

Name of assessors: Nicola Whittaker, MAT leadership

Date:14.5.20

Time:13.51

Area assessed: Tonge Moor Primary Academy

Description of task being assessed: The assessment reflects the requirement by the Government to maintain social distancing wherever possible and ensure adequate hygiene practise is followed. This risk assessment rates the risk of close or frequent contact between **staff, Nursery, Reception, Year 1, year 6, key worker children and vulnerable pupils** returning to school occurring. **It cannot** assess the risks of contracting Covid-19 from this contact (or contact which occurs outside of school), or the risk of developing health complications from contracting Covid-19. Individuals will have to refer to government, medical and scientific guidance based on their own individual circumstances for this.

L= Likelihood of risk, C = consequence of risk , R = (L*R) risk rating

Risk rating 0- = low, x – x = medium, y+ = high

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating Residual			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Insufficient number of staff for pupil demand	Pupils staff	Unable to care for children using current staffing guidelines	<ul style="list-style-type: none"> Assessed number of pupils due to return with support from parental questionnaire. Assessed number of pupils and staff who are safe to return due to health using a tiered system ranging from health concerns, living with someone classed as vulnerable due to health concerns, caring outside the home for a vulnerable person, to no concerns. 	2	2	4	<ul style="list-style-type: none"> Assessed number of pupils due to return with support from parental questionnaire. Assessed number of pupils and staff who are safe to return due to health using a tiered system ranging from health concerns, living with someone classed as vulnerable due to health concerns, caring outside the home for a 	1	2	2	NW & SLT MAT leadership	Monitor parental demand weekly, HR & SLT monitor staff availability due to changing health weekly

			<ul style="list-style-type: none"> Overstaff on day 1 just in case children return without notice 				<ul style="list-style-type: none"> vulnerable person, to no concerns. Overstaff on day 1 just in case children return without notice Class bubbles to ensure minimal contact 					
Higher number of staff and pupils on site	Pupils Staff Parents	Increased contact within school community between children and also staff	<ul style="list-style-type: none"> Reduced class sizes Reduced staff numbers Children & staff of vulnerable health or who are living with vulnerable are not attending school. Children of key workers and vulnerable attending school 	4	4	16	<ul style="list-style-type: none"> Assessed number of pupils due to return with support from parental questionnaire. Assessed number of pupils and staff who are safe to return due to health. Assessed number of rooms available and how many pupils can be in each room according to 2m distance/age of children ability to socially distance Full time places available for key worker and vulnerable children Part time places available for children in N,Rec,Y1, y6 Pupils to be grouped into Year group or Keyworker/vulnerable pupil class bubbles Each class bubble will avoid contacts outside of their group Each class bubble will use designated classroom and toilet facilities only 	3	4	12	NW & SLT MAT leadership	Actioned on 8.6.20 Monitored weekly

							<ul style="list-style-type: none"> Each class bubble will be allocated the same staff each day 					
Supporting pupils with complex needs	Pupils staff	Difficult to maintain social distance within school community. Pupils and staff could get hurt by pupils with high anxiety..	<ul style="list-style-type: none"> SENDCO has completed risk assessments and spoke with parents One to one Support if staffing ratios allow Tailored curriculum and timetable 	4	4	16	<ul style="list-style-type: none"> Re-assess risk assessments – Is it suitable for pupils with complex needs to return during a period of change? 	3	4	12	ZA, NK, NW	Actioned on 22.5.20 Monitored weekly
Drop off and pick up times	Pupils Staff Parents	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Use varied exits and entrances for year group pupils. Open early to support staggered entry and exit Parents maintain 2m distance 	5	4	20	<ul style="list-style-type: none"> Introduce one way system through the school grounds to reduce crossover of people With larger number of pupils: Staggered drop off and pick up times Use a greater number of entrances and exits Ask that only 1 parent drops of their children. Mark 2m distance on floor for parents to follow Use of PPE for staff taking children in from parents/carers 	3	4	12	NW & SLT MAT leadership	Actioned on 8.6.20 Monitored weekly
Travelling to and from school	Pupils Staff Parents	Difficult to maintain social distancing amongst	<ul style="list-style-type: none"> Staff, pupils and parents using variety forms of travel. 	4	4	16	<ul style="list-style-type: none"> Staff, pupils and parents advised to avoid public transport and walk, cycle or travel in the car 	4	4	16	NW & SLT MAT leadership	Actioned on 8.6.20 Monitored weekly

		school community											
Visitors to school	Pupils Staff Parents Contractors Other school services	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No parents on site. Phone call/video conference/email only Only essential contractors on site Contractors sign disclaimer declaring no symptoms Contractor greeted by staff member who ensures when they sign in, they also sanitise hands Contractor reminded to only work in agreed areas 	2	4	8	<ul style="list-style-type: none"> Parents collecting a child who is unwell will receive a phone call and will be asked to collect the child from the main entrance gate at the school reception Visitor to be escorted by member of staff in accordance with safeguarding policy and to ensure knowledge of areas of site entered 	2	4	8	NW & SLT MAT leadership	Monitored weekly	
Large numbers of staff and pupils on the yard and in the hall during break and lunch times	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staggered break and lunchtimes Children eat in hall/classroom maintaining 2m distance Use of all yards to support social distancing 	6	4	24	<ul style="list-style-type: none"> With larger number of pupils: All children will eat in classrooms. Staggered break and lunchtimes Designated play areas for groups of children 	3	4	12	LP & Kitchen staff NW & SLT MAT leadership	Actioned on 8.6.20 Monitored weekly	
Supporting social distancing in the classroom.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Desks in classrooms currently in use, placed at 2m distance from Y1-6- . This is not suitable for EYFS as children play and learn in a different way. 	3 6	5 5	15 30	<ul style="list-style-type: none"> All rooms in school being used by children from Y1-Y6 to have desks placed at 2m distance. This is not suitable for EYFS as children play and learn in a different way. 	2 6	5 5	10 30	AH, KB	Actioned wb: 25.5.20 Monitored daily	
Supporting social distancing in offices.	Pupils Staff	Difficult to maintain social distancing	<ul style="list-style-type: none"> No more than 2 people working in an office space. Rota used to ensure some staff could work at home to 	4	4	16	<ul style="list-style-type: none"> Desks facing to be measured to ensure 2m distance 	3	4	12	AH, KB	Actioned wb: 25.5.20 Monitored daily	

		amongst school community	support social distancing on site.				<ul style="list-style-type: none"> If possible, place desks side by side 					
Supporting social distancing in the corridors.	Staff Pupils	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Small number of pupils with staggered timetables ensured only small number of pupils were on corridor at one time 	4	4	16	<ul style="list-style-type: none"> Tape middle of corridors to create 1 way system for staff and pupils to use. Communicate changes to pupils and staff 	3	4	12	AH, KB	Actioned wb: 25.5.20 Monitored weekly
Supporting social distancing in the Hall for dining	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staggered lunchtimes Fewer tables used in the hall at 2m distance Table places set for pupils at 2m distance Children served at tables Staff clearing plates Tables cleaned before next group of pupils come into the hall 	5	4	20	<ul style="list-style-type: none"> Pupils to each lunch in classrooms 	3	4	12	LP & Kitchen team	Actioned on 8.6.20 Monitored weekly
Keeping areas clean and free of infection.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Regular daily cleaning throughout the school. Some cleaners working during the day to keep surfaces and areas clean... 	4	4	16	<ul style="list-style-type: none"> Staff CPD of government guidance for hygiene in schools Posters and checklists around school to reinforce hygiene procedures All classes to be given a 'pack' of cleaning resources and checklist so that staff can clean before lunchtime to prepare for second group of part time pupils. Bins to be changed at dinner time and at the end of the day 	3	4	12	NW, ML, AH Cleaning team	Actioned on 8.6.20 Monitored daily

																<ul style="list-style-type: none"> • Rota for cleaning toilets during the day. • Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. 						
Keeping staff room areas clean and free of infection	staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> • Regular daily cleaning throughout the school. • Some cleaners working during the day to keep surfaces and areas clean.. 	4	4	16	<ul style="list-style-type: none"> • Staff to follow hand sanitising procedure before entering the staffroom, after eating or using the toilet • Staff to prepare own food and drinks only • Staff to wipe down areas they have used • Staff to wash, dry and put away anything used • Staff to ensure that they follow the staffroom checklist to main high level of hygiene • Toilets to be cleaned additionally during the day. • Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. 	3	4	12	NW, ML, AH Cleaning team											
Keeping resources clean	Pupils Staff	If item contains virus such as COVID 19 could spread amongst other users	<ul style="list-style-type: none"> • Children from Y1-Y6 have been given their own resources to use on their desk. • Not applicable to EYFS. 	4	4	16	<ul style="list-style-type: none"> • Tables from Y1-Y6 to contain resources for individual pupils to use. • EYFS to remove all soft toys and furnishings. 	4	4	16	NW & SLT MAT leadership	Actioned wb: 25.5.20 Monitored weekly										
				6	5	30		5	5	25												

Handwashing & sanitising	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches	<ul style="list-style-type: none"> Pupils educated about effective handwashing requirements Posters around school reminding pupils of importance of handwashing Staff given guidance of key points in the day when pupils handwash: on entering school, after breaktimes, before eating, after coughing or sneezing. Soap/handwash available at all sinks 	3	3	9	<ul style="list-style-type: none"> Hand sanitising units available at all key entrances. Video to remind children and staff of handwashing protocol on returning to school. 	2	3	6	NW & SLT MAT leadership	Actioned wb: 25.5.20 Monitored weekly
Respiratory Hygiene	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Children reminded of appropriate hygiene measures: Coughing into arm Using a tissue once when blowing nose or sneezing. Catch it, bin it, kill it 	3	3	9	<ul style="list-style-type: none"> Tissues purchased for each classroom Video to remind children and staff of hygiene protocol on returning to school. 	2	3	6	NW & SLT MAT leadership	Actioned wb: 25.5.20 Monitored weekly
Intimate care for pupils.	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches (including faecal to oral transfer) or if social	Intimate care policy	4	4	16	<ul style="list-style-type: none"> PPE bought to reduce risk to staff and pupils when changing pupils. 	3	4	12	NW & SLT MAT leadership	Actioned on 8.6.20 Monitored daily

		distancing not possible										
First Aid for staff and pupils.	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	First Aid Policy	4	4	16	<ul style="list-style-type: none"> PPE bought to reduce risk to staff and pupils when administering first aid. 	3	4	12	NW & SLT MAT leadership	Actioned on 8.6.20 Monitored daily
Mental wellbeing	Pupils Staff Parents	The community experiences a COVID breakout or death. Anxiety and stress caused	<ul style="list-style-type: none"> Learning mentor support Mindfulness Key members of staff trained in bereavement counselling SMT daily well-being checks of staff in school 	4	4	16	<ul style="list-style-type: none"> Support leaflet full of advice for mental wellbeing for staff and pupils to be created. Mindfulness trail for pupils 	4	3	12	NW & SLT MAT leadership	Actioned on 8.6.20 Monitored daily
Supporting staff and pupils displaying symptoms.	Pupils Staff Parents	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Assess if pupil or staff member is displaying symptoms. Ask staff member to go home and follow government guidance- 7 day self-isolation/14 days family isolation. Phone pupil's family and ask them to pick up child and follow gov guidance 14 days family isolation. If Covid 19 confirmed via testing, inform RIDDOR 	3	5	15	<ul style="list-style-type: none"> Designate 'Parent Meeting Room' to be used as an 'exit' space.. Pack of resources stored here for PPE for staff sitting with pupils and for immediate cleaning after pupil/staff member has left. Pass on key information on how to access testing and ask staff member/parents to report back as soon as they know results of testing. 	2	5	10	NW & SLT MAT leadership	Actioned on 8.6.20 Monitored daily

Preventing a spread from a known case.	Pupils Staff Parents	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> • Pupil/staff member sent home as soon as they display symptoms. • If Covid 19 confirmed via testing, inform RIDDOR 	3	5	15	<ul style="list-style-type: none"> • If a pupil or member of staff is tested and confirms that they have Covid: • All pupils and staff that came in to contact with this staff member/pupil must be sent home. • Deep clean of the spaces accessed by the staff member/pupil • HR/MAT leadership informed. 	2	5	10	NW & SLT MAT leadership	Actioned on 8.6.20 Monitored daily
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Review date 30 June 2020

Signature *N Whittaker, J Hatch/J Roberts*