

COVID-19 – School Return Risk Assessment

Location / Site	
HEALEY PRIMARY SCHOOL	
Activity / Procedure	
Reopening school to all yeargroups	
Assessment date	
15/07/2020 – to be updated regularly	
Assessment serial number	Insert local serial/identification number for future reference
1/1	

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them reduce the risk of transmission as more children and young people return.”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the Y5 and Y6 classrooms resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children arrive at 8:45am to stagger arrival to school. 2. Number of children in the classroom is 30 3. Children to sit face forward – facing the teaching space, if possible 4. Children to sit side by side, 2 to an table. 5. Remove excess furniture to increase space if space to do so to unused areas 6. Children keep to their desks when in the room 7. Children to go home at 2.45pm to stagger the dismissal routine. 8. Social distancing rules explained to the children each morning. First morning to answer other questions the children may have. (Include instructions how to line up, use of toilet, moving around the classroom etc) 9. Praise for adherence and sanctions for non-compliance (normal behaviour policy sanctions) 10. Lessons planned for individual work (not pairings or group work) 11. Feedback – using large whiteboard/interactive whiteboard 12. Whole class feedback in operation 13. Children to use same desk each day 14. Teacher and TA are assigned to these children and stay with these children throughout the day <i>(and on sub-sequent days)</i> 15. Children stay in the classroom for the entire day, except lunch break and morning break and not mix with other groups. 16. Bags not to be brought, coats on back of chair, lunchboxes kept under each child’s table. 17. Windows will be open as much as possible every day 18. Soft furnishings removed 19. As mentioned above, doors will be open as long as this does not contravene fire or safeguarding policy. 20. HT (DSL), DHT (DDSL) on site every day. 21. Books can be used – individual pupil exercise books 22. Reading books can be used – brought in on a Friday left over the weekend changed on a Monday 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the Y3 and Y4 classrooms resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children arrive at 9:00am to stagger arrival to school. 2. Number of children in the classroom is 30 3. Children to sit face forward – facing the teaching space, if possible 4. Children to sit side by side, 2 to an table. 5. Remove excess furniture to increase space if space to do so to unused areas 6. Children keep to their desks when in the room 7. Children to go home at 3:00pm to stagger the dismissal routine. 8. Social distancing rules explained to the children each morning. First morning to answer other questions the children may have. (Include instructions how to line up, use of toilet, moving around the classroom etc) 9. Praise for adherence and sanctions for non-compliance (normal behaviour policy sanctions) 10. Lessons planned for individual work (not pairings or group work) 11. Feedback – using large whiteboard/interactive whiteboard 12. Whole class feedback in operation 13. Children to use same desk each day 14. Teacher and TA are assigned to these children and stay with these children throughout the day <i>(and on sub-sequent days)</i> 15. Children stay in the classroom for the entire day, except lunch break and morning break and not mix with other groups. 16. Bags not to be brought, coats on back of chair, lunchboxes kept under each child’s table. 17. Windows will be open as much as possible every day 18. Soft furnishings removed 19. As mentioned above, doors will be open as long as this does not contravene fire or safeguarding policy. 20. HT (DSL), DHT (DDSL) on site every day. 21. Books can be used – individual pupil exercise books 22. Reading books can be used – brought in on a Friday left over the weekend changed on a Monday 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the Reception classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Part time attendance of Reception pupils on a phased return for the first 3 weeks in Sept, part time bubbles limited to 15, extending to full time attendance of 30 pupils from the 4th week 2. Reception pupils to start school at 9:15am 3. Pupils who present as distressed on entry will be supported into class by a member of the Reception team (PPE worn if necessary) 4. Carpet time permitted in small groups 5. Table top activities increased 6. Remove excess furniture to increase space if space to do so to unused areas 7. Children able to access areas in small groups 8. All soft toys and furnishings removed 9. Limited use of small world, lego, zoo and farm animals permitted with increased washing. 10. Social distancing rules explained to the children each morning. First morning to answer other questions the children may have (Include instructions how to line up, use of toilet, moving around the classroom etc) 11. Praise for adherence and sanctions for non-compliance (normal behaviour policy sanctions) 12. Lessons planned for individual work (not pairings or group work) 13. Feedback – using large whiteboard/interactive whiteboard not close interaction 14. Children to use same desk if returning next day 15. Teacher and TA are assigned to these children and stay with these children throughout the day (<i>and on sub-sequent days</i>) 16. Children stay in the classroom for the entire day, except morning break and not to mix with other groups. 17. Children will go home at 3:15pm. 18. Bags not to be brought, coats on back of chair, lunchboxes kept under each child’s table. 19. Windows will be open as much as possible every day 20. As mentioned above, doors will be open as long as this does not contravene fire or safeguarding policy 21. HT (DSL), DHT (DDSL) on site every day 22. Reading books brought in on a Friday and changed on a Monday – leaving 48 hours for virus disperse 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the Y1 and Y2 classrooms resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Number of children in the classroom is 30 2. Children to sit face forward – facing the teaching space, if possible 3. Children to sit side by side, 2 to a table 4. Carpet time permitted in small groups 5. Excess furniture removed to increase space 6. Children keep to their desks when in the room 7. Children to go home at 3:15pm. 8. Social distancing rules explained to the children each morning. First morning to answer other questions the children may have. 9. (Include instructions how to line up, use of toilet, moving around the classroom etc) 10. Praise for adherence and sanctions for non-compliance (normal behaviour policy sanctions) 11. Lessons planned for individual work (not pairings or group work) 12. Feedback – using large whiteboard/interactive whiteboard not close interaction 13. Children to use same desk each day. 14. Teacher and TA are assigned to these children and stay with these children throughout the day <i>(and on sub-sequent days)</i> 15. Children stay in the classroom for the entire day, except lunch break and morning break and not mix with other groups. 16. Bags not to be brought, coats on back of chair, lunchboxes kept under each child’s table. 17. Windows will be open as much as possible every day 18. Soft furnishings removed 19. As mentioned above, doors will be open as long as this does not contravene fire or safeguarding policy. 20. HT (DSL), DHT (DDSL) on site every day 21. Books can be used – individual pupil exercise books 22. Reading books can be used – brought in on a Friday left over the weekend changed on a Monday 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing for the Before and After School Club. resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Temperatures checked on entry to club in a morning and again after school 2. Children wash hands on entry, after visiting the toilet and before eating 3. Use of sanitiser for staff and pupils to use 4. Social distancing rules explained to the children each morning and afternnon. (Include instructions how to line up, use of toilet, moving around the classroom etc) 5. Praise for adherence and sanctions for non-compliance (normal behaviour policy sanctions) 6. Children divided up into smaller groups which are year group specific 7. Soft furnishings removed 8. Children to enter their class bubbles, leaving the club, at their allotted staggered time Y5 and 6 – 8:45am Y3 and 4 – 9am Reception Y1 and Y2 – 9:15am Pupils will enter the club after school at their allotted staggered time Y5 and 6 – 2:45pm Y3 and 4 – 3pm Reception, Y1 and Y2 – 3:15pm 9. Regular disinfecting of surfaces in between sessions and snack 10. Cleaning floor with disinfecting floor cleaner between sessions 11. Windows will be open as much as possible every day 12. As mentioned above, doors will be open as long as this does not contravene fire or safeguarding policy 13. Staff to follow the guidance around infectious disease, wearing PPE if dealing with suspected cases and when delivering first aid 14. Quarantine any pupil who shows symptoms, wear PPE and arrange for parent to collect and test, following the guidance around test and trace 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Members of staff moving between bubbles eg – PPA release, Interventions			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff to carry hand sanitiser in order to sanitise their hands moving from one bubble to another. 2. Staff to follow the guidance around hand hygiene, washing hands between playtimes, dinnertimes and between time spent in different classrooms (moving between bubbles). 3. Staff moving between bubbles to insist that the pupils maintain the best possible hand and respiratory hygiene – insisting pupils wash hands on entry to school, playtimes, before and after dinnertimes, before going home etc, as well as cover mouths and noses when sneezing/coughing. 4. Staff to encourage pupils to use tissues to catch it, bin it, kill it. 5. Staff to keep at least 2m distance from the pupils in order to lower transmission. 6. Staff working across bubbles to apply our procedures regarding symptomatic pupils, ensuring that pupils are removed and quarantined, contacting parents and following the test, track and trace procedure. 7. Staff working across bubbles to wear PPE in situations which need it; possible cases and first aid. 8. Staff working across bubbles to teach and carry out lesson/interventions which do not produce an aerosol eg chanting and singing. 9. If the member of staff working between bubbles becomes symptomatic while in school they are to leave school immediately, get tested and self isolate for 7 days. Reporting the outcome of the test to school. 10. If a member of staff become symptomatic at home they must stay at home for 7 days, notify school of their illness, get a test and report the outcome to school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Dining Hall/Lunchtimes- Lack of social distancing and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered lunchtimes ensures less pupils are in the dining hall at one time. 2. Dining hall limited to 2 classes at a time (60 pupils) 3. Tables arranged to be well spaced between class bubbles, at least 3 metres distance between each bubble. 4. Dining tables will be thoroughly disinfected before meals are served and pupils are seated. 5. Pupils will wash their hands using the 7 step method for 20 seconds before entering the dining hall. 6. Pupils will collect their meal and sit with pupils from their class bubble. 7. Once finished pupils will have their tray taken from them, trays will be cleared and hot washed. 8. Pupils must remain seated until all the bubble have finished eating, then all the bubble will leave at the same time. 9. Tables will be disinfected between each sitting to prevent transmission. 10. Pupils must follow the rules around good respiratory hygiene whilst in the hall: catch it, bin it, kill it. 11. Lidded bin and paper towels provided in the hall for containing contaminated tissues/waste. 12. Once all pupils are fed, staff to sweep and sanitise the floor of the dining hall 13. All tables to be sanitised with disinfectant before putting away. <p><u>Mealtimes in Dining Hall:</u> Y5 and Y6 – 11:30 – 11:50am Y3 and 4 – 11:50 – 12:15pm Y2 – 12pm – 12:20pm Rec and Y1 – 12:15 – 12:35pm</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Markers outside the classrooms for the children and parents to wait – more than 2 metres apart as more than one person 2. Y6 pupils to enter premises without an adult. 3. Only 1 adult to drop off children in years R, 1, 2, 3 and 4. Y5 pupils to attend the site without an adult if they have been given permission by parents and school. 4. Different playgrounds designated for different year groups to ensure social distancing 5. Children to enter directly through the door for their group. (Each group and room has a separate door.) 6. Staff allocated to each ‘bubble’ to call out pupil’s names staggering their entry from the yard to the classroom to ensure social distancing. 7. No parents or adults to be allowed into the building. 8. Main entrance to be closed to any person besides staff. 9. Parents/ carers to contact school only via email or phone. 10. Face coverings advised when on school paths when dropping off and picking up 11. Face coverings to be stowed in plastic bag and put away on entry to school and hands washed thoroughly 12. Instructions shared re social distancing between families in the morning with parents and children 13. Signage for parents and children displayed outside the classroom 14. Hands washed on entry and exit to building 15. SLT to be on duty to supervise 16. Staggered drop off and pick up times for different year groups 17. Parents to follow the one way system around the school building to avoid gathering at gates and passing one another. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and lunchtimes for all. 2. Allocated play areas to enable social distancing. 3. Zones have been painted across the whole of the playground areas. 4. One group per zone at any time - rota basis 5. Allocated staff for each group will be responsible for covering break times with the group 6. Each year group to be split between top and bottom playgrounds. No more than 30 pupils per playground to ensure social distancing. 7. Reduced playtime equipment (no use of fixed equipment) Slide, trim trail, pod, cordoned off. 8. Each bubble provided with their own play/sports equipment which can be used during breaktime. 9. Games discussed which encourage social distancing – football passing, catch etc to be disinfected after each use 10. EYFS Scooters and karts can be used as long as disinfected between pupils 11. Staff supervision throughout – actively encouraging and insisting on social distancing 12. Children to keep their distance when playing– modelled by staff 13. Lunches to be eaten by pupils in dining hall. Outside breaktimes: Y 3 and 4 – 11:30 -11:50 Y 5 and 6 – 11:50 – 12:15pm Y2 – 12:20pm – 1pm Rec and Y1 – 12:35 – 1pm 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Pregnant staff members (clinically vulnerable) contracting the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Pregnant staff to ensure they are following the guidance around socially distancing themselves from the nearest pupils. 2. Pregnant staff to be issued with hand sanitiser they can use and asked to regularly sanitise their hands. 3. Pregnant staff to obey the rules around increased hand and respiratory hygiene, washing hands on arrival at school, inbetween playtimes/breaks and before and after meals. 4. Pregnant staff provided with their own PPE with the recommendation to wear a face mask and shield if near pupils. 5. Pregnant staff to keep their distance from other adults and limit the length of time speaking with other adults to under 15minutes. 6. Pregnant staff to work in well ventilated, spacious rooms with the windows and door open. 7. Pregnant staff advised to inform staff of any illness or symptoms of the virus immediately and to self isolate for 7 days, carrying out the test, trace and trace procedure for themselves. 8. Pregnant staff to be informed of any positive cases within the school building and asked to isolate themselves along with any bubbles who are sent home as a matter of precaution. 9. Pregnant staff to stay away from school if they feel ill – notifying the office. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>10. Children stay in their classroom and accessing outside from class fire door which opens to outside directly.</p> <p>11. One child going to toilet at one time accompanied by staff.</p> <p>12. Messages to office via walkie-talkies.</p> <p>13. Staff use empty classrooms and alcoves to maximise the distance between each other</p> <p>14. Children to only leave classroom to go to the toilet 1 at a time.</p> <p>15. Agree instructions with children concerning going and returning to toilet</p> <p>16. No movement around school except for individual pupils to go to the toilet.</p> <p>17. Staff movement around school encouraged to be minimal. To enter and exit the building and for use of toilets.</p> <p>18. Internal Fire doors to be opened by staff members using anti bacterial wipes.</p> <p>19. Clearly marked 2m metre social distance reminders on corridor floors.</p> <p>20. Signs on doors reminding to keep distance.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Plastic wallet of stationary on own tables for personal use. 2. Shared resources to be used within each bubble 3. PE and Sports equipment / communal resources can be used but must be disinfected after use 4. Laptops to be cleaned with antibacterial wipes before use. 5. Resources sterilised each night and left to dry if not same person using them the next day 6. Tables, door handles and other surfaces cleaned with sterilised by cleaning staff and school staff throughout the day 7. Lessons planned so resources are individual and not shared – or on white board 8. Resources on tables ready for lesson and not distributed within the lesson 9. Children encouraged to wash hands before lessons and after each lesson 10. Children have access to individual sanitiser and use it between handling objects/lessons 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. More vulnerable children to have own class teacher and TA (if possible under vulnerable staff guidance) in the first instance. 2. Small numbers of children in each room to support their emotional need 3. During the first few days of reopening to allow for discussion opportunities in the mornings to share emotional wellbeing and worries. 4. Children struggling particularly with reduced allowance of movement to be taken by staff for a movement break on the playground. Ext and entry point to be classroom fire door which opens directly onto playground. 5. School day reduced – early closure to ensure transition is successful from home to school. 6. No before and after school club to be provided to reduce pupil-staff contact time. 7. PSHCE curriculum to be delivered every day to support children’s well-being – slowly increasing the cognitive load 8. The Safeguarding Policy has been amended with the Covid-19 addendum and ratified by the governors (May 2020) 9. Vulnerable pupils identified and regular contact made, including home visits, for these children 10. Core and Conference meetings continue, online for child protection children. 11. HT (DSL) & DHT (DDSL) on site at all times. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Extremely vulnerable staff (Shielding) work from home – this includes 2 pregnant members of staff. 2. Vulnerable staff (None)– those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place 3. Inclusion in risk assessment process – input into hazard identification and control measures 4. All employees to be consulted with regard to changes 5. Explain new procedures 6. Explain correct use of any new equipment 7. Ensure staff feel comfortable to discuss any concerns 8. Sharing of support helplines – DfE/Gov helpline 08000 562561 9. At least one SLT member of staff on site every day for staff to share concerns with 10. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 11. Separate risk assessment for the office area 12. Designated “staff areas” for different groups of staff – chairs socially distanced 13. Earlier finish to the school day to reduce contact time with pupils. 14. PPA otimetable in operation – offering timetabled none contact time for staff. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p align="center">Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</p>			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Support for children with behaviour difficulties via risk assessment 2. HT, DHT, SENDCO, KS1 leader and EYFS leader available on site. 3. Each 'bubble' to be staffed with 2 adults. 1 teacher and 1 TA. 4. Children who need restraint and those who display spitting, biting etc. to be home schooled. Parents/ carers to be notified 5. Masks available for staff to use 6. Disposable aprons available for protection 7. Gloves available for protection 8. Use of face shields if needed 9. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Hand gel dispenser available– COSHH sheets and safe use required 2. Hand gel order in large quantities 3. Extra hand sanitizers and re-fills in each classroom 4. Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters placed in all washing areas 6. Children to regularly reminded of good respiratory hygiene – catch it, bin it, kill it. 7. Reminders how to wash hands properly – videos and posters 8. Procedure agreed for children to wash hands so thorough hand washing 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day at regular intervals – early closure daily for additional cleaning. 2. Lidded bins provided and emptied mid- day and at the end of the day. 3. PPE will be worn by all cleaning staff when cleaning 4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 5. Soft furnishings and soft / cloth toys will be removed from use in classrooms 6. Deep cleaning of classrooms used by the keyworker children before re-opening 7. Follow the guidance and Risk Assessment from Rochdale Council Facilities Management. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work in school adhering to strict 2 metre social distancing from colleagues and children. 2. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 3. BAME staff to work with older children more likely to understand social distancing. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Office - Risk of illness of office staff and family members through direct and indirect transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All parents to be asked to not use the school office window. Instead, communicate via telephone or email 2. All visitors and contractors to report to the school office as usual. 3. Hand sanitiser, wipes and a bin provided. 4. Posters explaining social distancing and to instruct couriers to leave deliveries in the foyer. 5. Parcels will be left in the entrance and not handed over 6. The glass window of the office will be closed at all times Visitors remaining for more than an hour will be asked to wash their hands regularly, those staying for the day will be informed of staff handwashing advice 7. Visitors will be restricted to accessing only those areas essential to fulfil the purpose of their visit 8. Staff to use the foyer and glass windows of office to communicate. 9. Staff to use internal phone system to communicate with office staff. 10. Office door to be kept closed. 11. Office staff to keep 2 m apart. 12. Office staff to keep to own phones and computers. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Use of shared adult areas – Staffroom. Risk of illness of staff and family members through direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered break times and lunchtimes 2. Staff to be seated as far apart as possible in the staff room 3. Maximum of 8 staff in the staffroom at any one time 4. All school cutlery and crockery to be placed in the dishwasher 5. Staff to bring own cup and keep with them 6. Hand gel, wipes and tissues to be placed in staffroom 7. Staff to ensure they sanitise the area after each use 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of staff and family members through direct and indirect transmission of the virus – Use of shared toilets			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff to ensure the strictest hygiene is followed when using the toilets 2. No queuing directly outside the toilets 3. Regular cleaning and wiping down of toilets by staff after use using antibacterial wipes. 4. Only 2 staff at a time to use staff toilets. 5. No staff to use the disabled toilet as this has been allocated for any person who may display symptoms of COVID-19. 6. Toilet windows to be opened if present. 7. Toilet lids to be closed after use. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of staff and family members through direct and indirect transmission of the virus – BAME staff – 3 members of staff			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Individual discussions held with BAME staff 2. Questionnaire completed by individual staff to ensure emotional and physical wellbeing has been acknowledged and addressed. 3. 1 BAME staff member who is also pregnant will be working from home. 4. 1 BAME staff member will be working with Y6 children. 5. 1 BAME staff member will be moved from usual Y1/2 class to working with older Key worker children who are more likely to understand social distancing. This is in accordance with government advice. 6. Action any concerns, where deemed necessary to protect the individual 7. To ensure staff are encouraged to maintain good hygiene – handwashing throughout the day and respiratory hygiene. 8. Face shield provided. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p align="center">Risk of illness of staff and family members through direct and indirect transmission of the virus. General Staff</p>			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All employees to be consulted with regard to changes 2. Explain new procedures 3. No assemblies to take place 4. Explain correct use of any new equipment 5. Ensure staff feel comfortable to discuss any concerns 6. Questionnaire emailed to staff to complete to provide physical and mental health information. 7. Staff to ensure social distancing 8. Emphasize good hand washing 9. Emphasize importance of gloves when cleaning. 10. Use PPE if staff feel it keeps them safer. 11. Practise good respiratory hygiene. 12. School day finishes earlier to reduce contact time with pupils. 13. FM cleaning staff have an opportunity for a deep clean each day, as well as on going cleaning between lessons. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of clear information provided to families.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Letters uploaded onto school app and website for parents to access providing clear information as to the new school procedures.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to inadequate First Aid Procedures resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff to remain vigilant to ensure early identification 2. Child/staff member to be escorted to small room (the meeting room off the entrance) for isolation. 3. PPE to be provided to first aiders. 4. First aiders to don correct PPE for first aid incidents. 5. The disabled toilet to be used by adult/child displaying any symptoms, should they require it whilst waiting to go home. 6. Government guidance will be followed with regards to those with symptoms - leave site, self-isolate for 7 days, household members to self-isolate for 14 days, arrange for testing and tracing 7. The affected areas to be deep cleaned and not used for 24hours (there are spare rooms available to use to allow the continued education of children) 8. All those cleaning to wear gloves, face masks and plastic aprons – in accordance with FM risk assessments and guidelines, 9. If test is positive, then send home all children in the same ‘bubble’ and staff 10. Any adult who needs to attend to a child, for any reason, which may include: first aid, toileting or dressing, should wear a mask, gloves and apron. 11. A visor is also available for those supporting a child who has presented with symptoms 12. PPE must be disposed of in the identified PPE bin 13. All rooms will have wipes, tissues and hand gel 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Pupil Education - In school			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Of paramount importance, we must ensure that the children feel safe, happy and have the opportunity to share their concerns and feel that they can ask questions. 2. The first few days will focus on wellbeing, new school rules and procedures. This will continue for as long as needed and will be a 'golden thread' throughout the rest of the academic year, at least. 3. During the lockdown, the school continued to teach the curriculum for key worker children in school and for those who must remain at home. For the home learners, this has been through the online platform 'SEESAW'. 4. If the school locks down this system will continue. This means that all pupils will be taught the whole curriculum, with English and maths taught every day and foundation subjects spread across the week 5. In school, lessons continue to be differentiated 6. Pupils receive live feedback as they work from staff 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Pupil Education – At Home			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. A Children will continue to access the full curriculum using SEESAW. 2. All work will be differentiated 3. All work will be marked by either the teacher, or by teachers/teaching assistants who must remain at home due to shielding, Shielding staff have been allocated ‘bubbles’ to support from home. 4. Regular contact will be made by the class teacher to the children who remain at home 5. SEESAW enables dialogue to be had with each child (and parent/carer) with the class teacher 6. Ensure staff follow safe working practice for online education provided in Safeguarding Polict addendum May 2020. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

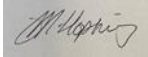
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Members of staff moving between bubbles Peripatetic music services			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Tutors from service will be expected to comply with arrangements for managing and minimising risk at the school such as, sanitising hands, keeping their distance 2. Tutors will be provided with a spacious, well ventilated teaching space. 3. 2m social distancing to be observed by tutors, pupils and school staff. All lessons to be individual lessons (no groups or pairs) to aid distancing. 4. Tutors can opt to wear a mask. 5. Tutors to have hand sanitiser in the teaching space and/or hand washing facilities nearby. 6. Pupils to be responsible for their own sheet music and recording notes in the practice diary. 7. No sharing of woodwind, brass or string instruments. 8. Keyboard keys to be cleaned between each pupil. 9. Tutors must share their contact details with school in order to fully comply with the Government 'Track and Trace' programme. 10. Tutors must inform school if they have tested positive after leaving the premises in order for school to begin infection control. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

HEALEY PRIMARY SCHOOL HEALTH & SAFETY

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLECTIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Matthew Hopkins		6/6/20

Risk assessment reviews	Set future review dates & sign/comment upon completion
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