

# Coronavirus Health and Safety Risk Assessment



## GREENMOUNT PRIMARY SCHOOL JUNE 2020 UPDATE

Scheduled Date for Review 6/6/20

The following measures are under constant assessment and are subject to on-going review in line with DFE Guidance.

RISK	WHO? WHAT?	LEVEL	INITIAL ARRANGEMENTS	ADDITIONAL MEASURES	REASSESSMENT LEVEL
Insufficient staffing ratio to monitor social distancing and supervision of pupils	Staff Members Pupils Parents Public	Medium	<ul style="list-style-type: none"> <li>- SLT assess the number of staff in attendance every day to maintain an appropriate ratio with pupils and to cover any essential roles</li> <li>- Individual spaced seating arrangements</li> <li>- School split into two key worker groups</li> <li>- Booking form for parents at school office so we have as much information as possible in terms of expected pupils each day (this can be subject to change in alignment with on call and shift patterns of parents)</li> <li>- Front desk/first aid assigned person on duty each day</li> <li>- Assigned Paediatric First Aider on site</li> <li>- Initial reduction of staff on site - to support social distancing through remote</li> </ul>	<ul style="list-style-type: none"> <li>- Class sizes for returning pupils will also be reduced in line with DFE guidance relating to 'bubbles'</li> <li>- No more than 15 pupils in a bubble</li> <li>- Staff assigned to consistent working within bubble teams</li> <li>- Smaller break-out classrooms used to promote social distancing where required</li> <li>- Staggered starts for pupils</li> <li>- Staggered end of day</li> <li>- Top field in use to support separate play spaces</li> <li>- One way corridors where these are narrow to avoid pinch points</li> <li>- MSAs assigned to bubble groups</li> <li>- Three staff rooms established</li> </ul>	LOW

			<p>working where possible</p> <ul style="list-style-type: none"> <li>- SLT member in to oversee each day</li> </ul>	<ul style="list-style-type: none"> <li>- Review of fire muster points to allow two areas</li> <li>- One parents to collect/drop off only</li> <li>- 2 metre spacing established for entry pathways</li> <li>- Car park out of bounds to parents</li> <li>- Staff to meet and greet parent and child to oversee social distancing where possible</li> <li>- Pupils and children do not enter/exit through the school office, but through the side gate to allow wider social distancing</li> <li>- Parents are able to collect their children early/drop-off slightly later if easier for their shifts</li> <li>- Discourage parents picking up their children from gathering at the school gates</li> <li>- Contact sports and games not in use</li> <li>- Visitors/parents to ring school office for enquiry rather than coming to the reception area</li> <li>- Social workers and approved visitors by appointment only</li> </ul>	
<p>Failure to protect identified work spaces and classroom areas for bubbles - potentially resulting in cross contamination</p>	<p>Staff Children</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> <li>- All areas subject to building work remain out of bounds for pupils and under the management of MCM construction</li> <li>- Reduced use of Greenhaven and Year 2/3/block when numbers were lower</li> <li>- Reduced use of 5/6 block when numbers were lower</li> <li>- Enviro cleaning team remained on duty with deeper cleaning routines and of identified areas</li> </ul>	<ul style="list-style-type: none"> <li>- Newly created bubbles have allocated work spaces and classrooms</li> <li>- Greenhaven children and parents will now enter through the back gate to reduce the flow of people and to ensure their well-being and protected space in their building</li> <li>- A separate toilet and sink for bubbles to use to reduce number of pupils using</li> <li>- Staff toilets assigned to smaller groups of staff</li> </ul>	<p>LOW</p>

				<ul style="list-style-type: none"> <li>- Identified first aid points and protected first aid room established</li> <li>- Individual work stations and outdoor learning to take place wherever possible</li> <li>- Keeping pupils ideally 2 metres (3 steps) apart</li> <li>- Avoid any group activities that require pupils to be in close physical contact with each other</li> <li>- Assemblies – these will not take place at present, but will be established virtually</li> </ul>	
Pupils within bubbles coming in to close contact with one another during break and lunch - risk - mixing with children from other bubbles during the school day	Staff Pupils Kitchen staff MSAs	MEDIUM	<ul style="list-style-type: none"> <li>- Lunch tables have been spread out to ensure appropriate space</li> <li>- Midday colleagues briefed on outdoor games to support social distancing</li> <li>- Play equipment reduced and cleaned more frequently</li> <li>- Reduced number of parents in receipt of free school meals at present, so numbers low in collecting lunches</li> <li>- Hands washed before and after food</li> <li>- Make soap and water or alcohol-based hand sanitiser available to children as they pick up their meal or handling food</li> </ul>	<ul style="list-style-type: none"> <li>- Further separation of top field to ensure identified bubble areas</li> <li>- All pupils will have packed lunch as of 01/06/20 to avoid multi-use of hall</li> <li>- Children can eat in classrooms in their groups or picnic on top field</li> <li>- Identified MSA for each group</li> <li>- Tables and edges cleaned during lunchtime</li> <li>- Play can be staggered where required if larger coned off space is not available</li> <li>- Play equipment not to be shared among groups</li> <li>- Staff to eat in identified staff rooms</li> <li>- Cleaning equipment available if required</li> </ul>	LOW
Insufficient cleaning routines, or health and safety measures leading to increased risk of contamination	Staff Pupils Cleaning Staff Visitors	MEDIUM	<ul style="list-style-type: none"> <li>- Where possible, opened windows to increase air flow and ventilation</li> <li>- Sanitiser has been made available at the front entrance desk</li> <li>- Staff are aware of hand-washing best</li> </ul>	<ul style="list-style-type: none"> <li>- Hand-washing areas for staff are in close proximity to staff rooms and these have been assigned to groups of staff</li> <li>- A room has now been identified that sick pupils can be kept in until parents collect</li> </ul>	LOW

			<p>practice</p> <ul style="list-style-type: none"> <li>- The Enviro team continue to be on site every day</li> <li>- Additional cleaning of outdoor equipment in the Reception Playground is undertaken - bikes - grab rails</li> <li>- Enviro have used enhanced cleaning products to clean and disinfect frequently touched objects and surfaces, including: <ul style="list-style-type: none"> <li>• Railings</li> <li>• Door and window handles</li> <li>• Desks and table tops</li> <li>• Bathroom facilities</li> <li>• Deep clean rotations are in place</li> </ul> </li> <li>- Rubbish removed daily and disposed of safely</li> </ul>	<p>with:</p> <ul style="list-style-type: none"> <li>A door that can close</li> <li>A window to open for ventilation</li> <li>Pupils will move to this room if they're sick</li> <li>Staff to wash their hands for 20 seconds after making contact with the ill pupil</li> <li>A separate first aid toilet has been set up</li> <li>- Everyone to wash their hands with soap and water for at least 20 seconds across the school day, particularly: <ul style="list-style-type: none"> <li>• After coming into school</li> <li>• After sneezing or coughing</li> <li>• Before and after handling or eating food</li> <li>• After going to the toilet</li> <li>• Before and after staff hand out food packages</li> <li>• As needed throughout the course of the day</li> </ul> </li> <li>- Posters reminding appropriate hand washing practices</li> <li>- Additional sanitiser gel available if required-</li> <li>- Individual computers assigned as needed and cleaned</li> <li>- Toys are more frequently washed in lower school</li> <li>- Additional areas that come in to use will receive deep clean - 2/3 block</li> </ul>	
Person developing	MEDIUM	All on site	- See above for cleaning provision	If confirmed case, clean and disinfect	LOW

<p>symptoms during the course of the day mixing with others, which could result in passing infection</p>			<p>- All those with symptoms sent home and told to self-isolate</p>	<p>surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> <li>• Objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li> </ul> <p>- Any confirmed cases will be referred for additional school advice to Public Health</p> <p>- When cleaning of identified hard surfaces and sanitary fittings take place, to use either:</p> <ul style="list-style-type: none"> <li>• Disposable cloths, or paper rolls and disposable mop heads</li> </ul> <p>- Cleaning staff wear:</p> <ul style="list-style-type: none"> <li>• Disposable gloves and aprons, washing their hands with soap and water once these have been removed</li> <li>• If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, a surgical mask, apron and gloves is to be used</li> </ul> <p>- Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied plastic rubbish bag inside a tied bin bag, and place these bags in a suitable and secure place, marked for storage</p> <p>- Place any possibly contaminated fabric items, like curtains and bedding,</p>	
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				<p>in a bag and take it to a point of laundering, using gloves and aprons when loading the laundry in the machine and disposing of the bag afterwards</p> <ul style="list-style-type: none"><li>- Launder any possibly contaminated items on the hottest temperature the fabric will tolerate</li><li>- Dispose any items that are heavily soiled or contaminated with body fluids</li></ul> <p>--bagged double</p>	
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