

# Ashton West End Primary Academy

## Risk Assessment



**Risk Assessments for:**

September Full Opening

**Date**

10/07/2020

**Assessor Name:**

Kimberley Pizuti

**Sources:**

WHO, NHS, DfE and NASUWT

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
<p><b>Direct transmission of COVID -19 virus</b> from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p><b>General Measures</b></p> <p>School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/coronavirus/guidance-for-employees">Covid-19-guidance-for-employees</a></p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">Covid-19 Guidance to-employers</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a></p> <p><b>Essential Control Measures</b></p> <ul style="list-style-type: none"> <li>• A requirement that people who are ill stay at home</li> <li>• Robust hand and respiratory hygiene</li> </ul>	M	<p>School Leaders should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Schools can contact <a href="mailto:healthandsafety@tameside.gov.uk">healthandsafety@tameside.gov.uk</a> for advice, guidance and support</p>	Principal, SLT and Site Manager.	From 1 <sup>st</sup> September 2020

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		<ul style="list-style-type: none"> <li>• Enhanced cleaning arrangements</li> <li>• Active engagement with NHS Test and Trace</li> <li>• Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul> <p><b>Specific Measures</b></p> <p>Clear guidance has been given to parents and employees to reiterate that anyone who is displaying symptoms, or has tested positive in the last 7 days must not attend the school setting.</p> <p>School has communicated it's arrangements to all employees and parents prior to the return of additional pupils.</p> <p>Where possible contact with parent's or other non-school staff is conducted remotely, via telephone or video link.</p> <p>Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents.</p> <p>Pupil Behaviour Policies will be updated to cover COVID-19 related incidents</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.</p>		<p>Letters have been sent out to parents before the summer holiday with this information on.</p> <p>This risk assessment will be shared with all staff before the September opening. A copy of the risk assessment will be available on the school website for parents to read.</p>	
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		<p>All schools have been provided with an initial stock of PPE</p> <p><b>Bubbles</b> Children will, as far as possible, be placed in consistent groups (bubbles) The bubbles will be in cohorts (2 x class)</p> <p>Bubbles will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble at a time.</p> <p>Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from pupils and other staff. (Primary and Secondary)</p> <p><b>Arrival /leaving school</b> Guidance has been given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible. Letters have been sent out to parents before the summer holiday with this information on.</p> <p>Staff are asked to arrive before pupils</p> <p>Gate will be opened earlier to facilitate this.</p> <p>Parents will be asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reings to prevent that child</p>		<p>PPE boxes are in various areas of the school including the first aid bags.</p> <p>Children will be in groups/bubbles with the other pupils in their cohort (Approx 60 pupils in a bubble)</p>	
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		<p>from entering the school building or using play equipment.</p> <p>Where possible separate entrances are used for class groups/bubbles</p> <p>Entrances are supervised by staff encouraging parents to leave children and walk away</p> <p>Staff will discourage loitering by pupils and parents. Advice will be sent out reminding parents NOT to loiter or liaise direct with teachers</p> <p><b>Reception signing in and out</b>  <b>E.g. Staff, visitors and contractors</b>          Where possible contact with parent's or other non-school staff is conducted remotely, via telephone, video call or e-mail</p> <p>Parents, visitors, and the general public will not be allowed in school.</p> <p>Supply staff and peripatetic teachers must keep as much distance as possible from other staff.</p> <p>Where volunteers are supporting the school they will remain 2m from pupils and staff where possible and as far as possible will not assist multiple bubbles.</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend.</p> <p>Works will only be permitted during the school day in an emergency and where the contractor will not</p>		<p>Mixing of these bubbles may take place in the delivery of specialist teaching, wraparound care and transport where necessary. Where groups are mixed these subsequent groups should be consistent.</p> <p>NB – it is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p>	
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		<p>come into contact with pupils/school staff e.g. roof leak, boiler failure etc.</p> <p>Contractors will be met on arrival by site staff e.g. Site Manager and reminded about social distancing before commencing work.</p> <p>Arrangements for deliveries are in place</p> <p>Arrival/reception areas are reconfigured to encourage social distancing</p> <p>Office staff to stay behind the glass/screen when talking to parents/ visitors.</p> <p>Hand sanitizer is available and should be used before entering the school building.</p> <p><b>In Class</b> Certain activities will not be taught e.g. PE team sports such as football.</p> <p>Where possible classrooms will be set out so sitting positions are side by side or children sit back to back rather than directly facing and for as short a time period as possible.</p> <p>Unnecessary furniture will be removed from classes to increase space.</p> <p>Where possible windows will be open to aid ventilation</p> <p>Some classes will be taught outdoors where practicable and weather permitting</p>		<p>Staggered start and end times for all year groups.</p> <p>Schools will have a process for pupils and staff to remove face coverings when they arrive at school which will be communicated.</p> <ul style="list-style-type: none"> <li>• Do not touch the front of the face covering when removing it</li> <li>• Wash hands on arrival</li> <li>• Dispose of single use covering in a covered bin or place reusable covering in a plastic bag to be taken home</li> <li>• Wash hands again before going to class</li> </ul> <p>Parents have been informed about this in a letter.</p> <p>All visitors to site should receive induction/site guidance on physical distancing and hygiene before or on arrival.</p>	
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		<p>Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.</p> <p><b>Moving around school</b> The school has identified specific pinch points and where possible, children will use separate entrances to enter and exit school.</p> <p>Children are asked to walk in single file around school</p> <p>Supervision in place to prevent horseplay</p> <p>As far as possible, class groups are kept together and in the same room negating the need to move around school.</p> <p>Toilet use is supervised to prevent too many pupils entering at once.</p> <p>Where practicable, teachers will move to different classes rather than the pupils</p> <p><b>Lunchtimes/consumption of food</b> Clear signage on hygiene, hand washing and the use of hand sanitizers</p> <p>Hand washing before and after eating food Hand washing before and after touching/preparing food</p> <p>Lunch times staggered for both pupils and staff</p> <p>Lunch seating areas restricted to 1 child and three chairs between them.</p>		<p>Consider engaging consistent staff in these roles where possible to further reduce the number of visitors to school</p> <p>Time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>Timetabling should try to allow for groups being kept apart and the minimum of movement around the site.</p>	
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		<p>Fruit station managed so children do not handle multiple pieces before selecting</p> <p>The bringing of a full personal water bottle each day is encouraged.</p> <p><b>Office/Support staff</b> Where feasible and appropriate for members of staff to work from home consideration will be given to this</p> <p>Reprographics areas restricted to single user where possible</p> <p><b>Vulnerable persons</b></p> <p>Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified and an individual risk assessment is completed with them to identify any additional control measures for them beyond those in place generally.</p> <p>Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting)</p> <p><b>Staff or pupils arriving at school unwell or become unwell whilst in school</b> They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 7 days and arrange to have a test.</p>	<p>The use of staff rooms should be minimised.</p> <p>Cleaning of tables between users.</p> <p>All classrooms cleaned at lunchtimes- tables, light switches, handles, toilet taps will be cleaned.</p>
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		<p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to <b>THE MEETING ROOM</b> where they can be isolated behind a closed door.</p> <p>If possible a window will be opened for ventilation</p> <p>Where it is not possible to isolate them, staff have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left</p> <p>Children that need to go to the bathroom while waiting to be collected are told if possible to use a separate bathroom.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process</p> <p>A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.</p> <p>There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken.</p>		<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained or if contact is necessary.</p> <p>Everyone must wash hands thoroughly for 20 seconds after contact with someone who is unwell.</p>	
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		<p><a href="mailto:Covid-19@tameside.gov.uk">Covid-19@tameside.gov.uk</a></p> <p><b>First Aid</b> A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school</p> <p>Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.</p> <p>When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.</p> <p>After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity</p> <p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <p><b>Educational Visits</b> Overnight and overseas educational visits will not take place.</p> <p>Non-overnight domestic educational visits will be subject to risk assessment and consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue.</p>		<p>24 members of staff are Paediatric first aid trained in school.</p> <p>This will be reviewed based on government guidance</p>	
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			<p>Pupils will be kept in their consistent bubble for the purpose of the educational visits.</p> <p>Visit venues/locations will only be considered where Covid-secure measures are in place</p> <p><b>Extra-curricular provision</b> Provision will maintain school day bubbles or, where this is not possible, small consistent groups.</p> <p>Contact sports will not take place.</p> <p>Where possible activities will take place outdoors</p> <p><b>Music</b> Singing, wind and brass playing will not take place in large groups (eg school choirs and ensembles or in assemblies)</p> <p>Music lessons will be limited to 15 pupils with social distancing and windows open where possible</p> <p>Playing of instruments and singing will take place outside where possible.</p> <p>Instruments will not be shared.</p>		<p>Breakfast club to start from wb 7<sup>th</sup> September and form another bubble.</p> <p>Consider advising parents to limit the number of different wraparound providers they access as far as possible and to seek assurance that providers have the appropriate protective measures in place.</p>	
<p><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (E.g. Respiratory</p>	H	<p><b>General Measures</b> School Employees are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/coronavirus">Covid-19-guidance-for-employees</a></p>	M	<p>Managers should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>	<p>Principal, SLT and Site Manager.</p> <p>From 1<sup>st</sup> September 2020</p>

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<p>contaminated surfaces</p>	<p>symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. <a href="#">Covid-19 Guidance to-employers</a> <a href="#">Implementing protective measures in education and childcare settings</a></p> <p><b>Specific Measures</b> As per direct transmission and in addition:</p> <p>Hygiene stations at all entrances are in place, with instructions to use it, prior to entering the building.</p> <p>Where hand sanitizer is available in locations around the school it should be used in addition to hand washing</p> <p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser. Young pupils are supervised where appropriate.</p> <p>Catch it, bin it, kill it approach is followed to encourage good respiratory hygiene.</p> <p>Posters will be displayed in school to remind everyone of public health advice</p> <p>Classrooms in use are thoroughly cleaned at the end of the day. Additional cleaning will also take place during lunchtimes.</p> <p>Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination, before being used by anyone else.</p>	<p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Ensure that sufficient hand washing or hand sanitiser stations are available.</p> <p>Young children and pupils with complex needs will be assisted to clean their hands properly.</p> <p>Hand cleaning routines will, as far as possible, be built into the day;</p> <ul style="list-style-type: none"> <li>• On arrival at school</li> <li>• On return from breaks</li> <li>• When there is a change of room</li> <li>• Before and after eating</li> </ul> <p>There should be enough tissues and bins available in school.</p> <p>Where pupils are unable to maintain good respiratory hygiene due to complex needs a risk assessment should be completed to ensure controls can be put in place to support them and the staff working with them.</p>
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			<p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere</p> <p>Individual frequently used equipment should not be shared, eg pens and pencils</p> <p>Playground equipment must be frequently cleaned</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Cleaning staff are on hand during the day. Cleaners are available before school, during lunchtime and after school.</p> <p>General cleaning is done in line with the guidance for non-healthcare settings  <a href="#">Covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>		<p>A cleaning schedule should be in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups</p> <p>Classroom based resources shared within the bubble (books and games) should be cleaned as frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles (sports, art and science equipment for example) must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be unused for 48 hours (72 hours in the case of plastics)</p> <p>The new PH guidance on cleaning will be reviewed once released</p>		
Inadequate premises checks	School employees and pupils	M	All statutory checks and ppm's are maintained and up to date	L		Principal, SLT and	From 1 <sup>st</sup> September 2020

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due to lack of staffing	Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm.		Where possible checks take place before or after school or away from other persons Assurances are sought from external organizations providing FM services. In schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken. Parts of the building still unused are 'moth balled' to reduce the level of checks necessary			Site Manager	
Stress and anxiety	School employees Stress related ill Health	M	Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.	L		Principal, SLT and Site Manager.	From 1 <sup>st</sup> September 2020
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.	M	Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.	L	Early detection can prevent more serious dermatitis from developing.	Principal, SLT and Site Manager.	From 1 <sup>st</sup> September 2020
Ignition of alcohol based hand sanitizer	Employees Burns to the hands as a result of ignition of sanitizer vapour	L	Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.	L	Hand Sanitiser is available at various points around school.	Principal, SLT and Site Manager.	From 1 <sup>st</sup> September 2020

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Review Date	Reviewed By	Amendment

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence