



ST ANNE'S R.C. RISK ASSESSMENT



Risk Assessments for: Primary schools accommodating the return of nursery, reception, year 1 and year 6 pupils, alongside priority groups
Date: 9/06/2020

Assessor Name: Health and Safety Team
Sources: WHO, NHS, DfE and NASUWT

| What are the hazards | Who might be harmed and how | Risk rating without controls in place | Current control measures | Risk Rating with control measures in place | Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures) | Action required by Whom | Date action required by |
|--|--|---------------------------------------|--|--|--|-------------------------|-------------------------|
| <p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p> | <p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p> | H | <p>General Measures</p> <p>School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers Implementing protective measures in education and childcare settings</p> <p>Specific Measures</p> <p>The risk of virus transmission will be reduced by having fewer children in school than normal. School has contacted parent of the identified years to determine expected demand. Where the physical layout does not allow small groups of children to be kept at a safe distance apart the school may introduce caps on numbers/ part time attendance to reduce number of pupils in school</p> | M | <p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Guidance to be provided on the eligibility for and arranging of testing individuals for Covid-19</p> | S Nally | |



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| | | <p>Schools have an up to date list of permitted children, vulnerable children and the children of key workers and communicate regularly with parents.</p> <p>A register of children that are expected to attend has been created</p> <p>School has communicated its arrangements to all employees and parents prior to the return of additional pupils.</p> <p>Signage is displayed in key locations outside the building advising that the 'school will only admit pupils in nursery, reception, year 1 and year 6 or those that are vulnerable and/or children whose parents are Key Workers' Parents that bring non eligible children will be refused entry.</p> <p>Where possible contact with parents or other non-school staff is conducted remotely, via telephone or video link.</p> <p>Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents.</p> <p>For pre-school children, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and will be used to group children.</p> <p>Vulnerable children and children of key workers in other year groups will be split into small groups of no more than 15.</p> <p>Pupil Behaviour Policies will be updated to cover COVID-19 related incidents</p> <p>-The majority of staff in St Anne's will not require PPE beyond what they would normally need for their work.</p> <p>-Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</p> <p>-Those staff required to wear PPE have been instructed on how to put on and how to remove PPE</p> | <p>Guidance for parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible</p> <p>The school, will identify where PPE might be required and ensure sufficient stock is available. For example- if a child, young person or other learner becomes unwell with symptoms</p> | | |
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| | | <p>carefully to reduce contamination and also how to dispose of them safely.</p> <p>-Staff are reminded that wearing of gloves is not a substitute for good handwashing.</p> <p>Arrival /leaving school Staff are asked to arrive before pupils Gate will be opened earlier to facilitate this. Parents will be asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reings to prevent that child from entering the school building or using play equipment. Separate entrances are used for class groups Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. Entrances are supervised by staff encouraging parents to leave children and walk away Staff will discourage loitering. Advice will be sent out reminding parents NOT to loiter or liaise directly with teachers/ TAs</p> <p>Reception signing in and out E.g. Staff, visitors and contractors Where possible contact with parents or other non-school staff is conducted remotely, via telephone, video call or e-mail. Parents, visitors, non-essential support staff and the general public will not be allowed in school, this includes the use of volunteers and parent helpers.</p> | | <p>of coronavirus while in their setting and needs direct personal care until they can return home.</p> | | |
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| | | | <p>C.H to register staff before 9.30am</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will aim to be undertaken by contractors before/after school or at the weekend.</p> <p>Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc.</p> <p>Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.</p> <p>Arrangements for deliveries are in place</p> <p>Arrival/reception areas are reconfigured to encourage social distancing</p> <p>Screened glass already in place in the Reception area of school (front office)</p> <p>Hygiene stations are in place upon entering the building- handwashing in the visitors' bathroom before staff enter the main building.</p> <p>In Class</p> <p>School has considered what subjects can be taught safely to reduce movement around classrooms. This includes personalised resources for individual children, no sharing of resources. The use of resources is minimised to reduce the risk of contamination. Children keep their own resources in a tray under their desk (where appropriate).</p> <p>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Children at home will access the same quality of learning and teaching resources as the children in school.</p> <p>Planning will follow the same process we currently follow for home learning. We plan for home learners</p> | | | |
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| | | <p>and teach the children in school with the same resources/ online learning (Oak National Academy and White Rose Maths, Classroom Secrets Comprehension). No marking will be expected- only as a whole class and children mark their own work.</p> <p>Certain activities will not be taught e.g. PE team sports Where possible classrooms will be set out so individuals will be side by side (in rows) rather than directly facing each other (maximum of 15 children in a classroom). To be reviewed every 2 weeks.</p> <p>Pupils will sit at the same desk on consecutive days, not mixing resources.</p> <p>Where possible windows and doors will be open Some classes will be taught outdoors where practicable and weather permitting.</p> <p>Moving around school School has identified specific pinch points The route of traffic has been identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance Children are asked to walk in single file around school Supervision in place to prevent horseplay Class groups are kept together and in the same room negating the need to move around school. All classes have personalised entrances/ exits/ play areas, so they do not need to mix with other groups. All lunches will be delivered to classrooms to prevent movement around school and mixing of groups. Toilet use is supervised to prevent too many pupils entering at once. Communication is done with all teaching and support staff electronically where possible and at a 2m distance if needed.</p> | | | | <p>Specific risk assessments may need to be carried out for some pupils based on vulnerability and behaviours of the child (such as contact with bodily fluids e.g. via spitting, biting etc. or the inability to follow instructions e.g. social distancing)</p> |
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| | | <p>Lunchtimes/consumption of food Clear signage on hygiene, hand washing and the use of hand sanitizers Hand washing before and after eating food Hand washing before and after touching/preparing food Packed lunches delivered to classrooms by kitchen staff Lunch times staggered for pupils and staff Children remain in their personalised seat in class for lunch, no moving places</p> <p>The bringing of a full personal water bottle each day is compulsory, water fountains to be taken out of use All items of lunch and waste from home will be kept in the child's lunchbox to avoid cross-contamination</p> <p>Office/Support staff Business Manager to work in own office and socially distance, not mixing with other staff members Small offices are restricted to single occupant use only, if possible, a 2m distance between workers can be adhered to No other adults should walk into the office area. If you need to speak to office staff, communicate through the glass screen in the lobby/ telephone/ email. For lines of communication, please use the internal phone system/ email before approaching staff, including SLT. Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time. Reprographics areas restricted to single user where possible</p> <p>Vulnerable persons Staffing requirements and adult/child ratios have been identified by SLT.</p> | | <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained or if contact is necessary.</p> <p>PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary</p> | | |
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| | | <p>Dependant on these ratios teaching staff not required at school are advised to work from home, a rota is created to manage this.</p> <p>High risk/vulnerable staff members have contacted SLT (as requested) and where appropriate are asked to work from home/ employed elsewhere in the school.</p> <p>High risk or vulnerable pupils are identified and guidance sought from health professional before being allowed in school</p> <p>Completion of employee/pupil specific risk assessments</p> <p>Staff or pupils arriving at school unwell or become unwell whilst in school</p> <p>They will be sent home and advised to follow the staying at home guidance.</p> <p>Whilst a child is awaiting collection, they will be moved to the meeting room where they can be isolated behind a closed door.</p> <p>Children that need to go to the bathroom while waiting to be collected are told to use the disabled bathroom to avoid any cross-contamination. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>First Aid</p> <p>A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school.</p> <p>Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus have applied for a 6-month extension (under DfE guidance) until the 25 September, but these will be reviewed on a monthly basis.</p> | | | | |
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| | | | <p>When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.</p> <p>After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity</p> | | | |
| <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p> | <p>School employees parents, pupils and the general public</p> <p>Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p> | H | <p>General Measures</p> <p>School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>We are following the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers Implementing protective measures in education and childcare settings</p> <p>Specific Measures</p> <p>As per direct transmission and in addition:</p> <p>Hand sanitizer pumps will be available at all classroom entrances for children to use before they enter. Once inside, children will wash their hands in the toilet one by one.</p> <p>Where hand sanitizer is available in locations around the school it should be used in addition to hand washing.</p> <p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and to catch coughs and sneezes in tissues. Young pupils are supervised where appropriate.</p> | | <p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> | |



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| | | | <p>Children's handwashing facilities do not have hot water. It has been proven that clean running water is all that is needed for hygiene cleanliness (see attached document produced by Unicef). The latest guidelines no longer mention 'hot' water. We are, however, still making this a priority and are having hot water fitted at the end of June/beginning of July with the support of Salford Diocese for funding.</p> <p>Posters will be displayed in school to remind everyone of public health advice Occupied parts of school are more frequently cleaned. Classrooms in use are thoroughly cleaned at the end of the day.</p> <p>Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination, before being used by anyone else. Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Lidded bins will be available in every classroom.</p> <p>Unnecessary items are removed from classrooms and soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere.</p> <p>Sufficient resources will be provided so pupils do not need to share pencils, books etc.</p> <p>Playground equipment has been grouped so each social bubble has their own and it is not shared between groups.</p> | | | |
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| | | | <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Cleaning staff are on hand during the morning and after school.</p> <p>General cleaning is done in line with the guidance for non-healthcare settings. Covid-19-decontamination-in-non-healthcare-settings Cleaning regimes and responsibilities are clarified in school with cleaning staff.</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Staff have all been given a 're-opening safely directive' which outlines in detail all of the arrangement and expectations school are making to ensure the safety of our children and staff is priority (see attached).</p> | | | | |
| Inadequate premises checks due to lack of staffing | School employees and pupils Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm. | M | <p>All statutory checks are maintained and up to date Where possible checks take place before or after school or away from other persons- YFK to check grounds and classrooms in the morning Assurances are sought from external organisations. In schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken. Parts of the building still unused are closed off to reduce the level of checks necessary</p> | L | | | |
| Stress and anxiety | School employees Stress related ill Health | M | <p>Staff are encouraged to discuss any issues/problems they may have with SLT Guidance for SLT will be sought from their HR provider or the Corporate Health and Safety team.</p> | L | | | |



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| Irritant Contact Dermatitis | Employees Exposure through excessive hand washing. | M | Staff reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils. | L | Early detection can prevent more serious dermatitis from developing. | | |
| Ignition of alcohol based hand sanitizer | Employees Burns to the hands as a result of ignition of sanitizer vapour | L | Staff are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces. | L | | | |

| Review Date | Reviewed By | Amendment |
|-------------|---------------------|--|
| 21.05.20 | S.Nally and A.Duffy | 10.06.20 |
| 11.06.20 | S.Nally and A.Duffy | Reviewed by A Duffy and S Nally-bubble sizes have now changed and children in Nursery, Reception, Y1 and Y6 due to hopefully return on 22.6.20. A Duffy spoke to Mike Briggs this week regarding the hot water and the work is due to start at the end of June (along with the work on the roof- externally so classrooms are not affected). |
| 25.06.20 | S.Nally and A.Duffy | |
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| Risk Ratings | Example impact (Including but not limited to) |
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| High | Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury |
| Medium | Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries. |
| Low | Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence |