

Name of assessors: Nicola Whittaker, MAT leadership

Date: 1.9.21

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. 	1	2	2	NW & SLT MAT leadership	1.9.20 Remind adults of necessary social distancing between adults in weekly Staff meetings and briefings. Actioned on 8.6.20 Monitored weekly Completion date: 7.9.21

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 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 Share guidance with staff via risk assessment and staff guidance sheet for Tier 3 & 4 staff 	5	4	20	<ul style="list-style-type: none"> All pupils and staff to return to school site on a full time basis. Staff to keep 2m physical distance when possible. Pastoral/CP/SEND/Atten dance 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 coverings: snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) in all communal areas 	4	4	16	NW & SLT MAT leadership Pastoral/ Attendance/ SEND/ CP Team	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 14.9.20</p> <p>Updated: 5.1.21</p> <p>Updated: 24.2.21</p>
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 	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 	2	4	8	SLT Senior Staff	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 7.9.20</p>

			experienced member of staff and complete all COVID checks.				<ul style="list-style-type: none"> o must watch pupils video guide. o Must look at COVID school timetables o Must be taken on a tour of the site by a senior manager/senior member of staff to see how the risk assessment has been put into place o 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. <p><u>WB 8.3.23-</u></p> <ul style="list-style-type: none"> • SENDCO to provide additional support for pupils to prepare for transition. • Pupils offered review of individual risk assessments 	3	4	12	ZA, CA, NK, NW	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 9.9.20</p> <p>Updated: 24.2.21</p>

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 All entry and exit points shared via email, twitter and website to parents, pupils and staff. Ask that only 1 parent drops of their children. Mark 2m distance on fences for parents to follow 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 	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 building All entry and exit points shared via email, twitter, website and videos to parents, pupils and staff. 	3	4	12	NW & SLT MAT leadership	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 9.9.20</p> <p>Updated 2.11.20</p> <p>Updated 4.1.21</p> <p>Updated 24.2.21</p>
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. 	3	4	12	NW NK JP ML LM MAT leadership	<p>Actioned on 7.9.20 Monitored weekly</p>

																<ul style="list-style-type: none"> 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. Staff to distance where possible 					
7. 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 Contracting companies to set up own risk assessments and share with Facilities Management at St Bede 	2	4	8	NW & SLT MAT leadership	Monitored weekly Completion date: All controls in place from 7.9.20 NHS APP Track and Trace QR code poster on display in Reception for visitors to scan if they have the APP. 05/10/20									
8. Large numbers of staff and	Pupils Staff	Difficult to maintain social	<ul style="list-style-type: none"> Staggered break and lunchtimes Children eat in hall 	6	4	24	<ul style="list-style-type: none"> Each table will be sanitised before next class use it. 	3	4	12	LP & Kitchen staff NW & SLT MAT leadership	Actioned on 2.11.20 Monitored weekly									

	pupils on the yard and in the hall during break and lunch times		distancing amongst school community	<ul style="list-style-type: none"> maintaining 2m distance Use of all yards to support social distancing Staggered break and lunchtimes 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 										<ul style="list-style-type: none"> One ways system in hall to limit crossover of bubble Staggered break and lunchtimes Designated play areas for class groups of children 				Additional Controls: 2m distance tape placed in front of serving area. Extra clearing stations set up for pupils. Completion date: 16.9.20 Updated 23.2.21	
9.	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"> Staff should maintain physical distancing with other members of staff. Staff also have the option of wearing face masks in classrooms. If staff cannot maintain 2m distance from other staff members they should wear a facemask in the classroom 	2	5	10	All staff	Actioned wb: 7.9.20 Monitored daily Completion date: 9.9.20 Updated 4.1.21 Updated 24.2.21
10.	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 coverings (Masks should be snug fitting and 3 	3	4	12	AH, KB	Actioned wb: 7.9.20 Monitored daily Completion date: 7.9.20 Updated 4.1.21 Updated 23.2.21

			<ul style="list-style-type: none"> 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. 										
16. 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 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. 	4	4	16	<ul style="list-style-type: none"> Posters placed around room to encourage 2m+ 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 coverings (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) when they are not eating or drinking. Hand sanitising stations at all entrances and topped up regularly by caretaker 	3	4	12	NW,ML, AH Cleaning team	7.9.20 Completion date: 11.9.20 Updated 11.1.21	
17. Keeping resources clean	Pupils Staff	If item contains virus such as COVID 19 could spread	<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 6	4 5	16 30	<ul style="list-style-type: none"> Each class will be provided with playtime equipment that they must be responsible for and clean down daily with provided wipes. 	4 5	4 5	16 25	NW & SLT MAT leadership AL Music Lead NC PE Specialist	Actioned wb: 7.9.20 Monitored weekly Additional controls:	

		amongst other users								<ul style="list-style-type: none"> Musical instruments must be cleaned after use. 					Children wearing PE kits all day on PE days. Completion date: 14.9.20
18. 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 washing protocol on returning to school. 	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 Completion date: 9.9.20			
19. 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 Completion date: 7.9.20			

20. 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. 	3	4	12	NW & SLT MAT leadership	Actioned on 7.9.20 Monitored daily
21. 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	<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. 	3	4	12	NW & SLT MAT leadership	Actioned on 7.9.20 Monitored daily
22. 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 	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/ family isolation. If a child/staff member tests positive for COVID-bubble to remain open. If more than 10% of class bubble tests 	2	5	10	NW & SLT MAT leadership	Actioned on 7.9.20 Monitored daily Updated 4.1.21

			<ul style="list-style-type: none"> 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. 							<ul style="list-style-type: none"> positive, inform PHE and put in place additional measures. Inform cleaners of classrooms where there has been a positive case to ensure extra cleaning takes place. 					
23. 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 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				<ul style="list-style-type: none"> Continue to monitor and update dependent on , PHE & Government recommendations Ask staff member to go home and follow government guidance- 10 day isolation If a child/staff member tests positive for COVID- SLT to inform PHE and follow new government guidance. 	2	5	10	NW & SLT MAT leadership	Actioned on 7.9.20 Monitored daily Updated: 4.1.21
24. Keeping aerosol virus transmission to a minimum.	Staff Pupils Parents	Aerosol transmission of COVID particles	<ul style="list-style-type: none"> Staff wear face coverings in communal areas Staff can chose to wear a visor or face mask. Staff can opt to wear face coverings in the classroom 	4	6	24				<ul style="list-style-type: none"> Staff to wear face masks indoor communal areas Staff should wear face masks in classrooms and offices where 2m distance cannot be 	2	6	12	NW & SLT MAT leadership	Actioned on 24.2.21

																		<ul style="list-style-type: none"> maintained from other staff members • Staff can opt to wear a face mask in the classroom • Face masks must be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE • Fabric masks must be cleaned regularly • Disposable masks must not be worn longer than a day. <p><i>*For staff with medical exemption for wearing masks they must contact their line managers/HR and alternative arrangements will be considered</i></p>					
25. Supporting staff members during pregnancy	Staff	Mitigate risks relating to pregnancy and coronavirus	<ul style="list-style-type: none"> • Pregnant members of staff offered individual risk assessments led by HR and their line manager • Risk assessments reviewed when personal circumstances change. • Pregnant staff members identified as extremely clinically vulnerable to work from home. 	3	5	15	<ul style="list-style-type: none"> • Line manager/HR to develop an individual risk assessments for pregnant members of staff. • Risk assessments to be reviewed and updated at the beginning of a new trimester or when circumstances change. 	2	5	10	NW & SLT MAT leadership	Actioned on 24.2.21											
26. Trips	Staff Pupils	Staff and pupils may have more exposure to members of the public	<ul style="list-style-type: none"> • Children & staff to remain in class bubbles • Children & staff to sanitise hands before and after visits to local areas. 	4	6	24	<ul style="list-style-type: none"> • Gain consent from parents that they are happy for pupils to go on a trip. • Pupils without consent to stay on the school 	2	6	12	NW & SLT MAT leadership	Actioned on 30.4.21											

		<p>and public spaces and so may have more exposure to COVID 19</p>	<ul style="list-style-type: none"> • Consent from parents gained for local visits in the local area 				<p>site in a newly formed bubble for 1 day only</p> <ul style="list-style-type: none"> • Where financially possible, book 1 coach per class bubble to keep bubbles separate. • Ensure trip setting have covid risk assessment in place and that this is shared with pupils and staff that are visiting • Staff to continue twice weekly LF testing. • Bring a set of PPE on trip along with class sets of hand sanitiser • Ensure children and staff wash hands at regular intervals • Educate pupils about social distancing whilst on the trip • Staff to wear masks in communal areas. • Staff to check into venues using test and trace app. 					
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Review date 31.8.21

Signature *N Whittaker, S Bagshaw, S Rostron*