

Coronavirus (COVID-19) Re-Opening Risk Assessment	<u>ST GEORGE'S PRIMARY SCHOOL</u>	Ref No	C19/001
		Date	06/07/2020

Task Description	Re-Opening full school	Location	All Areas	Date of Review	Daily/Weekly As Required
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Assessor	Print Name: : Janine Gleeson	Head Teacher	Print Name: Janine Gleeson	Equipment or Plant No.	N/A
	Signed: : <i>Janine Gleeson</i>		Signed: <i>Janine Gleeson</i>		

Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members
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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified		
						L	S	R
1. Re-opening school	<ul style="list-style-type: none"> - Teacher training days scheduled for Tuesday and Wednesday 1st and 2nd of September to promote smooth school opening on 3rd September. - Organisation plan in place to enable full school return. 	3	4	M	R rate reduction to be managed by local authority to allow for wider opening.	2	4	M
2. Travel/School transport	<p>School to assess the availability of transport including transport for pupils with special needs. Check with transport providers what arrangements are in place to ensure social distancing can be achieved.</p> <p>Individuals arriving at the school with face shields will either need to dispose of them in bins, or store them securely in a plastic bag</p>	3	4	M		3	4	M

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	whilst one site.							
3. Before/After School Entry/Exit Procedures.	<p>We will seek parental permissions for Yr. 6 children, to enable as many as possible to walk to and from school independently (to avoid playground grouping). Accompanying child/children, where required, to be limited to one parent/carer</p> <p>There will be a one-way system for the school. To further avoid congestion, 30 minutes will be allocated to the morning arrival (8.45 – 9.15) and another 30 for the afternoon departure (3.00-3.30). Each Year Group will have a set time within these periods. External classroom doors will be used for entry and exit where possible.</p>	2	4	M	Supervision will be in place to make sure groups do not mix. School access available so siblings can head straight to classrooms if they arrive early.	2	4	M
4. Visitors to premises: Including Contractors and parents	<p>All visitors, including parents and contractors, must have a pre-arranged appointment prior to arrival on site.</p> <p>See visitors risk assessment for more information</p>	2	4	M		2	4	M

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5. Handwashing	Arrangements and protocols are to be followed. Handwashing will take place every time a child goes outside or comes back in and will normally take place in the classroom. Hands will also be washed in toilet areas following use.	3	4	M	See Organisational plan for specific group	2	4	M
6. Lunchtimes/Playtimes	<p>The staggered 30-minute lunchtimes in line with organisational plan.</p> <p>Lunch to be delivered to each classroom for any classroom required to each in their base rooms</p> <p>Each 'bubble group' will have an allocated area on the yards.</p> <p>If numbers increase the times will be adjusted to allow for additional groups to access the outside space.</p>	3	4	M	<p>Dining room to be used to eat hot meals for at least 2 groups. Up to 6 people to be based on hexagonal tables.</p> <p>See Organisational plan for specific group arrangements</p>	2	4	M

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7. Breakfast Club – For Key Worker children only	MAGIK – external contract	4	4	H	<p>COVID-19 Risk Assessment requested.</p> <p>Risk assessment updated with plans for pre and post school activities.</p>	3	4	M
8. Classrooms	<p>Children will sit at tables, well-spaced apart. All children will be facing the main teaching space in rows, 2 at a table.</p> <p>To prevent infection spread on handles and for air flow, where possible, external classroom doors and windows should be kept open; (internal classroom doors will be kept open if it is deemed safe to do so – with regard to safeguarding concerns).</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste to be placed in normal bins..</p> <p>See Organisational plan for specific group arrangements</p>	3	4	M	<p>See Organisational plan for specific group arrangements</p> <p>Sufficient space allowed at the front of classrooms for individuals to work within the classroom for periods without becoming part of the group/bubble.</p>	3	4	M

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9. Resources/Pupil Supplies	<p>Each group to be allocated specific playground areas Individual children's equipment will be minimal and kept where possible at their table.</p> <p>Personal resources supplied to children to avoid sharing of stationery.</p> <p>All equipment to be shared in groups to be cleaned regularly. Equipment shared outside of groups needs enhanced cleaning.</p>	2	4	M	<p>Limited resources brought in from home. Children to be encourage to wear PE kit on days where it is scheduled, including footwear.</p> <p>Further kits built up of outdoor play equipment so each group has their own box of resources.</p>	1	4	L
10. Facilities and Premises	<p>See re-opening checklist.</p> <p>The re-opening checklist will be completed by the Head Teacher/Caretaker prior to re-opening and a completed version attached to the risk assessment for reference.</p> <p>See re-opening checklist.</p>	2	4	M	<p>Keeping abreast of any local authority guidance and instructions on an ongoing basis.</p>	2	4	M
11. Cleaning	See cleaning schedule.	2	4	M	See cleaning schedule.	2	4	M

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12. First Aid/Possible COVID-19 Symptoms	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. Protective equipment, such as gloves and a mask, should be worn when first aid is administered and contact is required and social distancing is reduced.</p> <p>Serious injuries or assistance will be dealt with by a First Aiders</p> <p>Staff/children showing signs of Covid-19 will be isolated until they go home. Isolation area to be the Internal Courtyard (weather permitting – otherwise the Foyer).</p> <p>First Aid trained/responsible person/s in place.</p> <p>Disposable gloves, masks and aprons available.</p>	2	4	M	<p>Personal protective equipment must be worn when administering first aid.</p> <p>See PPE Matrix.</p>	2	4	M
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13. Contact due to personal / intimate care	Staff must wear the normal personal protective equipment they need for giving intimate/ personal care. PPE Is in place and staff will be given instructions on how to use, store, clean and dispose. See PPE Matrix.	2	4	M		2	4	M
14. Contamination of outdoor play equipment	External fixed play equipment not to be used with the exception of the mud kitchen in the Nursery playground which will be used by one bubble on a weekly rota then deep cleaned prior to the next bubble using it.	2	4	M	See Organisational plan for specific group arrangements Each group is to be allocated specific playground areas.	1	4	L
15. Early Years & Primary aged children – lack of understanding	Early Years & Primary aged children cannot be expected to remain 2 metres apart from staff and other children at all times.	3	4	M	We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching.	2	4	M

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16. Emergency Procedures	<p><u>Fire</u> Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. Staff will be taken through the fire evacuation procedures W/C 15th June 2020.</p> <p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p><u>Lockdown</u> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid</p>	3	4	M	<p>A fire drill will be carried out w/c 29th June 2020.</p> <p>The school's caretaker ensures that that weekly testing of the fire alarm is carried out to ensure legal requirements are met.</p>	2	4	M
17. Handling Cash	Taking cash payments from parents/carers.	2	4	M	No cash to be handled in school	0	0	L

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18. Staff Room/Community room/Offices	<p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in designated bin or rubbish bag.</p> <p>Staff to use their own mug which they will need to wash and put away after use. Disposable cups will also be made available to staff. Staff to provide their own tea, coffee and sugar. School will provide milk.</p> <p>All staff will be responsible for ensuring all their crockery and cutlery is cleaned and put away. Disposable plates and cutlery will also be made available to staff.</p> <p>Staff to be encouraged to remain on site during lunch and breaks. If staff do decide to go off site they are advised to maintain social distancing.</p>	2	4	M	<p>Maximum occupancy to be identified on the door.</p> <p>Restrict the number of people using staff room to 12 at any one time.</p> <p>Only 3 in the kitchen area at any one time.</p> <p>Cleaning in place to make sure the IT suite is clean before a new group can use it.</p> <p>Use the Library and outside area as a temporary staff room if needed.</p>	1	4	L
19. Deliveries	<p>Advise all delivery drivers that no goods or food should be physically handed over.</p> <p>Decide on a location as a set drop-off point agreed in advance.</p>	2	4	M	<p>Delivery drivers to sign for all deliveries. No member of staff is to sign.</p>	1	4	L

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20. Shielding Staff (Medical complications relating to pre-existing medical condition/Medical complications relating to medical treatment/living with people who are shielding)	The school has 1 member of staff who is currently Shielding. There are 4 members of staff who are supporting household members who are shielding. Communication with staff shielding is maintained and shielding arrangements to be reviewed in line with Government Guidance.	3	4	M	Review All vulnerable person risk assessments to be reviewed in line with new organisational arrangements.	2	4	M
21. Clinically Vulnerable Staff (Including pregnancy)	The school has 2 members of staff who are clinically vulnerable. Communication with staff is maintained and arrangements to be reviewed in line with Government Guidance.	3	4	M	Review All vulnerable person risk assessments to be reviewed in line with new organisational arrangements.	2	4	M
22. Vulnerable Staff (Current Medical issues giving rise to increased risk of catching Coronavirus or increased risks associated with symptoms)	The school has 2 members of staff who are classified as vulnerable.	3	4	M	An individual risk assessment will be carried out and a return to work plan agreed. Monitor	2	4	M

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23. Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell	<p>General precautions as advised by the Government strictly observed: Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Try not to touch your eyes, nose or mouth if your hands are not clean</p> <p>Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>	3	4	M	Monitor	3	4	M
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Risk Assessment Notes:

If there is a suspected outbreak in a school, each of the reviews should be considered in case individuals high risk individuals will need to be removed from the risk. This may mean working in a restricted area or asking the individual who is at higher risk to work from home.

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[Guidance](#) for vulnerable persons
[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

General Advice:

- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- Hair should be tied back where possible to reduce the risk of touching you face.
- Staff are advised that when passing in corridors to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children do not bend down to their level and where ever possible stand to the side or the back of the child.

****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)												
Severity Rating	Description	Likelihood Rating										
		1	2	3	4	5	6					
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent					
1	Delay only											
2	Minor injury, minor damage							LOW				
3	Lost time injury, illness, major damage									MEDIUM		
4	Major injury, disabling illness, major damage									HIGH		
5	Single fatality, or permanent total disability									HIGH		
6	Multiple fatalities									HIGH		

