

Heathmere Primary School Risk Assessment – full school opening from 2nd September 2020

	Hazard/Risk factors/issue	Area/Who Affected	Action needed	Timeline	Risk owner	Residual Risk
Start date 3.9.20	Overall Risk Rating = M/L until routines are established L- once routines and compliance are upheld			1 st Review Date: 11.9.20 2 nd Review Date:25.9.20		
Health and Safety	General school cleaning Poor cleaning/contaminated surfaces increases risk of Covid-19 spread	Premises Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance • Regular liaison with Solo to ensure they are following the guidance • Deep clean of the school (including the kitchen) • Ensure sufficient supply of protective equipment for additional cleaning duties in every box for each classroom • Increased level of enhanced daily cleaning of relevant whole school areas - Staff room, staff toilets, door handles to all doors leading to the playgrounds (By PPA room, dining hall, KS2 corridor, door outside ladies toilets, children’s toilet handles, taps, locks) • Increased level of enhanced daily cleaning of reception areas – Cleaning of touch points -door handles within the reception areas (inside and outside), visitor management system, telephone, reception office screen • Keep windows and doors open • Pedal bin (with a lid) in each classroom - emptied regularly, waste disposed correctly, bin liner in each bin • Adequate supply of PPE in first aid area (gloves, tissues, sanitiser, disinfectant spray, cloths, aprons, face coverings and face shields) • Frequent re-stocking of toilet rolls and hand towels • Breakfast Club – ensure all surfaces have been adequately cleaned at 8.45am 	Ongoing As required Aug 20 Weekly Between playtime and lunchtime daily Frequently throughout the day Daily Daily Weekly Daily Daily	SBM SBM SBM Admin Asst Premises Officer Rec’ist All staff Premises Officer Admin Asst Prem Officer B.Club team	L
	School Entrance	Office staff Visitors	<ul style="list-style-type: none"> • Use window to pass items in/out of the office • Reduce the number of people moving through the office 	Ongoing	Admin team	L

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	Increased risk of Covid-19 spread	Contractors	<ul style="list-style-type: none"> Parents not allowed on site unless there is an emergency or appointment Only one person (in addition to the Receptionist) allowed in the office at any one time Deliveries left at delivery door Staff to use personal swipe cards to sign in/out Sign in screen cleaned after each person has used it Keep the office window open Screen installed - office staff to operate from behind the screen Visitors requested to wear face-coverings where social distancing is difficult to maintain Staggered collection and drop off points Parents discouraged from arriving early Parents discouraged from hanging around after collecting their child 			
	Outbreak of Covid	Staff Pupils Visitors	<ul style="list-style-type: none"> Anyone displaying symptoms of Covid 19 or someone in their household who does, will not enter the school School to be notified immediately of suspected and confirmed cases in the same household by premises users School to notify immediately the local Public Health Team if they are aware that someone who has attended the school has tested positive for coronavirus (COVID-19) Public Health Team to advise if a confirmed case has attended the school through the NHS Test and Trace app and will advise on further actions to take in regard to self-isolation and potential closures Where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive Staff and pupils (including their households) who develop Covid 19 symptoms, or tested positive to remain home or be sent home and follow self-isolation periods as per guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Where a pupil or staff tests positive, the rest of their class or group they had close contact to follow advice on self-isolation periods All staff and pupils who display symptoms to self-isolate and carry out the Covid 19 testing Staff with symptoms to leave the premises immediately and arrange for a test Children with symptoms to be isolated in first aid area and parents called to collect and arrange a test Details of all visitors and who they have been in contact with to be recorded 	Immediately	HT All staff	
	Security	Staff Pupils	<ul style="list-style-type: none"> Carry out regular monitoring of areas to detect any security breach Ensure all external doors secured to prevent unauthorised access. 	Ongoing Ongoing	Prem O Prem O	L

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	Unauthorised access increases risk of Covid-19 spread		<ul style="list-style-type: none"> External gates closed at designated time Security team to open/lock school Hub to ensure any unauthorised visitors are re-directed to the main entrance and office and not allowed in via Celebration Hall 	Start and end of the day Ongoing	Prem O SBM SBM	
	Equipment cleaning Poor cleaning/contaminated surfaces increases risk of Covid-19 spread	Premises Staff Pupils	<ul style="list-style-type: none"> Regular cleaning in classrooms Cleaning pack in each classroom (gloves, tissues, sanitiser, disinfectant spray, cloths) Cleaning cloths to be regularly cleaned Children Y1 – Y6 to have own set of stationary, table and chair EYFS – sand and mud kitchen closed EYFS – children to have their own playdoh Each bubble to have their own playtime equipment PE equipment to be cleaned between use Water bottles to be cleaned using the dishwasher All staff to reduce shared touchpoints within the classroom e.g. window handles, phone, mouse, white board, keyboard 	Ongoing Ongoing Weekly Ongoing Ongoing Ongoing Ongoing Mid-week Ongoing	CTs/TAs Admin Asst Admin Asst CTs/TAs EYFS team EYFS team TAs PE team TAs CTs/TAs	L
	First aid Social distancing will be difficult to manage while managing first aid	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> First aid area set up in the meeting room Children to manage own first aid where possible First aiders to only deal with first aid within their bubble; additional first aid to be dealt with by receptionist PPE available in the first aid area In the event of an emergency, social distancing will not be adhered to First aid forms completed by first aiders and given to Receptionist to scan and forward electronically to parents. Scanned first aid forms to be saved onto “L” drive Guidance for First Responders followed https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov 	Ongoing Ongoing Ongoing Weekly check Ongoing Ongoing As required	First aiders First aiders First aiders Admin Asst First aiders First aiders / Rec’ist First aiders	L
	Management of visitors and contractors Increased risk of Covid-19 spread with unknown people	Staff Pupils Visitors	<ul style="list-style-type: none"> All visitors required to use hand sanitiser on arrival All visitors to wear face-covering in areas where it is difficult to maintain social distancing where possible Protocol for contractors and visitors established and shared on arrival Work to take place outside school hours where available Minimum number of agency staff 	Ongoing Ongoing Ongoing Ongoing	Admin tm Admin tm Admin tm SBM	L

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	Lunchtimes Difficult to manage social distancing in the hall	Staff Pupils	<ul style="list-style-type: none"> Children to stay in their bubbles in the dinner hall Food served to the children by adults who work in the bubbles Minimise movement in the hall Staff to ensure their own social distancing Kitchen staff to remain in the kitchen 	Daily Daily Daily Daily Daily	TAs SLT	L
	Use of toilets Difficult to manage social distancing in staff and children's toilets	Staff Pupils Visitors	<ul style="list-style-type: none"> Each bubble of children (i.e. year group) to use their own set of toilets Regular checks for soap Children only allowed into the toilet maximum two at a time (one from each class) Ensure children are hand-washing as per the guidance – supervise as needed Lessons in handwashing for the children Handwashing posters Staff not to enter toilets if there is someone already in the sink area 	Ongoing Daily Ongoing Ongoing Weekly 3.9.20 Ongoing	CTs/TAs Prem O CTs/TAs CTs/TAs CTs/TAs HT All staff	L
	Shared spaces Increased risk of Covid-19 spread between bubbles	Staff Pupils	<ul style="list-style-type: none"> All shared spaces to have cleaning items Staggered breaks Rota in place for playgrounds Bubbles separated at lunchtime Food served to the children at tables by staff within the bubble Adults responsible for implementing social distancing in office spaces Keep windows open Shared food items put in staffroom to be individually wrapped Outdoor water fountain decommissioned 	2.9.20 Daily Daily Daily Daily Ongoing Ongoing As required 2.9.20	Admin Asst HT HT HT TAs All staff All staff All staff HT	L
	Fire increased risk of Covid-19 spread between bubbles during a fire drill	Staff Pupils	<ul style="list-style-type: none"> Informed practice fire drills planned Uninformed practice fire drill planned New fire drill procedures circulated Fire Marshall roles and responsibilities reviewed 	7.9.20 & 28.9.20 Nov 20 3.9.20 3.9.20	SBM SBM SBM SBM	L
Staffing and Pupils	Staffing levels Potentially reduced staffing numbers	Staff Pupils	<ul style="list-style-type: none"> Classes to double up into full bubbles Teaching support staff will take responsibility for classes under teacher supervision Minimum staff pupil ratio maintained Contingency plan for reduction in leadership capacity 	If members of staff have to self-isolate	HT HT HT HT	L

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	could make it difficult to provide enough staff to manage the bubbles					
	Personal hygiene If children and staff do not keep good personal hygiene, the risk of Covid-19 spreading is increased	Staff Pupils	<ul style="list-style-type: none"> Adults expected to wash hands/sanitise on arrival at school and through the day All children to sanitise on arrival at school, before and after lunch/play times Children explicitly taught how to wash hands thoroughly Catch it, bin it, kill it message taught to the children Hands to be washed immediately after sneezing Use resources https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus 	Daily Daily Weekly Weekly Ongoing As relevant	All staff CTs/TAs CTs/TAs CTs/TAs CTs/TAs CTs	L
	Intimate care Children who have a toileting accident may need help changing	Staff Pupils	<ul style="list-style-type: none"> Classroom cleaning items available to be used in changing areas Children to manage own personal care if possible Parent to come onsite to change the child (if appropriate) PPE available for staff member if child need support 	As needed As needed As needed Ongoing	Admin Asst CTs/TAs CTs/TAs All staff	L
	Social distancing Non-compliance with social distancing will increase the risk of spreading Covid-19	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Children kept to year group bubbles Minimise staff moving across bubbles Classrooms arranged in a way to maximise social distancing Children facing forward Consistent staff within each bubble Parents and pupils actively discouraged to gather at the school gates or on the playground Arrival and collection windows 'Home alone' children dismissed through the delivery doors One-way system/separate entrance implemented for drop off/pick up Children, staff and visitors reminded there should be no physical contact All children, staff and visitors to walking on the left 	Ongoing Ongoing 2.9.20 3.9.20 Ongoing 3.9.20 3.9.20 3.9.20 3.9.20 Ongoing Ongoing	CTs/TAs HT CTs CTs HT HT HT Y5/6 CTs HT CTs/TAs HT CTs/TAs	L

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			<ul style="list-style-type: none"> Reduce opportunities for children to mix with other bubbles – children to not leave the room unless to use the toilet, go on a designated break time or an emergency Rotas in place for break times Maximum of two children in the toilet at a time (to allow for one from each classroom) Social distancing signs in place 2m spacing marked on the corridor floor Children to have designated table spaces and carpet spots Middle PC removed from the PPA room Children explicitly taught how to move around school while maintaining social distancing One bubble of children is not to enter the corridor if there is another bubble there Children to access pegs no more than 3 children at a time Children and staff to walk on the left 	<p>Ongoing 3.9.20</p> <p>Ongoing 2.9.20</p> <p>2.9.20</p> <p>2.9.20</p> <p>2.920</p> <p>Ongoing</p> <p>Ongoing</p> <p>3.9.20</p> <p>Ongoing</p>	<p>HT</p> <p>CTs/TAs</p> <p>HT</p> <p>HT</p> <p>CTs</p> <p>HT</p> <p>CTs/TAs</p> <p>CTs/TAs</p> <p>CTs/TAs</p> <p>All staff</p>	
	Child or adults showing symptoms of Covid-19	Staff Pupils	<ul style="list-style-type: none"> No one is permitted to enter the school if they are displaying any symptoms of Covid-19 Staff and children should stay at home if someone in the home is showing symptoms. Person with symptoms should get tested asap If symptoms develop in an adult at school, he/she must leave the premises immediately and go home. They must arrange to be tested asap If symptoms develop in a child, he/she must be isolated in the meeting room and parents contacted to collect asap If a child can't isolate alone, due to age or SEND, an adult must stay with them and should use PPE Guidance document in place for what to do if a child/adults shows symptoms Public Health Advice followed if there is a confirmed case of Covid-19 in school All visitors to complete a visitor record - Track and Trace information sheet 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>3.9.20</p> <p>If a confirmed case</p> <p>03.09.20</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>All staff</p> <p>All staff</p> <p>HT</p> <p>HT</p> <p>Admin team</p>	M
Curriculum	Provision for children's learning	Staff Pupils	<ul style="list-style-type: none"> Curriculum to explore children's mental health challenges linked to lockdown PE to take place outside where possible – adults from the bubble to take the children to the playground. Use sports hall if raining No contact games in PE Specialist art/music/dance lessons to take place – specialists to socially distance where possible. Procedures for music followed Assemblies to take place over Zoom Contingency plan in place in case of a local lockdown Resources not shared across bubbles 	<p>From 3.9.20</p> <p>From 7.9.20</p> <p>Ongoing</p> <p>From 7.9.20</p> <p>From 3.9.20</p> <p>By 30.9.20</p> <p>From 3.9.20</p>	<p>CTs</p> <p>CTs/PE</p> <p>CTs/PE</p> <p>Phase leaders</p> <p>HT</p> <p>HT</p> <p>CTs/TAs</p>	L

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			<ul style="list-style-type: none"> Trips only take place if Covid risk assessment is robust 	Ongoing	HT	
	High-needs children A small number of children will show high-risk behaviour	Staff Pupils	<ul style="list-style-type: none"> Individual risk assessments in place for children with unsafe behaviour – including spitting Adults within each bubble to be reminded of de-escalation strategies to avoid high-risk behaviour Adults allocated according to the needs of the children 	As needed As needed As needed	NK NK EL	L
Well-being	Mental Health Some staff and children may have developed difficulties with their mental health during the lockdown	Staff Pupils	<ul style="list-style-type: none"> Monitor signs of stress and anxiety for both staff and pupils Consider pupils and staff mental health and wellbeing and identify additional need for support Guidance from P2B shared with staff Regular opportunities in class for children to share experiences and concerns Staff to have access to the Employee Assistance Programme Regular contact and support by line manager for staff 30mins increased PPA time given to staff where possible 	Ongoing Ongoing As received Ongoing Ongoing Ongoing 7.9.20	All staff/HT All staff/HT HT CTs/TAs SBM SLT HT	M
Transport	Minibus Service will be resumed	Minibus staff Pupils	<ul style="list-style-type: none"> Pupils grouped together in line with the bubbles, avoid mixing of bubbles Use of hand sanitiser by all pupils and staff when getting on and off Additional cleaning of interior of vehicle – spray and wipe down all areas, including seats and drivers seating and dashboard area (all controls incl handbrake) Additional cleaning of exterior of vehicle before and after use – door handles Organised queuing to get on and off Distancing within the minibus where possible – sit children in family groups 	Daily	Prem O/ TA on minibus	L
	School trips	Staff Pupils	<ul style="list-style-type: none"> No school trips will take place on public transport Any trip will use a coach Trip risk assessment to include procedures for Covid-safe travel 	To be reviewed in Oct 20 All coach trips	HT CTs CTs/HT	L