|  |
| --- |
| **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: 30-9-20 |
| 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 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
 |
| **Infection Control :****Start and End of the school day**  | * Stagger classes start time by 5 minutes per class in KS2

Teacher and support staff of specific class at entrance to ensure system is put in place. * Washing of hands on entering the building , cleaning station, sanitiser or use of toilets before lesson starts
* Markings on floors or arrows displayed on corridor of correct distance for movement around school.
* Stagger home time for classes and Teacher and support staff supervise this so it is effective to prevent pupils congregating.
 | * Classes in KS2 to stagger start and finish times by 5 minutes per day - no need in EYFS/KS1 due to number of entrances and exits – DHT and HT to be available each morning and end of the day to ensure that gate areas do not become congested.
* 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.
 |
|  |  |  |
| **Infection Control****Lessons** | * Classroom furniture laid out for correct social distance - forward facing in Year 2 - 6
* 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
 | * 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
 |
| **Infection Control** **Lunchtime**  | * Classes to have staggered lunch to prevent queueing at counter.
* Staggered lunchtime play.
* Play areas separated for different years using cones?
 | * 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 sanitised between groups
 |
| **Infection Control** **Playtimes**  | * Staggered playtimes
* Fixed play equipment cordoned off for present time.
* Less use off handheld equipment to prevent cross contamination.
* 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
 |
| **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
* Skype/Zoom meetings if essential or urgent
* 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.
* Review whether touch screen system is best? Effective cleaning system in place?
 | * 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
 |
| **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 stfety 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.