|  |
| --- |
| **RISK ASSESSMENT September 2021** |
| Directorate: **Meanwood Primary School**  | **COVID 19** |
| Job role/s: Teachers / TA’s / Support Staff /  |
| People who might be harmed i.e. staff, members of public: | Assessment date:1-9-21 |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes / No If yes, specify:** | Review date: 1-10-21 |
| Names of all involved in assessment process: (e.g. Manager, Union rep, etc.): Helen Vyse | Manager authentication: |
| **Hazard / risk identified** Task/ activity / process / stressor | **Current precautions in place** | **Improvement action needed**following incidents, changes, etc. Place these on an action plan. |
| **TESTING** | * Those with symptoms must isolate and book a PCR test and isolate until results are known
* Continue with LFD home-based testing for staff and secondary-age students without symptoms
* Follow this local guidance and report cases to your local Single Point of Contact (SPOC).
* All staff in Early Years, Primary, Secondary and Further Education colleges to do twice-weekly home testing throughout September
 |  |
| **Infection Control :****Staff** | * Support positive cases to isolate, and support contact tracing of staff as per [workplace guidance](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance).
* Support any contacts who are [not exempt](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#exempt) to isolate.

Social distancing between staff (where feasible).**WHERE POSSIBLE** Utilise multiple entrances and exits to and from the setting to avoid large crowding and utilise outdoor space.**WHERE POSSIBLE*** Reduce the number of occasions where larger numbers of adults come into the building and where possible or advantageous to the setting/ families utilise remote connect methods
 | * Those who are not fully vaccinated need to inform the Headteacher so that alternative arrangements can be made for cover
 |
| **Infection Control :****Start and End of the school day**  | * All children arrive at 8:50 and leave at 3:15 due to lower numbers and number of entrances available. Classes entering own doors and using cloakrooms
* Hand sanitising on entering the building , cleaning station, sanitiser or use of toilets before lesson starts
 | * Hand sanitiser available at each entry and exit door.
 |
|  |  |  |
| **Infection Control****Lessons** | * Increase hygiene and washing hands etc.
* Clear instruction to staff / pupils if feeling unwell to report immediately
* Lidded bins and tissues available in all classrooms
* Ventilate classrooms as much as possible – open windows before school, during break and lunchtimes but ensure that there is a comfortable working environment when pupils and staff are in classrooms by opening classroom doors to allow air exchange and open windows to a minimum when pupils are inside
 | * Isolation room in PPA room for suspected cases
 |
| **Infection Control** **Lunchtime**  | * Classes to have staggered lunch to prevent queueing at counter.
* Staggered lunchtime play.
* Play areas separated for different years using cones
* Separate tables only used once in the canteen for each year group bubble
 | * Lunchtime rota for year groups shared
* Play areas designated and on a rota
* Play equipment designated for classes
* Designated tables allocated to classes and high touch areas sanitised between groups
 |
| **Infection Control** **Playtimes**  | * Staggered playtimes
* Each year group bubble to have their own designated play equipment

  | * Staggered playtimes distributed and timetables changed accordingly
* Playtime boxes of equipment made
 |
| **First Aid** | * Sufficient first Aiders on site.
* PPE provided as government guidance
 | * Each year groups has at least 1 first aider
* PPE supplied for first aid
* Isolation room with full PPE in PPA room
* Donning and doffing of PPE equipment posters in key areas around school.
 |
| **Communication to Parents** | * Using mobile phone texting information updates
* Emailing parents with information updates
* Keep the school website up to date
 | * Weekly newsletter
* Text messaging
* Emails
* Facebook
* School website
 |
| **Control of Visitors and Contractors etc.** | * Ensure the entrance office is always manned by a member of staff.
* Touch screen for visitors/staff sign in - Effective cleaning system in place and hand sanitiser available and sanitiser wipes
 | * Contractors/visitors by appointment
* Reduce traffic to the office as much as possible
 |
| **Fire Safety**  | * Ensure that communicating to staff and pupils what will be the procedure whilst working in school as systems might need to be reviewed.
* Ensure all fire doors and shutters are opened at the start of the school day as the building is occupied!
 | * Usual fire safety in place
* All staff have recently received faire safety training
* All usual fire safety checks, including fire doors and fire alarms checked by the caretaker (daily and weekly)
 |

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.

|  |
| --- |
| **Measures which may be reintroduced in an outbreak or substantial increase in cases***(Effective but will have negative impact on delivery of education)* |
| Daily testing or wider testing of identified/ cohorts of students and staff. |
| In some outbreak circumstances the setting may be require to contact trace and recommend PCR tests for close contacts and self-isolation of unvaccinated adult contacts. |
| Social distancing between children, namely the use of bubble management, between year groups, and/ or classes or in extreme cases where on-site provision is only retained for vulnerable children and children of critical workers. |
| Use of staggered start and finish times that may/ may not require changes to the length of the school day. |
| Limits on use of external adults/staff entering the building. |
| Face coverings in communal spaces /and in classrooms for staff and students. |
| Limits on trips. |
| As a last resort measure, move classes/ year group to remote learning for a specified period. NB: maintaining provision for vulnerable children/children of critical workers may still be possible. |

This Risk Assessment sits alongside updated guidance provided by the government and also the outbreak Management Plan and advice from Greater Manchester which has been issued to all staff. A link to these government documents can be found:-

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25>