



# Selwood Anglican/Methodist Middle School (491)

## Risk Management - Assessment Report

**Risk Area:** COVID-19  
**Assessment Framework:** Covid-19 - Re-opening of Schools  
**Work Area or Activity:** COVID - Returning to School  
**Competent Person:** Sadie Widlinski  
**Groups Affected:** All pupils  
 All staff  
**Notes:** Amended following updated government guidelines  
 Updated following changes to guidelines  
 Amended as per updated guidelines

Amended for Sept 2020 full school opening

This is a review of an assessment carried out on 05/06/2020

This is a review of an assessment carried out on 05/06/2020  
 It was marked as 'nothing had changed' by Sadie Widlinski on 09/06/2020

This is a review of an assessment carried out on 09/06/2020

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This is a review of an assessment carried out on 13/07/2020

This is a review of an assessment carried out on 14/07/2020

This is a review of an assessment carried out on 11/09/2020

This is a review of an assessment carried out on 02/10/2020  
 07/01/2021

**Assessed on:**

**To be Reviewed on:**

What are the Hazards?	What is already being done?	Is this considered satisfactory?
Have you used the premises re-opening checklist to ensure that the school is ready for the safe return of staff and pupils?	Yes and provided to all staff. Joint union checklist used. Secondary version. This took place back in May for the wider opening of schools.	Yes

Have travel arrangements been adjusted (where necessary) in line with the guidance for Covid-19? Please see Government Advice before reopening schools ( <a href="https://tinyurl.com/yaxo63f6">https://tinyurl.com/yaxo63f6</a> )	Yes - As per SCC responsibilities. AE advises drivers on the requirements for face masks when transporting pupils. SCC ensure travel companies are fully updated.	Yes
Is the school accommodating children from other schools?	The school will not be taking any child not currently on roll.	Yes
If the school is accommodating children from other schools have staff been briefed on the requirements for the students?	Not applicable.	Yes
Are arrangements in place for parents and guardians to collect and drop off students e.g. staggered times, maintaining social distancing outside school gates, minimising adult to adult contact?	Yes and shared with all. Updates shared on school website & with all staff. Staggered arrival times & reminder of not mixing outside the school.	Yes
Do you have adequate First Aid provision in the school?	Yes, members of staff available every week. Full PPE is available for first aiders: Lewis price Sadie Widlinski Michelle Hylands Natasha Patterson Linda Fernandez Several trained &/or competent qualified TA's/staff to support if required.	Yes
Will there be vulnerable children who require medicines that need to be administered by way of agreement with the parent/guardian?	When applicable this will be managed by competent staff following the usual process and if in close proximity use of PPE.	Yes
Are arrangements in place should a member of staff or child fall ill? This should include isolation whilst waiting to leave the school and informing staff, parents and guardians who may have been in contact with the person to self-isolate for 14 days.	Isolation room will be used (G2) Temperature will be checked and a call home or staff sent home. All staff & pupils are advised not to attend school if they have any symptoms as per latest guidelines. If a cleaner becomes ill in school, they will leave immediately and the area they have cleaned will be recleaned. Staff & Pupils are encouraged to book a test and share results prior to returning to school.	Yes
Are parents, guardians and students informed not to come into school should they suspect that they display any of the symptoms relating to Covid-19?	Yes communicated & reminded via the website & home school agreement.	Yes

<p>Do you ensure regular and frequent breaks are incorporated throughout the day, so that staff and students can wash their hands whilst in school? If hand sanitizer is used there is a risk of bottles being stolen.</p>	<p>Washing hands routine shared. Breaks and lunchtime provide time for hand washing to take place. Sanitizer to be used before entry and upon leaving school. Each classroom is provided with sanitiser to be used through the day. School sanitiser stations are large and difficult to steal.</p>	<p>Yes</p>
<p>Are there posters/notices around the school to encourage and remind everyone to good hygiene?</p>	<p>Yes, posters are on display, reminders by teachers responsible for bubbles and information shared on website.</p>	<p>Yes</p>
<p>Have you ensured that the school has a regular supply of soap, anti-bacterial gel, hand sanitiser and cleaning products and that there are sufficient supplies in the school reflecting the increased usage?</p>	<p>Yes, supplies checked regularly by those who have responsibility as part of the daily roles day to day. All items listed will be available in all relevant areas.</p>	<p>Yes</p>
<p>Are arrangements in place for social distancing within the school setting? e.g. minimising class sizes, staggered lunches etc.</p>	<p>All staff will maintain 2 metre distance at all times. Year group bubble breaks/lunchtime and start &amp; end of school will be staggered. Pupils will sit in forward facing rows in classrooms &amp; breakout rooms. All added to the home/school agreement. Face Masks are highly recommended &amp; encouraged for communal areas where 2m distance cannot be guaranteed.</p>	<p>Yes</p>
<p>If teaching assistants are allocated a group of children, have they been fully informed by the teacher of the lesson plans and necessary resources required?</p>	<p>TA's will not responsible for a bubble at any time, however if they are employed in pupil support all resources and plans will be confirmed.</p>	<p>Yes</p>
<p>Have you designed the layout of the classroom to maximise social distancing?</p>	<p>Yes, moved around as necessary to ensure teachers and TA's are 2m from pupils.</p>	<p>Yes</p>
<p>Have you maximised ventilation in the classroom e.g. opening windows, maximum flow on ventilation systems etc. (noting that fire doors must remained closed)?</p>	<p>Yes, windows in use, all surfaces are cleaned daily including handles. Doors are to be kept open. If a colder day, less windows can be opened &amp; do not need to be fully open. This is to reduce heat loss.</p>	<p>Yes</p>
<p>Have you considered learning outdoors?</p>	<p>Yes, outdoor activities in zones arranged for dry days at staggered intervals. PE lessons in place, no contact sports, outdoor space only, all equipment to be cleaned after lessons by the teacher. Teachers of this department have volunteered to take full responsibility to clean equipment used at present.</p>	<p>Yes</p>

Have you removed access to play items and materials where there is a higher risk of cross-infection e.g. soft furnishings, soft toys and those with intricate parts?	Yes moved as necessary.	Yes
Have you a system in place for cleaning learning/play equipment in between different groups of children using the resources?	Staff will wipe down any resources to be shared across different children. Visitors are managed by these that book them in & ensure they are aware of RA and the need to clean surfaces used.	Yes
Has each individual child been allocated their own stationery and secured in separate named storage e.g. zipper bags, trays?	Yes, pupils are expected to provide their own resources as per parent advice.	Yes
Have you considered limiting shared resources that are taken for further home learning e.g. reading books?	Shared resources will be limited according to guidelines. Pupils advised essential items allowed eg. reading books, hats, coats, books, stationary, mobile phones and lunch box. homework sent home will not be marked for 72 hrs upon return date.	Yes
Have you considered further social distancing measures around the school premises e.g. a one-way flow system, different entrances/exits to the classrooms, toilet breaks, staggered playtimes/lunchtimes, corridor dividers?	Yes, all in place except corridor dividers - All one way system.	Yes
Have you considered strategies for children with additional needs to support them understanding the new processes e.g. routes around the classroom/building in braille, meaningful symbols, supported learning to understand the new systems in place?	Yes, SENCO contact each parent to discuss individual plans. Home school agreement and letter sent to parents to inform of arrangements. Letters/emails to be sent to SEND parents explaining what the support will look like.	Yes
Have you considered catering and lunchtime provision arrangements?	Yes, lunch boxes and drinks bottles only. Eating in classrooms only. Packed lunches from Canteen at present.	Yes
Has consideration been made about whether to close some parts of the school to reduce the spread of the virus on surfaces?	No, however zones created for year group bubbles. Touch surface cleaning throughout the day as well as the normal daily clean.	Yes
Do you ensure the cleaning of well used surfaces is increased? e.g. Door handles, communal areas etc?	Yes, regularly throughout the day as part of the Caretakers/Cleaners daily schedule in addition to normal clean.	Yes
Have you made cleaning equipment available for staff to use to clean equipment in between group activities? Is this cleaning equipment stored securely in a locked cupboard and clearly labelled?	Staff provided with cleaning spray for each room, they will place in the cupboards when not in use. This is to be used if deemed necessary to wipe surfaces throughout the day and are clearly labelled.	Yes

Have you made arrangements with cleaning providers for additional cleaning?	The Academy has several business relationships with external cleaning companies should this become necessary, as currently achieved in-house.	Yes
Do you ensure there is enough staff to manage the number of young people that are using the school?	Yes, sufficient staff will be in place. Supply staff will be used when necessary.	Yes
Do you ensure the school is up to date with government guidelines in relation to Covid-19? Guidance: <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>	Yes, all guidance checked, emails received daily by Senior Leaders and emails shared with staff as appropriate.	Yes
Have you updated your Business Contingency Plan to take into account the affects that Covid-19 crisis is having or may have on your school?	Academy adopting LA BCP and will be reviewed as necessary.	Yes
Have you reviewed your PEEPs for children needing extra assistance during emergencies?	Yes, PEEP reviewed as necessary.	Yes
Where first aid is required do you ensure that people not involved in the incident remain more than 2 metres away from the scene?	Pupils are regularly reminded and controlled in their bubble. Only First Aiders that need to be there, will be. PPE is available to use for close contact.	Yes
Where first aid is required do you have and ensure that staff with responsibilities to administer First Aid to suspected Covid-19 individuals wear Personal Protective Equipment prior to commencing treatment? (e.g. gloves/apron/fluid-resistant mask/safety glasses)	Yes - All correct PPE is provided for First Aiders in the First Aid Room. G2 is the main first aid /isolation room in the first instance. PPE also stored behind reception & Business office.	Yes
Where first aid is required, do you assess the situation to identify any infection control measures that need to be put in place before commencing CPR, if required?	Yes where necessary.	Yes
Are you aware that you should only apply chest compressions during CPR and to avoid rescue breaths unless it's deemed to be absolutely necessary?	Yes - First Aiders are upto date with training.	Yes
Do you ensure that the area is cleaned thoroughly following treatment, including the disposal of PPE and any other materials that have been contaminated with blood or bodily fluids?	1st Aiders are fully aware of their responsibilities as per their training and have been made aware of cleaning surfaces after every use and disposing of PPE gear in the correct way with double bagging.	Yes

Sadie Widlinski                      Signed .....                      Dated .....

Co-ordinator                      Signed .....                      Dated .....

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