|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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  Next review: 2-11-20 |
| 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. * Staff to wear masks on the playground when collecting children at the beginning and end of the day | | | * 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.