one adult at back. Staff to keep at least 1 metre from children (2 m if possible when moving around school) 4. Alcove areas used for passing areas 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff have own resources when working with children and in office and do not share 2. Staff do not use the children's resources – each child will have own resources (except in PS/R) in wallets/pots 3. Hand gel available in all classrooms – wall dispensers. Staff to wash hands or use hand gel at least once an hour if not more regularly. 4. Soap available in all classrooms and running water 5. Hand gel to be used before and after using laptop if shared with other staff and interactive white board. Pointer to be used if possible for interactive whiteboard 6. Office staff to use own equipment, including wireless keyboards and mice. Area cleaned after use and phone wiped with alcoholic wipes before day starts and in between users 7. If using a shared resource like the cutter, laminator – use hand gel before and after use or wipe down with alcoholic wipes 8. Milk/fruit for pupils will be separated into bubble containers and stored in an accessible location (corridor or staffroom) without staff having to access other classrooms 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Staff health and well-being – emotional stress for staff including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff supervision sessions will be available with school counsellor each half-term if required 2. Staff meetings (in a ventilated classroom) – staff should wear face masks – separate meetings for teachers and TA's to reduce numbers or move to Zoom 3. Inset sessions will be conducted via Zoom 4. Sharing of support helplines for staff emotional well-being 5. At least one SLT member of staff on site every day for staff to share concerns 6. Risk assessments reviewed on a regular basis 7. PPE masks / face coverings / visors available to staff working with children in class 8. Responsibilities clarified for all staff 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. All EHCP, those needing intimate care and non-compliant children will have a COVID risk assessment which includes input from the families, staff, SENCO and leaders 3. PPE used for intimate care and close contact with children – PPE put on before use so children get used to it. (PPE = gloves, mask and apron as a minimum, face shield may also be worn.) Disposing of PPE (except face shield in designated bin and as shown in instructional videos. 4. All staff shown videos re putting on and taking off PPE and email office to confirm videos have been watched 5. Office staff to monitor levels of PPE and order more if needed 6. If staff need assistance re: aggressive behaviour that may result in restraint – call made by mobile to office and SLT will attend with PPE pack or wearing PPE 7. Reduced timetable / exclusion / inclusion considered if necessary if any children are 			

- acting in a way staff and other children are put at risk
8. First aid administered in class or on the playground. If further assistance needed – staff mobile used to call office staff, who will support with PPE pack. Disposable ice packs used across the school – kept in all fridges for ease of accessibility. If child needs to go home or be assessed by senior first aider and safe to do so, they can be brought to office door and office/senior staff will attend.

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Hand sanitizing stations in all classrooms 2. Hand gel order in large quantities 3. Handwashing PHSE lessons, videos and rhymes for children 4. Soap dispensers and re-fills in each classroom 5. Staff handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 6. Washing hands posters replaced in all washing areas/staff toilets 7. BINS in all classrooms and staff rest areas 8. Tissues in all classrooms – checked by cleaners/staff every day to ensure there are tissues available at all times 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each morning by cleaning staff 2. PPE will be worn by all cleaning staff 3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission – mainly in PS/R and reading books 4. Staff will spray any shared resources plus carpet areas and any soft furnishings with Milton at the end of each day and wipe down tables and chairs with antibacterial spray/wipes 5. Staff will leave surfaces clear in classrooms for thorough cleaning 6. Staff rest areas and toilets cleaned every day and during the day using anti-bacterial 			

- products and soap dispensers checked daily – cleaning rota and record sheet on wall
- 7. Office desks cleaned every day using anti-bacterial products
- 8. Face visors cleaned if used with anti-bacterial wipes
- 9. Supplies of hand gel, anti-virus spray, tissue and soap levels will be checked by site manager every day

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to complete individual staff risk assessment – adding individual hazards and control measures to this risk assessment. 2. Those who are clinically vulnerable or clinically extremely vulnerable–to adhere to strict 2 metre social distancing from colleagues and children (where possible re children) 3. Make all staff aware of any staff members who are themselves clinically extremely vulnerable or living with someone who is clinically extremely vulnerable to ensure their safety 4. Staff member will be allowed to wear PPE when in school if they wish 5. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute 6. Staff member recommended to clean their clothes on returning to home and shower before contact with family member. 			

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Risk of illness by child or staff member exhibiting symptoms by direct transmission			
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. First aid room to be used for children needing serious first aid, or showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell. Staff escorting child with COVID symptoms to wear PPE and if possible keep 2 metres apart and instruct others to keep their distance. 			

2. If temperature is taken – non-touch thermometer used
3. Office staff call parents if temperature is high (above 37.8 degrees) or continuous cough and ask for child to be collected. Siblings also to return home.
4. Parent instructed and given leaflet concerning getting child tested for COVID and share result with school
5. Disposable PPE in designated bin, face mask and visor left for cleaning and could be re-used if not contaminated. (extra PPE is available)
6. Members of staff supporting child with symptoms – wash hands thoroughly and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff)
7. If first aid room is used for suspected COVID – not used again and closed sign used to indicate. Cleaned with MILTON as soon as possible by site manager or cleaner
8. If positive case – School contact PHE and take advice – parents of children in that class notified that there has been a positive case so they can make choice re attendance
9. If staff member displays symptoms they must go home immediately and arrange for a test. They must notify school of the results as soon as possible and then either self-isolate or return to work if negative result and feeling better. If positive test result, families of pupils from that bubble/staff from that bubble will be notified and advice taken from PHE.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk		
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK	
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	Signature of assessor	Date
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Manager's comments	Insert comments relevant to assessment as appropriate	

Name of manager	Signature of manager	Date

Risk assessment review 1	
Date	After day one
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 2	
Date	After day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 4	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After forth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Staff asked to wear face masks in communal areas and when taking pupils out onto the playground at the end of the day.	
Who was involved in the Review VG/MP	
Signature of those involved in the Review	

Risk assessment review 5	
Date	After half-term
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Staff training sessions/meetings with professionals moved onto Zoom	
Who was involved in the Review VG/KR	
Signature of those involved in the Review	

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Assessor's comments	Insert comments relevant to findings as appropriate

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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