

Name of assessors: Nicola Whittaker, MAT leadership

Date: 5.1.22

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 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 Updated 30.11.21

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"> Pupils in class/ year group bubbles to limit contact with others. Each class bubble will be allocated the same staff each day Years 3- 6 desks front facing. Staff to keep 2m physical distance when possible. 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 masks in all communal areas: <ul style="list-style-type: none"> ✓ Drop off & pick up times ✓ Yard- during break times ✓ Hall- during lunchtimes ✓ Corridors- when moving around the school Staff can complete PPA time at home. <p>Staff recommended to complete regular lateral flow testing (Twice weekly/ Daily)</p>	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> <p>Updated 30.11.21 Updated 5.1.22</p>
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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 look at COVID school timetables <p>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</p> <ul style="list-style-type: none"> ✓ Must read the COVID Fire safety, Invacuation, behaviour policies. 	2	4	8	SLT Senior Staff	<p>Actioned on 7.9.20 Monitored weekly Completion date: 7.9.20</p> <p>Updated 30.11.21</p>
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. Staff have access to online training on how to wear and dispose of PPE. Pupils with complex needs to visit school site prior to start date to see set up and how we follow safety rules. Safety rules available in PowerPoint for all pupils. 	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> <p>Updated 30.11.21</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 	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 Parents maintain 2m distance 	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>

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. Non-essential meetings with parents to be held over the phone or via video call. Essential meeting by prior appointment only. Contracting companies to set up own risk assessments and share with Facilities Management at St Bede 	2	4	8	NW & SLT MAT leadership	<p>Monitored weekly</p> <p>Completion date: All controls in place from 7.9.20</p> <p>NHS APP Track and Trace QR code poster on display in Reception for visitors to scan if they have the APP. 05/10/20</p> <p>Updated 30.11.21</p>
8. 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 maintaining 2m distance Use of all yards to support social distancing Staggered break and lunchtimes Designated play areas for groups of children 	6	4	24	<ul style="list-style-type: none"> Each table will be sanitised before next class use it. One ways system in hall to limit crossover of bubble Staggered break and lunchtimes Designated play areas for class groups of children 	3	4	12	LP & Kitchen staff NW & SLT MAT leadership	<p>Actioned on 2.11.20</p> <p>Monitored weekly</p> <p>Additional Controls: 2m distance tape placed in front of serving area. Extra clearing stations set up for pupils.</p>

			<ul style="list-style-type: none"> Children having a hot dinner will eat in the hall at a designated table for their Year group bubble 										<p>Completion date: 16.9.20</p> <p>Updated 23.2.21</p> <p>Updated 30.11.21</p>
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	<p>Actioned wb: 7.9.20</p> <p>Monitored daily</p> <p>Completion date: 9.9.20</p> <p>Updated 4.1.21</p> <p>Updated 24.2.21</p>	
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 layers of material, covering both nose and mouth as recommended by SAGE) in offices. 	3	4	12	AH, KB	<p>Actioned wb: 7.9.20</p> <p>Monitored daily</p> <p>Completion date: 7.9.20</p> <p>Updated 4.1.21</p> <p>Updated 23.2.21</p> <p>Updated 30.11.21</p>	

													<ul style="list-style-type: none"> Rooms to have good ventilation through opening of windows and doors whilst maintaining safeguarding policy and procedures. Wipes provided to wipe down work surfaces. 					
11. 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"> Staff to wear a Face masks- snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE in corridors. Staff to ensure that pupils walk in straight orderly lines when moving around the building. 	3	4	12	AH, KB	<p>Actioned wb: 25.5.20 Monitored weekly</p> <p>Completion date: 7.9.20</p> <p>Updated 05.10.20</p> <p>Updated 4.1.21</p> <p>Updated 24.2.21</p> <p>Updated 30.11.21</p>
12. 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"> Staggered lunchtimes Designated tables for each year group bubble. Tables sanitised before next group of pupils come into the hall Pupils served hot dinners at 2m distance- additional tables to help serving staff and pupils maintain 2m distance. One way system in the hall to limit year group cross over. 	4	4	16	LP & Kitchen team	<p>Additional Controls: 2m distance tape placed in front of serving area. Extra clearing stations set up for pupils. Completion date: 16.9.20</p> <p>Actioned on 2.11.20 Monitored weekly</p>

									<ul style="list-style-type: none"> Staff to wear face masks (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) 					<p>4.1.21</p> <p>Updated 24.2.21</p> <p>Updated 30.11.21</p>
13. 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 gather 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 reference/ 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. 	1	4	4	NW & SLT team	<p>Actioned on 7.9.20</p> <p>Monitored weekly</p> <p>Completion date: 11.9.21</p> <p>Updated 30.11.21</p>	
14. 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		<p>All assemblies/Collective worship to be shared via:</p> <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	SLT team, Teaching Staff IT staff Admin team	<p>Actioned on 7.9.20</p> <p>Monitored weekly</p> <p>Completion date: 11.9.21</p> <p>Updated 30.11.21</p>	
15. Keeping areas clean and free of infection.	Pupils Staff	Difficult to maintain social distancing amongst	<ul style="list-style-type: none"> Staff CPD of government guidance for hygiene in schools 	4	4	16		<ul style="list-style-type: none"> Staff CPD of government guidance for hygiene in schools Posters and checklists around school to 	3	4	12	NW, ML, AH Cleaning team	<p>Actioned on 8.6.20</p> <p>Monitored daily</p> <p>Completion date:</p>	

		school community	<ul style="list-style-type: none"> 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. 							reinforce hygiene procedures					7.9.21
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. 	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. 	3	4	12	NW,ML, AH Cleaning team	7.9.20 Completion date: 11.9.20 Updated 11.1.21

			<ul style="list-style-type: none"> Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. 				<ul style="list-style-type: none"> Hand sanitising stations at all entrances and topped up regularly by caretaker 					
17. 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 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. 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. 	4 5	4 5	16 25	NW & SLT MAT leadership AL Music Lead NC PE Specialist	<p>Actioned wb: 7.9.20 Monitored weekly</p> <p>Additional controls: Children wearing PE kits all day on PE days.</p> <p>Completion date: 14.9.20</p> <p>Updated 30.11.21</p>
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	<p>Actioned wb: 7.9.20 Monitored weekly</p> <p>Completion date: 9.9.20</p>

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

<p>22. Supporting staff and pupils displaying symptoms.</p>	<p>Pupils Staff Parents</p>	<p>If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible</p>	<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. 	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> Continue to monitor and update dependent on WHO, PHA & Government recommendations Staff/pupils to get PCR test if displaying symptoms. Positive cases to isolate following government guidelines. Ask staff member to go home and follow government guidance- 10 day self-isolation/ family isolation if necessary. Inform cleaners of classrooms where there has been a positive case to ensure extra cleaning takes place. 	<p>2</p>	<p>5</p>	<p>10</p>	<p>NW & SLT MAT leadership</p>	<p>Actioned on 7.9.20 Monitored daily Updated 4.1.21 Updated 30.11.21</p>
<p>23. Preventing a spread from a known case.</p>	<p>Pupils Staff Parents</p>	<p>If person has virus such as COVID-19 could spread on items/people the person touches or if social</p>	<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: 	<p>2</p>	<p>5</p>	<p>10</p>	<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 	<p>2</p>	<p>5</p>	<p>10</p>	<p>NW & SLT MAT leadership</p>	<p>Actioned on 7.9.20 Monitored daily Updated: 4.1.21 Updated 30.11.21</p>

		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. 										
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 choose 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"> Children to sing in year group bubbles only Ensure the room is well ventilated. All those singing, including the teacher, to face in the same direction. <p>Teacher needs to maintain a 2 m distance.</p> <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>	2	6	12	NW & SLT MAT leadership	Actioned on 24.2.21 Updated 30.11.21	
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. Staff members working closely with pregnant member of staff to 	2	5	10	NW & SLT MAT leadership	Actioned on 24.2.21 Updated 30.11.21 Updated 5.1.22	

							complete Lateral flow testing daily.					
26. Trips	Staff Pupils	Staff and pupils may have more exposure to members of the public and public spaces and so may have more exposure to COVID 19	<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. • Consent from parents gained for local visits in the local area 	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 site in a newly formed bubble for 1 day only • 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. 	2	6	12	NW & SLT MAT leadership	Actioned on 30.4.21 Updated 30.11.21

Review date Updated 5.1.21

Signature N Whittaker, S Bagshaw, S Rostron

