

Name of assessors: Nicola Whittaker, MAT leadership

Date: 23.10.20

Time: 1.30

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 2, Year 3, Year 4, Year 5 and Year 6 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- 14 = low, 15 –24 = medium, 25+ = 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 | | |
| 1. Insufficient number of staff for pupils returning | Pupils staff | Unable to care for children using current staffing guidelines | <ul style="list-style-type: none"> Complete risk assessments with staff identified as vulnerable or living with a vulnerable person. Prepare to direct Teaching Assistants to cover classes if a teacher is unable to be in class. | 2 | 2 | 4 | <ul style="list-style-type: none"> Risk assessments completed with staff identified as extremely clinically vulnerable or requesting an individual risk assessment. Address concerns identified on risk assessments. Teaching Assistants/tutors/specialist teacher teachers to cover classes if a teacher is unable to be in class. Year group/Class bubbles to ensure minimal contact | 1 | 2 | 2 | NW & SLT MAT leadership | 1.9.20 |

| | | | | | | | | | | | | |
|---------------------------------|----------------------|--|---|---|---|----|---|---|---|----|----------------------------------|--|
| | | | <ul style="list-style-type: none"> Use of one way system through the school grounds to reduce crossover of people Use of PPE for staff taking children in from parents/carers | | | | <ul style="list-style-type: none"> Staff to wear a face covering during drop off and pick up times. Staff have been advised what PPE to use, where it is stored and who to inform if stocks are running low | | | | | |
| 6. Before and After School club | Pupils Staff Parents | Difficult to maintain social distancing amongst school community | <ul style="list-style-type: none"> 60 pupils regularly attend breakfast club. Hall only useable space for BC and ASC as no time to clean classrooms before start of the school day. | 5 | 4 | 20 | <ul style="list-style-type: none"> Assessed the number of pupils that can be accommodated safely and in line with Government guidance. Offered by telephone BC to families with most need until guidance changes on 14.7.20. Surplus places will be offered based on waiting list. Limited number of places available for ASC parents to access using existing system. Ensure appropriate staff- pupil ratios. Designated areas identified for each bubble, staff and pupils not to cross to other bubbles. BC/ASC staff to ensure hygiene measures are observed- hand washing, respiratory hygiene, regular cleaning of resources. Staff to distance where possible. | 3 | 4 | 12 | NW NK JP ML LM MAT leadership | Actioned on 7.9.20 Monitored weekly |

| | | | | | | | | | | | | | |
|----|--|--|--|---|---|---|---|---|---|---|----|--|---|
| | | | | | | | <ul style="list-style-type: none"> Cleaning staff to clean hall area at the end of each session. | | | | | | |
| 7. | Travelling to and from school | Pupils Staff Parents | Difficult to maintain social distancing amongst school community | <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 |
| 8. | 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 | 3 | 4 | 12 | <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 Essential visitors must read COVID guidance before entering the building and must sign disclaimer. Meetings with parents to be held over the phone or via video call | 2 | 4 | 8 | NW & SLT MAT leadership | 7.9.20 Monitored weekly |
| 9. | Large numbers of staff and pupils on the yard and in | Pupils Staff | Difficult to maintain social distancing amongst school community | <ul style="list-style-type: none"> Staggered break and lunchtimes Children eat in hall maintaining 2m distance Use of all yards to support social distancing Staggered break and lunchtimes | 6 | 4 | 24 | <ul style="list-style-type: none"> Each class will have designated table in dining hall. Each table will be sanitised before next class use it. One ways system in hall to limit crossover of bubbles. | 3 | 4 | 12 | LP & Kitchen staff NW & SLT MAT leadership | Actioned on 2.11.20 Monitored weekly |

| | | | | | | | | | | | | |
|--|---------------------|---|--|---|---|----|--|---|---|----|--------------------------------------|--|
| the hall during break and lunch times | | | <ul style="list-style-type: none"> Designated play areas for groups of children Children having a hot dinner will eat in the hall at a designated table for their Year group bubble. Children with a packed lunch will eat in classrooms. | | | | <ul style="list-style-type: none"> Staggered break and lunchtimes Designated play areas for class groups of children Risk assessment shared on school website for parents to access, email and twitter used to inform parents of update. | | | | | |
| 10. 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 | 5 | 15 | <ul style="list-style-type: none"> All rooms in school being used by children from Y2-Y6 to have desks front facing. Rooms to have good ventilation through opening of windows and doors whilst maintaining safeguarding policy and procedures. Staff must maintain physical distancing. This is not suitable for Y1 & EYFS as children play and learn in a different way. Staff also have the option of wearing a face covering in classrooms. | 2 | 5 | 10 | All staff | Actioned wb: 7.9.20 Monitored daily |
| 11. Supporting social distancing for specialist teachers /Tutors | Specialist Teachers | Specialist teachers move across year groups and bubbles so may experience | <ul style="list-style-type: none"> Specialist teachers on site in charge of small class bubble. | 4 | 4 | 16 | <ul style="list-style-type: none"> Specialist teachers/ Tutors/TAs educate pupils in classes that they teach that they must remain 2m distance from pupils. A large box to be taped done at the front of Y2-Y6 classrooms to support children's | 3 | 4 | 12 | SLT KB, AH Specialist Teachers | Actioned on 7.9.20 Monitored weekly |

| | | | | | | | | | | | | |
|---|----------------------------|---|--|---|---|---|--|---|---|---|---|--|
| 16. Supporting social distancing when holding staff meetings and briefings. | Staff | Difficult to maintain social distancing amongst staff during meetings | <ul style="list-style-type: none"> Only 2 meetings were held in the Summer term Staff meetings held via teams and in smaller groups that can maintain 2m distance. | 1 | 4 | 4 | <ul style="list-style-type: none"> Staff briefing to be held via teams every Friday morning and recorded for those who cannot attend. Consent gained from all staff before recording. Staff meetings recorded in advance and shared on r drive/ via teams Phase meetings to be held in smaller groups and in rooms that can accommodate 2m social distancing between adults or held via teams. Rooms to have good ventilation through opening of windows and doors whilst maintaining safeguarding policy and procedures. | 1 | 4 | 4 | NW & SLT team | Actioned on 7.9.20 Monitored weekly |
| 17. Supporting social distancing for collective worship and assemblies | Pupils Staff Parents | Difficult to maintain social distancing amongst school community | <ul style="list-style-type: none"> No assemblies held One assembly a week-recorded and shared via the school website and intranet. | 1 | 4 | 4 | <ul style="list-style-type: none"> All assemblies/Collective worship to be shared via: <ul style="list-style-type: none"> PowerPoint to enable staff to deliver. Teams- for a virtual delivery. Recorded and shared via the website, intranet, email, twitter. Consent to be gained for any videos shared externally. | 1 | 4 | 4 | SMT team, Teaching Staff IT staff Admin team | Actioned on 7.9.20 Monitored weekly |

| | | | | | | | | | | | | |
|--|-----------------|--|---|---|---|----|---|---|---|----|-----------------------------|---------------------------------------|
| 18. Keeping areas clean and free of infection. | Pupils Staff | Difficult to maintain social distancing amongst school community | <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 • Increased cleaning toilets and areas frequently touched during the day. • Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. | 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 • Increased cleaning toilets and areas frequently touched 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 | Actioned on 8.6.20 Monitored daily |
| 19. Keeping staff room areas clean and free of infection | staff | Difficult to maintain social distancing amongst school community | <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 | 4 | 4 | 16 | <ul style="list-style-type: none"> • Posters placed around room to encourage 1m+ distance in the staffroom. • Regular checks that cleaning equipment is readily available • Expectations shared alongside checklist in staff briefing (via teams) • Staff to wear a face covering when they are not eating or drinking. | 3 | 4 | 12 | NW,ML, AH Cleaning team | 7.9.20 |

| | | | | | | | | | | | | | | | |
|-----------------------------|-----------------|--|---|---|---|----|--|---|---|----|---|--|--|--|--|
| | | | <p>checklist to main high level of hygiene</p> <ul style="list-style-type: none"> Toilets to be cleaned additionally during the day. Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. | | | | | | | | | | | | |
| 20. 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"> Limit numbers in staff room – 8 only. | | | | | | | | |
| | | | | 6 | 5 | 30 | <ul style="list-style-type: none"> Tables from Y1-Y6 to contain resources for individual pupils to use. EYFS & Y1 to remove all soft toys and furnishings. Each class will be provided with playtime equipment that they must be responsible for and clean down daily with provided wipes. Musical instruments must be cleaned after use. Singing and use of woodwind instruments must only take place with 15 children at a time- unless this can be taught outside. PE equipment to be wiped down after use or left for 48 hours before future use. Computing Suite Pupils facing side by side wall facing. Keys boards, Monitors, mouse and frequently touched areas anti bac wiped | 4 | 4 | 16 | NW & SLT MAT leadership AL Music Lead NC PE Specialist | Actioned wb: 7.9.20 Monitored weekly | | | |
| | | | | | | | | 5 | 5 | 25 | | | | | |

| | | | | | | | | | | | | |
|-------------------------------|-----------------|--|---|---|---|---|---|---|---|---|----------------------------|--|
| | | | | | | | <ul style="list-style-type: none"> before and after each use. • Ipads and Tablets numbered and used by same pupil in each class session. Wipe and frequently touched areas anti bac wiped before and after each use. • Library- Hand hygiene measures before and after entering library. Areas used to be wiped using antibacterial wipes or spray before and after use. Groups to bring own resources into library. Each class to have one timetabled session for library use each fortnight. | | | | | |
| 21. Hand washing & 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 hand wash: on entering school, after break times, before eating, after coughing or sneezing. • Soap/hand wash available at all sinks • PowerPoint to remind children and staff of hand | 3 | 3 | 9 | <ul style="list-style-type: none"> • Hand sanitising units available at all key entrances. • PowerPoint to remind children and staff of hand washing protocol on returning to school. | 2 | 3 | 6 | NW & SLT MAT leadership | Actioned wb: 7.9.20 Monitored weekly |

| | | | | | | | | | | | | |
|-------------------------------------|-----------------|---|--|---|---|----|---|---|---|----|----------------------------|--|
| | | | washing protocol on returning to school. | | | | | | | | | |
| 22. 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 Tissues purchased for each classroom Power Point to remind children and staff of hygiene protocol on returning to school. | 3 | 3 | 9 | <ul style="list-style-type: none"> Additional Tissues purchased for each classroom Power Point to remind again children and staff of hygiene protocol on returning to school. | 2 | 3 | 6 | NW & SLT MAT leadership | Actioned wb: 7.9.20 Monitored weekly |
| 23. 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 distancing not possible | <ul style="list-style-type: none"> Intimate care policy PPE bought to reduce risk to staff and pupils when changing pupils. | 3 | 4 | 12 | <ul style="list-style-type: none"> Ensure PPE replenished regularly. Staff have been advised what PPE to use, where it is stored and who to inform if stocks are running low | 3 | 4 | 12 | NW & SLT MAT leadership | Actioned on 7.9.20 Monitored daily |
| 24. 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 | <ul style="list-style-type: none"> First Aid Policy PPE bought to reduce risk to staff and pupils when administering first aid. | 3 | 4 | 12 | <ul style="list-style-type: none"> Ensure PPE replenished regularly. Staff have been advised what PPE to use, where it is stored and who to inform if stocks are running low | 3 | 4 | 12 | NW & SLT MAT leadership | Actioned on 7.9.20 Monitored daily |

Commented [ID5]: We already have PPE did for June.

| | | | | | | | | | | | | |
|---|----------------------------|--|---|---|---|----|---|---|---|----|----------------------------------|---|
| | | distancing not possible | | | | | | | | | | |
| 25. 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 Support leaflet full of advice for mental wellbeing for staff and pupils to be created. Mindfulness trail for pupils | 4 | 4 | 16 | <ul style="list-style-type: none"> Nurture provision space provided Work with teaching school for mindful techniques Staff to watch DFE webinar 'supporting student and pupil wellbeing' https://youtu.be/MYmBLnSQh3M SENDCO to access relevant training to support send wellbeing https://www.sendgateway.org.uk/training-events.html | 4 | 3 | 12 | NW & SLT ZA MAT leadership | Actioned on 7.9.20 Monitored daily |
| 26. Keeping aerosol virus transmission from singing to a minimum. | Pupils Staff | Potential cumulative build-up of virus particles in the air from those participating | <ul style="list-style-type: none"> Singing in groups of 15 maximum. Singing activities led in an outdoor space. | 1 | 4 | 4 | <ul style="list-style-type: none"> Children to sing in class bubbles only Ensure the room is well ventilated. children to sing quietly since quiet singing does not appear to carry any additional risk compared to other educational activities. All those singing, including the teacher, to face in the same direction. Limit the time spent on continuous singing activities to 10 mins. | 1 | 4 | 4 | SLT Team Teaching staff AL | Actioned on 26.11.20 Completion date: 30.11.20 |

| | | | | | | | | | | | | |
|--|----------------------------|---|---|---|---|----|--|---|---|----|----------------------------|---------------------------------------|
| 27. 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 Government guidance 14 days family isolation. If Covid 19 confirmed via testing, inform RIDDOR Designate 'Medical 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 | <ul style="list-style-type: none"> Continue to monitor and update dependent on WHO, PHA & Government recommendations Ask staff member to go home and follow government guidance- 10 day self-isolation/14 days family isolation. If a child/staff member tests positive for COVID-SLT to phone PHE and consider closing whole year group bubble – according to new government guidance. | 2 | 5 | 10 | NW & SLT MAT leadership | Actioned on 7.9.20 Monitored daily |
| 28. 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 | <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 If a pupil or member of staff is tested and confirms that they have Covid: | 2 | 5 | 10 | <ul style="list-style-type: none"> Continue to monitor and update dependent on WHO, PHA & Government recommendations Ask staff member to go home and follow government guidance- 10 day self-isolation/14 days family isolation. | 2 | 5 | 10 | NW & SLT MAT leadership | Actioned on 7.9.20 Monitored daily |

