

NOVEMBER COVID RE-OPENING Risk Assessment – Staff

Location / Site	Insert location and site where activity taking place
ST MATTHEW'S BLOXAM PRIMARY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Opening school after half term	
Assessment date	Insert date when assessment is being carried out
02.11.20 10.12.20	
Assessment serial number	Insert local serial/identification number for future reference

<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 around the school 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		
1. Most staff will be allocated to a class and extended to phase group bubbles (some between) 2. Adults working in classrooms as much as is possible keep 2m social distancing between themselves – consider allocating sides of the classroom 3. Staff stay with children most of the day, organising breaks within their phase. However, ensuring staff and children in different phase groups do not mix - staggered playtimes 4. 2 MDSA/ teacher and LSA allocated to classes and year groups for lunchtime/break time cover 5. <u>Staffroom only to be used for making drinks and preparing food. Please use the upstairs hall if you wish to eat away from the classroom – staying at least 2m apart and clean up any mess.</u> 6. Communication between staff and office carried out using walkie talkies and physical visits to the office must be only if essential 7. Children's medicines stored in office fridge or stored in classroom. If child needs medicine take child to First Aid pod and staff radio office and office			

staff will come and administer medicine.

8. Movement of staff around the school is to be minimal and no unnecessary movement not made.

9. Wear a mask or a visor when moving around the school.

10. Staff to use staff toilet closest to their work area

11. Only one person in the stock room at one time – wait outside 2 metres apart if someone is in the stock room

12. Only one person in the cleaning cupboard, any small room, wait outside 2 metres away

13. When talking to each other ensure there is 2 metres distance between each other and in ventilated space

14. Corridor windows open at all times

15. Classroom windows open at all times – Classroom windows may be closed due to the cold weather, but doors must remain open and windows should be opened at break, lunch and home time.

16. Office windows open at all times

17. Meetings with parents carried out on the phone as much as possible or social distanced outside if possible. If not possible then in airy room with door and windows open. Hands sanitised on entry and parents and staff to wear masks/visors

18. Hand gel provided in all rest areas

19. Hand gel to be used before and after using photocopier and computers in the practical area. Alcoholic wipes also to be used to wipe down keyboards and mouse before and after use.

20. Adults in for meetings where 2 metre social distancing cannot be adhered to re confidentiality face masks will be supplied and worn by members of staff and visitors – plastic chairs used for visitors and wiped down after use with alcoholic wipes

21. Intercom set up between visitors and office staff

22. If staff not able to attend school – staff in year group or phase group to cover the class to reduce the introduction of outside supply staff to the school and also reduce the contact of school staff across the school.

23. End of day staggered times to be adhered to, to minimise amount of parents on the playground

24. Only one parent to drop off and collect

<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 using toilets 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
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Toilets cleaned at the end of the day using Zoflora 2. Sufficient soap in all toilets and checked daily 3. Anti-bacterial spray and cloths in all toilets for adult use – after and before use 4. Hand gel in adult toilets also available to be used when returning to work area 5. Staff to use the toilet nearest to their work area and where possible use the same toilet 6. Children from the same bubble can go into the toilet at the same time but wait outside until there is room			

<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 during lunchtimes and breaks and contact from surfaces – resulting in 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	
1. Staffroom - Wipe down toaster and kettle with anti-bac wipes after use. 2. Staff sit 2 metres apart in the upstairs hall 3. Signs in staffroom concerning 2 metre distancing and cleaning expectations 4. Hand gel provided in staff room to be used after using shared equipment/utensils 5. Lights put on to normal mode and on to reduce need to switch lights on and off 6. Keep doors open 7. Tables cleaned at end of the day with Zoflora – <u>signs up</u> – 30 minute drying time 8. Chairs are cleaned at least weekly 9. MDSA will be allocated to classes and year groups – See rota from Emily 10. Hot dinners and packed lunch will be eaten in the hall – a staggered rota will be in place (if fine weather packed lunch outside)			

11. Gloves to be worn by MDSs who are scraping leftovers
12. KS2 children scrape their own plates
13. KS1 children encourage to scrape their own plates
14. 2 scraping areas to be used at either side of the hall

<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			
1. Children and staff staying in their classroom for majority of the time and accessing outside from allocated stairs/corridors/doors. 2. Messages to office via walkie-talkies – visits to the office only if walkie talkie does not work 3. <u>Staff must wear masks or visors when walking around the school</u>				

<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		
1. Staff have own resources when working with children and in office and do not share – zippy bag each with name on – acquire zippy bag from office 2. Pencil cases from home may be brought into school, but must be left in school and not taken home at the end of each day (y3-6) 3. Staff do not use the children's resources – each child will have own resources shared between two and kept in a tray on desks 4. Hand gel available in all classrooms. Staff to wash hands or use hand gel at least once an hour if not more regularly. 5. If using individual hand gel (due to skin irritations) keep in pocket and not share 6. Soap available in all classrooms and running water 7. Hand gel to be used before and after using laptop if shared with other staff and interactive white board. 8. Office staff to use own equipment, including wireless keyboards and mice. Area cleaned after use and phone wiped with alcoholic wipes before day			

starts and in between users

9. If using a shared resource like the cutter, laminator – use hand gel before and after use or wipe with cleaning wipes
10. Reading books- when returned need to be quarantined in a box for 3 days.
11. Shine award guidance – and put the photocopy of work in the grey drawer by the door in Head's office by Friday for a Monday
12. Footballs from home to be kept in school
13. Equipment for bubbles at play and lunch
14. No equipment used at the end of the day

<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	
1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting for teachers – virtually – to discuss concerns and shared control measures. Support staff please report concerns to either the teacher you work with or direct to Anita/Helen/Jo B to be shared. 3. If a virtual meeting is not possible – use the upstairs hall and keep a distance of 2 metres 4. Sharing of support helplines – WCC 5. At least one SLT member of staff on site every day for staff to share concerns 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible. Please share concerns immediately if action needs to be taken – do not wait for the next review date. 7. PPE masks/ face coverings/visors/aprons offered to staff working with children 8. PPA time covered by same members of staff – to reduce sharing of resources and also should make transferring of info easier 9. Subject responsibilities clarified for all staff			

<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 spreading virus due to close contact with children – 1:1 and restraint 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	
1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. All EHCP, those needing intimate care and non-compliant Children will have a COVID risk assessment which includes the families, staff, SENCO and leaders 3. PPE used for intimate care and close contact with children – PPE put on before use so children get used to it. (PPE = gloves, disposable face shield, mask and apron.) Disposing of PPE (except face shield in designated bin) All staff shown videos re putting on and taking off PPE and email Anita to confirm videos have been watched 4. Office staff to monitor levels of PPE and order more if needed 5. All children not complying with new class charters over time will have individual behaviour plan. 6. If staff need assistance re aggressive behaviour that may result in restraint – call made on radio and SLT will attend with PPE pack or wearing PPE Use the code word and state which room. Do not name children over the radio 7. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff and other children are put at risk 8. First aid administered in class or on the playground or in the kite room. If further assistance needed – walkie talkies used to call office staff, who will support with PPE pack. Ice packs to be wrapped in tissue and disinfected after use. 9. If child needs to go home or be assessed by senior first aider (Helen) and safe to do so they can be brought to the foyer and office staff will supervise. 10.If administering first aid in the kite room – wash hands before touching the first aid equipment			

<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 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
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Hand gel in all classrooms 2. Hand gel order in large quantities 3. Handwashing PHSE lessons, songs, videos and rhymes for children 4. Extra soap dispensers and re-fills in each classroom 5. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 6. Washing hands posters replaced in all washing areas 7. Lidded bins for tissues in all classrooms and staff rest areas – labelled and medical waste bags (green) to be used and emptied in medical waste every night 8. Tissues in all classrooms – checked by cleaners and LSAs every day to ensure there are tissues in every room every day.			

<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			
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. All surfaces, handles, toilets and shared equipment will be cleaned each day using Zoflora 2. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission – Year N, Year R and Year 1 3. Staff rest areas and toilets cleaned everyday using Zoflora and soap dispensers checked daily 4. Office desks cleaned every day 5. Outside of face visors cleaned – By the staff wearing them 6. Hand gel, anti-virus spray, tissue and soap levels will be checked by site manager every day			

<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	
1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to complete individual staff risk assessment – adding individual hazards and control measures to this risk assessment. 2. Those who are clinically vulnerable or clinically extremely vulnerable–to adhere to strict 2 metre social distancing from colleagues and children (where possible re children) 3. Agree staff are allowed to wear PPE when in school if they wish 4. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Risk of illness by child or staff member exhibiting symptoms by direct transmission			
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. For children needing serious first aid go to the Kite Room. For children showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to The Nest. Staff escorting child with COVID symptoms to wear PPE and if possible keep 2 metres apart and instruct others to keep their distance. 2. If temperature is taken – encourage children to hold it themselves 3. Office staff call parents if temperature is high (above 37.8 degrees) or continuous cough and ask for child to be collected. Siblings also to return home. 4. Parent instructed and given leaflet concerning getting child tested for COVID and share result with school 5. Disposable PPE in designated bin in disabled toilet, visor left for cleaning and could be re-used if not contaminated. (extra PPE is available) 6. Members of staff supporting child with symptoms – wash hands thoroughly			

and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff)

7. If The Nest is used for suspected COVID – not used again and closed sign used to indicate. Cleaned with Zoflora as closest possibility by site manager or cleaners
8. If positive case – School contact PHE and take advice – Bubble closes – all staff and children connected with it for 2 weeks
9. If a test is taken, due to symptoms, the individual and close contacts should not come to school until a negative result has been received

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of staff and parents not being communicated to in a timely manner			
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	
1. Staff to be informed of a Bubble closure using the communication tree (attached to email 7.9.20) 2. Parents to be informed of a Bubble closure by email and a text alerting them to an email 3. All parents will be alerted – closed bubble and open bubble using the PHE recommended proforma 4. Jo B will add teachers to the emails to parents so staff know what is being communicated			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk		Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK		REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments		Insert comments relevant to findings as appropriate	

Name of assessor	Signature of assessor	Date

ST MATTHEW'S BLOXAM C OF E PRIMARY SCHOOL HEALTH & SAFETY

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment review 1	
Date	10.12.20
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review: Teaching staff	
Signature of those involved in the Review:	

Risk assessment review 2	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 4	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 5	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	

Signature of those involved in the Review

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

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

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