

Name of assessors: Nicola Whittaker, MAT leadership

Date: 23.11.20

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"> • Staff to keep 2m physical distance when possible. • Ensure hygiene measures are observed- hand washing, respiratory hygiene, regular cleaning of resources. 				
2.	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"> • 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 offered to key worker and vulnerable children • Part time places were originally offered children in N,Rec,Y1, y6- After review full time places were offered due to low pupil numbers. • 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 • Each class bubble will be allocated the same staff each day 	5	4	20	<ul style="list-style-type: none"> • All pupils and staff to return to school site on a full time basis. • Pupils in class/ year group bubbles to limit contact with others. • Each class bubble will use designated classroom and toilet facilities only • Each class bubble will be allocated the same staff each day • Years 2- 6 desks front facing. • Staff to keep 2m physical distance when possible. • Ensure hygiene measures are observed- hand washing, respiratory hygiene, regular cleaning of resources. • Stagger first week back to allow staff and pupils time to adhere to the new arrangements • EYFS pupils to have longer staggered period to establish new 	4	4	16	NW & SLT MAT leadership Pastoral/ Attendance/ SEND/ CP Team	Actioned on 7.9.20 Monitored weekly		

										<ul style="list-style-type: none"> • routines and better transition for emotional wellbeing. • Pastoral/CP/SEND/Attendance team to complete risk assessments for pupils who are considered to be of vulnerable health or living with someone who is of vulnerable health. • Staff to wear a face covering in all communal areas: • Drop off & pick up times • Yard- during break times • Hall- during lunchtimes • Corridors- when moving around the school 					
3.	Supporting new staff, trainee teachers who will be new to the site	Staff Pupils	New staff may not be aware of safety measure put in place due to COVID.	<ul style="list-style-type: none"> • During Summer 2020 no new staff to start employment and no students on site. • Staff new to employment for September complete a school visit alongside an experienced member of staff and complete all COVID checks. 	3	4	12	<ul style="list-style-type: none"> • New staff/trainee teachers must complete COVID induction: <ul style="list-style-type: none"> ○ read the school's risk assessment ○ must watch pupils video guide. ○ Must look at COVID school timetables ○ Must be taken on a tour of the site by a senior manager/senior member of staff to see 	2	4	8	SLT Senior Staff	Actioned on 7.9.20 Monitored weekly		

															how the risk assessment has been put into place <ul style="list-style-type: none"> ○ Must read the COVID Fire safety, Invacuation, behaviour policies. 			
4.	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 • Re-assess risk assessments – Is it suitable for pupils with complex needs to return during a period of change? 	4	4	16	<ul style="list-style-type: none"> • Use of PPE if appropriate • Pupils with complex needs to visit school site 7.9.20 to see set up and how we follow safety rules. 	3	4	12	ZA, NK, NW	Actioned on 7.9.20 Monitored weekly					
5.	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 • Staggered year group 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 fences for parents to follow 	5	4	20	<ul style="list-style-type: none"> • Children collected from yard in classes. • Communication to reinforce the importance that: parents do not enter the school site, 1 parent only to drop off, parents to social distance if waiting on the yard, Parents to leave the site swiftly after dropping off. • Parents to wear a face covering during drop off and pick up times. 	3	4	12	NW & SLT MAT leadership	Actioned on 2.11.20 Monitored weekly					

			<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. 											
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	
					6	5	30		6	5	30			
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	

/TAs that move from year group to year group.							understanding of maintaining social distancing. <ul style="list-style-type: none"> • Rooms to have good ventilation through opening of windows and doors whilst maintaining safeguarding policy and procedures. 					
12. Support social distancing for small group teaching.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> • All staff responsible for bubbles no smaller group teaching. 	3	4	12	<ul style="list-style-type: none"> • Tables in small group teaching rooms to be in rows facing forward so that children are sitting side by side. • Teacher to be distanced at 1m+ from pupils • Same bubble of pupils to access small group teaching daily. • Rooms to have good ventilation through opening of windows and doors whilst maintaining safeguarding policy and procedures. 	2	4	8	SLT ND Y6 KA TAs interventions KB & AH	Actioned on 7.9.20 Monitored weekly
13. Supporting social distancing in offices.	Pupils Staff	Difficult to maintain social distancing amongst school community	<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 support social distancing on site. 	4	4	16	<ul style="list-style-type: none"> • Desks facing to be measured to ensure 1m+ distance • If possible, place desks side by side • Desks facing at less than 1m+ distance will contain a screen. • Posters on office doors outlining maximum number of staff that can work in that space. • Staff also have the option of wearing a face covering in offices. 	3	4	12	AH, KB	Actioned wb: 7.9.20 Monitored daily

							<ul style="list-style-type: none"> Rooms to have good ventilation through opening of windows and doors whilst maintaining safeguarding policy and procedures. 					
14. 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 Staff to wear a face covering in corridors. 	3	4	12	AH, KB	Actioned wb: 7.9.20 Monitored weekly
15. 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 Packed lunch pupils to eat in the classroom. 	5	4	20	<ul style="list-style-type: none"> Each class will eat at a designated class table in the dining hall. Staggered lunchtimes 4 class bubbles at a time Table places set for pupils to maintain physical distance Tables sanitised before next group of pupils come into the hall One way system in the hall to limit year group cross over. Staff to wear a face covering in the hall during lunchtimes. Hall to have good ventilation through opening of windows and doors whilst maintaining safeguarding policy and procedures. 	4	4	16	LP & Kitchen team	Actioned on 2.11.20 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"> 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			
				6	5	30		5	5	25					

											<ul style="list-style-type: none"> before and after each use. • I pads 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

		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

TONGE MOOR
PRIMARY ACADEMY

		distancing not possible	<ul style="list-style-type: none"> • 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. 			<ul style="list-style-type: none"> • 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. • When a year group bubble is closed, rooms and other areas e.g. toilets, to be sealed for at least 3 days before deep clean in preparation for bubble returning 					
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Review date 26th November 2020

Signature *N Whittaker, S Bagshaw /S Rostron*