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| **SAFETY RISK ASSESSMENT** |
| 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:12-7-20 |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes / No If yes, specify:** | Review date: 24/2/21Next review: 29/3/21 |
| 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. |
| **Infection Control :****Staff**  | * Communicate with ALL staff on their wellbeing? Health? Personal health conditions i.e. asthma, diabetes etc.

Communicate on Families/home life or have symptoms or self-isolating?* Review staffing to ensure sufficient numbers available whether Teaching, TA’s or Support to manage the increased pupils attending
* Maintaining staff wellbeing and providing support where required, offer Employee Assistance programme etc.
* Staff notify the Headteacher if they or a member of their household has symptoms of COVID or have tested positive
* Staff to remove PPE worn outside when entering school buildings following the donning and doffing posters situated around school and placed into a lidded bin
* Staff in school on a rota basis due to lower pupil numbers and all other staff supporting those in school by working from home
* All adults in school to wear masks in communal areas including corridors, hall and office where you are a visitor and in classrooms where it is not possible to socially distance by 2 metres from other adults
 | * Staff aware of PAM to provide support
* Staffing levels for September are set and ensure that there are enough staff for all pupils to return
* Access to local testing centres
* Track and Trace to be implemented in September
* All staff notified via email if there is a suspected or confirmed case
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| **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. Bubbles entering different doors to each other
* Washing of hands on entering the building , cleaning station, sanitiser or use of toilets before lesson starts
* Markings on walls (in KS2 building) displayed on corridor of correct distance for movement around school.
* Staff to wear masks on the playground when collecting children at the beginning and end of the day
 | * All bubbles use a different entrance and exit door to each other
* Distance markers in corridors in KS2 building
* Signs on fences to encourage social distancing
* Hand washing in the classroom throughout the day.
* Hand sanitiser available at each entry and exit door.
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| **Infection Control****Lessons** | * Classroom furniture laid out for correct social distance - forward facing in Year 3 – 6
* Pupils spaced as far apart as possible in classrooms
* Pupils to use own equipment, pens, pencils etc. If possible.
* Instruction to pupils on social distance outside the classroom
* 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
* Paper towels used rather than hand driers in toilet areas
* Pupils to remove PPE worn outside when entering school buildings following the donning and doffing posters situated

 around school and placed into a lidded bin* Outdoor learning as much as possible
* 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 (page 19 of Restricting attendance document)
 | * Children allocated desks to be used at all times
* Coats and bags to be kept with children (KS2)
* Hand washing frequently at classroom sink
* Isolation room in PPA room for suspected cases
* Allocated equipment
* Adults 2 metres away from children and each other as much as possible
* Books left open to mark and verbal feedback stamped
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| **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
* All adults to wear masks at all times in the canteen as 2 metre social distancing from other adults cannot be guaranteed
 | * Lunchtime rota for year groups shared
* Play areas designated and on a rota
* Climbing equipment taped off
* Play equipment designated for classes and wiped after each use
* Designated tables allocated to classes and high touch areas sanitised between groups
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| **Infection Control** **Playtimes**  | * Staggered playtimes
* Each year group bubble to have their own designated play equipment
* Foot contact equipment used i.e., football
* Use of floor chalk games such as hopscotch
 | * Staggered playtimes distributed and timetables changed accordingly
* Playtime boxes of equipment made
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| **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.
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| **Communication to Parents** | * Using mobile phone texting information updates
* Emailing parents with information updates
* Zoom meetings each day to keep in touch/answer questions
* Keep the school website up to date
 | * Weekly newsletter
* Text messaging
* Emails
* Facebook
* School website
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| **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
 | * Separate office risk assessment
* Update Inventry system to ask for personal details to be used for Track and Trace where necessary
* Contractors/visitors by appointment
* Reduce traffic to the office as much as possible
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| **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)
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This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.