

RISK ASSESSMENT

Risk Assessments for: St Anne's RC Primary School Audenshaw **Date** 4/01/2021
September Full Opening

Assessor Name: Health and Safety Team **Sources:** WHO, NHS, DfE and NASUWT
Alicia Duffy
Stephanie Nally

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 In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p>General Measures 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</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</p> <p>Essential Control Measures</p> <ul style="list-style-type: none"> • A requirement that people who are ill stay at home • Robust hand and respiratory hygiene • Enhanced cleaning arrangements • Active engagement with NHS Test and Trace 	M	<p>School Leaders 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>Schools can contact healthandsafety@tameside.gov.uk for advice, guidance and support</p>	Alicia Duffy and Stephanie Nally to monitor measures are in place	Ongoing

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		<ul style="list-style-type: none"> Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>Specific Measures</p> <p>Clear guidance has been given to parents and employees to reiterate that anyone who is displaying symptoms, or has tested positive in the last 7 days must not attend the school setting.</p> <p>School has communicated it's arrangements to all employees and parents prior to the return of additional pupils.</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>Pupil Behaviour Policies will be updated to cover COVID-19 related incidents</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required (PPE is available for all staff should they wish to wear it).</p> <p>All schools have been provided with an initial stock of PPE</p> <p>Bubbles</p>				
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		<p>Children will, as far as possible, be placed in consistent groups (bubbles)</p> <p>Bubbles will consist of a single class. Two bubbles will come together outside during break and lunch time (Nursery and Reception, Year One and Year Two, Year Three and Year Four, Year Five and Year Six).</p> <p>Bubbles will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble at a time. For the purposes of the Breakfast Club and After School Club two bubbles can come together (groups as listed above).</p> <p>Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from pupils and other staff. This will be the case with PPA cover across school, delivering intervention work and mental health workshops with different groups of children.</p> <p>Arrival /leaving school</p> <p>Parents/carers are asked to wear face coverings as they arrive on site</p> <p>Staff are provided with visors and masks to wear if they want (especially at drop off/pick-up time)</p> <p>Guidance has been given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible</p> <p>Staff are asked to arrive before pupils</p>		<p>Mixing of these bubbles may take place in the delivery of specialist teaching, wraparound care and transport where necessary. Where groups are mixed these subsequent groups should be consistent.</p> <p>Consideration given to staggering start times to reduce peak hour demand on public transport.</p> <p>All visitors to site should receive induction/site guidance on physical distancing and hygiene before or on arrival.</p>		
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		<p>Gate will be opened earlier to facilitate this.</p> <p>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 reins to prevent that child from entering the school building or using play equipment.</p> <p>Where possible separate entrances are used for class groups/bubbles. Nursery will enter through the Nursery Door, Reception through the cloakroom area, Year One through their class door, Year Two through their class door, Year Three will enter via the ICT suite door, Year Four will enter via their class door, Year Five will enter via their class door and Year Six will enter through the main Key Stage Two door. These times will be staggered by 10 minutes at the start of the day and 10 minutes at the end of the day.</p> <p>Entrances are supervised by staff encouraging parents to leave children and walk away.</p> <p>Staff will discourage loitering by pupils and parents. Advice will be sent out reminding parents NOT to loiter or liaise directly with teachers</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</p> <p>Parents, visitors, and the general public will not be allowed in school.</p> <p>Supply staff and peripatetic teachers must keep as much distance as possible from other staff.</p>		<p>Consider engaging consistent staff in these roles where possible to further reduce the number of visitors to school</p>		
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		<p>Where volunteers are supporting the school they will remain 2m from pupils and staff where possible and as far as possible will not assist multiple bubbles.</p> <p>Where possible staff sign in remotely e.g. from own PC/phone rather than reception</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend. 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>A screen is already in place at the main reception desk</p> <p>Hygiene stations are in place, with instructions to use it, prior to entering the building</p> <p>In Class Certain activities will not be taught e.g. PE team sports</p> <p>Where possible classrooms will be set out so sitting positions are 2 metres apart. If possible pupils will sit at the same desk on consecutive days.</p> <p>Where the 2 m distance cannot be maintained individuals will be side by side or back to back rather</p>		<p>Time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>Timetabling should try to allow for groups being kept apart and the minimum of movement around the site.</p>		
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		<p>Where practicable, teachers will move to different classes rather than the pupils</p> <p>Communication is done with teaching staff electronically</p> <p>Lunchtimes/consumption of food Clear signage on hygiene, hand washing and the use of hand sanitizers</p> <p>Hand washing before and after eating food Hand washing before and after touching/preparing food</p> <p>Lunch times staggered for both pupils and staff</p> <p>Only EYFS will eat their lunch in the school hall-all other year groups will eat their lunch in the classroom. Nursery will be on one side of the hall and Reception will be on the other side of the hall</p> <p>The bringing of a full personal water bottle each day is encouraged.</p> <p>Water fountains to be taken out of use</p> <p>Office/Support staff Where feasible and appropriate for members of staff to work from home consideration will be given to this. Teaching staff will be encouraged to take their PPA time at home</p> <p>Small offices are restricted to single occupant use only</p> <p>Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time.</p>		<p>Advice will be given that other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</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>		
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		<p>Reprographics areas restricted to single user where possible</p> <p>Vulnerable persons</p> <p>Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified and an individual risk assessment is completed with them to identify any additional control measures for them beyond those in place generally.</p> <p>Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting)</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 to self-isolate for at least 7 days and arrange to have a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to the meeting room where they can be isolated behind a closed door.</p> <p>If possible a window will be opened for ventilation</p> <p>Where it is not possible to isolate them, staff have been advised to move them to an area which is at least 2 metres away from other people.</p>		<p>Everyone must wash hands thoroughly for 20 seconds after contact with someone who is unwell.</p>		
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		<p>The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left</p> <p>Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process</p> <p>A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.</p> <p>There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken. Covid-19@tameside.gov.uk</p> <p>First Aid 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 3-month extension</p> <p>Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.</p>		<p>NB - The HSE has set a final date of requalification for expired certificates affected by Covid-19 of 30th September 2020</p> <p>This will be reviewed based on government guidance</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>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Educational Visits Overnight and overseas educational visits will not take place.</p> <p>Non-overnight domestic educational visits will be subject to risk assessment and consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue. Pupils will be kept in their consistent bubble for the purpose of the educational visits.</p> <p>Visit venues/locations will only be considered where Covid-secure measures are in place</p> <p>Extra-curricular provision Provision will maintain school day bubbles or, where this is not possible, small consistent groups.</p> <p>Contact sports will not take place.</p> <p>Where possible activities will take place outdoors</p> <p>Music</p>		<p>Consider advising parents to limit the number of different wraparound providers they access as far as possible and to seek assurance that providers have the appropriate protective measures in place.</p>		
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			<p>Singing, wind and brass playing will not take place in large groups (e.g. school choirs and ensembles or in assemblies)</p> <p>Music lessons will be limited to class bubbles with social distancing and windows open where possible</p> <p>Playing of instruments and singing will take place outside where possible. If it is not possible for them to take place outside, they will be done in the school hall or the classroom with windows opened.</p> <p>Instruments will not be shared.</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>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>As per direct transmission and in addition:</p> <p>Hygiene stations at all entrances are in place, with instructions to use it, prior to entering the building.</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. Young pupils are supervised where appropriate.</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>Ensure that sufficient hand washing or hand sanitiser stations are available.</p> <p>Young children and pupils with complex needs will be assisted to clean their hands properly.</p> <p>Hand cleaning routines will, as far as possible, be built into the day;</p> <ul style="list-style-type: none"> • On arrival at school • On return from breaks 	<p>A Duffy and Stephanie Nally</p>	<p>13.07.2020</p>

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		<p>Catch it, bin it, kill it approach is followed to encourage good respiratory hygiene.</p> <p>Posters will be displayed in school to remind everyone of public health advice</p> <p>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.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</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>Individual frequently used equipment should not be shared, e.g. pens and pencils</p> <p>Playground equipment must be frequently cleaned</p> <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 day</p> <p>General cleaning is done in line with the guidance for non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings</p>		<ul style="list-style-type: none"> • When there is a change of room • Before and after eating <p>There should be enough tissues and bins available in school.</p> <p>Where pupils are unable to maintain good respiratory hygiene due to complex needs a risk assessment should be completed to ensure controls can be put in place to support them and the staff working with them.</p> <p>A cleaning schedule should be in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups</p> <p>Classroom based resources shared within the bubble (books and games) should be cleaned as frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles (sports, art and science equipment for example) must be cleaned frequently and meticulously and always between bubbles or rotated to allow them</p>		
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			<p>Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</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>to be unused for 48 hours (72 hours in the case of plastics)</p> <p>The new PH guidance on cleaning will be reviewed once released</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 and ppm's are maintained and up to date</p> <p>Where possible checks take place before or after school or away from other persons</p> <p>Assurances are sought from external organizations providing FM services.</p> <p>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.</p> <p>Parts of the building still unused are 'moth balled' to reduce the level of checks necessary</p>	L		Alicia Duffy and Stephanie Nally	Ongoing
Stress and anxiety	School employees Stress related ill Health	M	<p>Employees are encouraged to discuss any issues/problems they may have with their line manager.</p> <p>Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.</p>	L		Alicia Duffy and Stephanie Nally	Ongoing
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.	M	<p>Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.</p> <p>Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.</p>	L	Early detection can prevent more serious dermatitis from developing.	Alicia Duffy and Stephanie Nally	Ongoing
Ignition of alcohol based hand sanitizer	Employees Burns to the hands as a result of ignition of sanitizer vapour	L	<p>Employees 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.</p>	L		Alicia Duffy and Stephanie Nally	Ongoing

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<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 In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p style="text-align: center;">H</p>	<p>https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=9c581bba-c231-4a61-9ca0-abbd0b5da7a2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>NEW FOR SCHOOLS</p> <p>Out of school activities and wraparound care during Lockdown 2</p> <p>Out of school activities and wraparound care will only take place as a face to face provision where it has been identified they are reasonably necessary because;</p> <ul style="list-style-type: none"> • It enables parents to work or search for work • It enables parents to undertake training or education • It is for the purposes of respite care, including for vulnerable children <p>These activities will be subject to the existing risk assessment and control measures in place to reduce the risk of transmission of coronavirus.</p> <p>Sport and Physical Education during Lockdown 2 Sport and physical education will continue subject the existing risk assessment and control measures in place to reduce the risk of transmission of coronavirus.</p> <p>Only team sports listed on the return to recreational team sport framework will be provided.</p> <p>Competition with other schools/groups/organisations will not take place.</p> <p>There will be consistent pupil groups.</p>	<p style="text-align: center;">M</p>	<p>Review existing risk assessment for the activities</p> <p>Review existing risk assessment for the activities</p>		
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		<p>Any equipment used will be cleaned thoroughly between each use by different individual groups.</p> <p>Outdoor sport will be prioritised.</p> <p>Where indoor sports take place;</p> <ul style="list-style-type: none"> • It will be in a large indoor space. • Distance between pupil groups will be maximised • Ventilation will be maximised by opening doors and windows or using ventilation systems • Increased cleaning will be in place • Participants will be reminded of the importance of general and respiratory hygiene. <p>External coaches, clubs and organisations will continue to be used for curricular activities in line with the existing risk assessment and control measures in place to reduce the risk of transmission of coronavirus.</p>		<p>Ensure that where External coaches, clubs and organisations provided extra-curricular activities that these only continue where the following criteria are met;</p> <ul style="list-style-type: none"> • It enables parents to work or search for work • It enables parents to undertake training or education • It is for the purposes of respite care, including for vulnerable children 		
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Review Date	Reviewed By	Amendment
13.07.2020	Alicia Duffy and Stephanie Nally	Whole school wider reopening
9.11.2020	Alicia Duffy	Lockdown 2 information added as advised by Tameside
4.1.2021	Alicia Duffy	Risk assessment updated in light of new variant-asking parents to wear face coverings on site, staff provided with masks/visors, windows to be kept open during break and lunch times to ensure rooms are well ventilated

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