

Coronavirus Health and Safety Risk Assessment

GREENMOUNT PRIMARY SCHOOL SEPT 2020 UPDATE

Scheduled Date for Review 11/9/20

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

POTENTIAL RISK	WHO? WHAT?	LEVEL	INITIAL ARRANGEMENTS	ADDITIONAL MEASURES	REASSESSMENT LEVEL
If staff and parents are unclear about the most up-to-date school safety measures following the latest advice and guidance from the DfE.	<ul style="list-style-type: none"> - Staff - Pupils - Parents - Public 	Medium	<ul style="list-style-type: none"> - Staff operational safety briefings and updates were shared with those who worked on-site during lockdown considering the most up-to-date government advice and guidance. - Virtual meetings were held for staff who were working remotely to offer updates. - Staff were involved in health and safety discussions to support decisions about providing for new groups of children as guidance was updated. - Staff were provided with best practice advice and received copies of the risk-assessment for the June 1st return of more pupils. - All parents who opted for their child/children to return to school in June were issued with letters to advise 	<ul style="list-style-type: none"> - The most up to date risk assessment and DfE safety measures will be placed on the school website in September 2020. - All parents will be re-issued with the September return arrangements that were provided at the end of July. - All school newsletters will feature the latest links to guidance and advice from the DfE. - A meeting will be held on August 27th with the Health and Safety Governor to review site readiness for the return of all children in September following the summer building work schedule. - DfE daily updates for senior leaders will be forwarded to all staff for their advice and guidance. - All staff will attend Health and Safety Briefings on September 1st to discuss the additional 	LOW

			<p>them of health and safety arrangements.</p> <ul style="list-style-type: none"> - Risk assessments were shared with School Governors, the Health and Safety Governor and the Safeguarding Governor. - Parents have received a detailed letter to inform them of provision arrangements for pupils returning in September. 	<p>measures detailed in this risk assessment before the return of all children on September 3rd.</p> <ul style="list-style-type: none"> - All weekly teacher meetings will have a standing item agenda regarding safety arrangements. - All SLT meetings will have a standing agenda item for the monitoring of this risk assessment. - The school will use email and text updates for parents daily, if opportunities arise for strengthening safety arrangements or if government advice changes. - All children will receive age-appropriate guidance to support the latest safety measures. - SLT will meet regularly with cleaning staff. - Initially, Senior Leaders will hold end-of-day check-in briefings to strengthen and support daily operations. - Additional staff will support the start and end of day to support parents and children with new arrangements. 	
<p>If staffing, supervision, and the grouping of children is not sufficient to support safe</p>	<ul style="list-style-type: none"> - Staff - Pupils 	<p>Medium</p>	<ul style="list-style-type: none"> - All staff who were previously remote working due to government advice or who were shielding to support any family vulnerabilities are scheduled to return in September. 	<ul style="list-style-type: none"> - Children will be grouped into smaller 'bubbles'. 	<p>LOW</p>

<p>movement around the building, promote social distancing, secure enhanced hygiene measures, or adhere to health and safety advice.</p>	<ul style="list-style-type: none"> - Parents - Public 		<ul style="list-style-type: none"> - We will therefore have a full complement of staff. There are no staff vacancies at the time of writing this risk assessment. - An additional member of staff is due to start on 13/09 to assist with supervision during lunchtimes. - The SLT will continue to assess the number of staff in attendance every day, to maintain an appropriate ratio with pupils and to cover any essential roles if any members of staff are required to self-isolate/are unwell. - Wherever practical, any changes will be managed to promote social distancing during interim staffing support, but so as not to compromise the pastoral and emotional well-being of children. - Members of SLT and HLTAs are scheduled to support specific year groups/school phases wherever this is practical. This will help to reduce working across larger groups of children if exceptional circumstances arise. 	<ul style="list-style-type: none"> - The grouping of children will be constantly reviewed in line with DfE guidance as it is updated. - There will be individual class groups (a maximum of 30 children) each with a designated classroom and regular member/s of staff supporting them. This means that for much of the school day, children will be in 'class bubbles' of no more than 30. - Where this is not practical during supervised break or lunch arrangements, year group 'bubbles' will be effective (with no more than 60 children). - Staff will be scheduled to ensure that wherever possible, they will be working within a fixed and consistent 'bubble'. - In any exceptional circumstance where unexpected cover or staff support is required to ensure immediate supervision of pupils, staff will socially distance as much as is practically and safely achievable. - Smaller break-out areas will be used to promote additional social distancing, wherever this is possible. - Cleaning equipment will be made available for cleaning tables/chairs between groups. 	
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		<p>- Seating arrangements for pupils and staff promote social distancing wherever this is possible. Where this is not practical, children and staff will not be seated where they directly and continuously face each other.</p> <p>- Parents and visitors will only attend the school or office by prior appointment which will be risk-assessed in advance. All enquiries to the school are made by telephone/e-mail in the first instance. Any urgent matters or emergency situation that arises, will be prioritised for individual parents or visitors and will be supported by a member of SLT.</p> <p>- Assigned Paediatric First Aiders are always on site.</p> <p>- An SLT member who is non-class based is available on-call each day.</p> <p>- Radios are available for staff to call for safety assistance/first aid if required.</p>	<p>- A staggered start and end of the day will be established for groups of children as detailed in the following schedule -</p> <table border="1" data-bbox="1178 431 1755 1203"> <thead> <tr> <th></th> <th>Start</th> <th>Collection</th> </tr> </thead> <tbody> <tr> <td>Pre-School</td> <td>8.50am</td> <td>2.50pm</td> </tr> <tr> <td>Location</td> <td colspan="2">Pre-school entrance</td> </tr> <tr> <td>EYFS</td> <td>9am</td> <td>3pm</td> </tr> <tr> <td>Location</td> <td colspan="2">EYFS entrance</td> </tr> <tr> <td>Year 1</td> <td>8.45am</td> <td>2.45pm</td> </tr> <tr> <td>Location</td> <td colspan="2">EYFS entrance</td> </tr> <tr> <td>Year 2</td> <td>8.50am</td> <td>2.50pm</td> </tr> <tr> <td>Location</td> <td>side gate am</td> <td>field pm</td> </tr> <tr> <td>Year 3</td> <td>8.45am</td> <td>2.45pm</td> </tr> <tr> <td>Location</td> <td colspan="2">field</td> </tr> <tr> <td>Year 4</td> <td>8.45am</td> <td>2.45pm</td> </tr> <tr> <td>Location</td> <td colspan="2">field</td> </tr> <tr> <td>Year 5</td> <td>8.50am</td> <td>3pm</td> </tr> <tr> <td>Location</td> <td colspan="2">field</td> </tr> <tr> <td>Year 6</td> <td>8.50am</td> <td>3pm</td> </tr> <tr> <td>Location</td> <td colspan="2">field</td> </tr> <tr> <td>Greenhaven</td> <td>8.45am</td> <td>3pm</td> </tr> <tr> <td>Location</td> <td colspan="2">front reception (outside) then side gate</td> </tr> </tbody> </table> <p>- All children will be supported with the 'Catch it, Kill it, Bin it' hygiene measures.</p>		Start	Collection	Pre-School	8.50am	2.50pm	Location	Pre-school entrance		EYFS	9am	3pm	Location	EYFS entrance		Year 1	8.45am	2.45pm	Location	EYFS entrance		Year 2	8.50am	2.50pm	Location	side gate am	field pm	Year 3	8.45am	2.45pm	Location	field		Year 4	8.45am	2.45pm	Location	field		Year 5	8.50am	3pm	Location	field		Year 6	8.50am	3pm	Location	field		Greenhaven	8.45am	3pm	Location	front reception (outside) then side gate		
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<p>If larger groups of children, visitors or staff come into proximity with one another for longer periods throughout the school day. This could compromise the safety measures designed to reduce the transmission of any confirmed cases, if they should arise.</p>	<p>-Staff Children Visitors Contractors</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> - All areas subject to building work will remain out of bounds for pupils and under the management of MCM construction. Contractors will therefore not be working in proximity with staff and children. - Keeping pupils ideally 2 metres apart, when this was advised. - All lunches and breaks staggered and a variety of outdoor spaces/locations made available for staff and children. - Whole-school assemblies have not been held, to be in line with the current guidance. - The lunch hall was set up to ensure 'bubble' groupings remained in place. - A temporary first aid room was built. - One-way corridors/direction arrows were established where paths were narrow due to the building work, to avoid pinch points when passing. 	<ul style="list-style-type: none"> - The top field will be used to support separate play spaces for bubbles when the weather is clement. - Midday supervisors are matched to bubble groups for lunch duty to reduce the number of children they will be supervising at any one point. -The staff room will be relocated to two mobile classrooms to offer additional spacing for staff. - Two fire muster points will be created - these will be located on the top field and hard play area. - One parent will collect/drop off only to reduce the number of people in proximity to the school. - The car park will be for staff only (unless a medical/pastoral need arises). Six spaces will be cleared to support drop-off and pick-up. - Children will enter/exit through designated gates to allow wider social distancing when being dropped off/picked up. - An additional gates will be built to support the ease of drop-off/collection. 	<p>LOW</p>
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			<ul style="list-style-type: none"> - Senior staff supported collection at the end of the day to oversee social distancing arrangements. - Contact sports have not been in operation and all physical activities will be under the advisory of the School Games Officer. 	<ul style="list-style-type: none"> - Parents will be politely advised to avoid gathering at the school gates. - Staff will have access to additional designated toilet areas. - A permanent first aid room has now been built. - Individual workstations and outdoor learning are encouraged to take place wherever possible. - Assemblies will be established virtually from September. 	
<p>If pupils across and within 'bubbles' share frequently touched equipment which increases the risk of any possible transmission.</p>	<ul style="list-style-type: none"> - Staff - Pupils - Kitchen staff - Midday assistants 	MEDIUM	<ul style="list-style-type: none"> - Lunch tables have been spread out to ensure appropriate space between diners. - Midday colleagues have been briefed on outdoor games to support social distancing. Many of these do not require specific or shared equipment. - The range of play equipment has been reduced for smaller group use and is cleaned more frequently. - School packed lunches have been delivered on trays to classrooms to minimise the use of the lunch hall. 	<ul style="list-style-type: none"> - Further separation of the top field to ensure bubbles all have adequate and protected play space. - All pupils will have packed lunch as of 01/09/20 to minimise the use of the hall, prior to the kitchen work being completed. - Lunches will then be staggered in bubbles to reduce the number of children in the hall at any one time and to allow additional cleaning to take place. - Children can eat in their classrooms within their bubble groups or enjoy a supervised picnic on the top field when the weather permits this. 	LOW

			<ul style="list-style-type: none"> - Hands are washed before and after food, this is supported by staff. - Soap and water or alcohol-based hand sanitiser is available to children. - PPE Equipment has been sourced from the Local Authority for use when it is required. - Enviro, our specialist cleaning team have remained on duty throughout lockdown with deeper cleaning routines of all identified areas and equipment. 	<ul style="list-style-type: none"> - Play equipment will not be shared between groups unless it has been cleaned. - Staff will have access to an additional staff room. - Additional cleaning equipment will be available to staff if required. - Children will be issued with a pencil case and frequently used stationery equipment for their sole use. Children will not be requested to bring equipment in from home. - Library books will be returned on Thursdays and not re-issued until the following Monday. 	
If cleaning equipment or practices are insufficient to reduce the risk of spreading the virus.	<p>Staff</p> <p>Pupils</p> <p>Cleaning Staff</p> <p>Visitors</p>	MEDIUM	<ul style="list-style-type: none"> - Where possible, windows opened to increase air flow and ventilation. - Sanitiser has been made available at the front entrance desk. - Staff are aware of hand-washing best practice. - The Enviro team continue to be on site every day. - Additional cleaning of outdoor equipment in the Reception 	<ul style="list-style-type: none"> - Hand-washing areas for staff are near staff rooms and these have been assigned to specific groups of staff. - A room has now been identified that sick pupils can be kept in until parents collect them with: <ul style="list-style-type: none"> - A door that can close - A window to open for ventilation <p>Pupils will move to this room if they are sick.</p>	LOW

			<p>Playground is undertaken - bikes - grab rails etc.</p> <p>- Enviro have used enhanced cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> • Railings • Door and window handles • Desks and tabletops • Bathroom facilities • Deep clean rotations are in place <p>- Rubbish is removed daily and disposed of safely.</p>	<p>Staff to wash their hands for 20 seconds after contacting any child who is ill.</p> <p>A separate first aid toilet has been set up.</p> <p>Additional checks will be put in place for toilets to monitor cleanliness throughout the school day. A mobile team can be called if required.</p> <p>- Everyone advised to wash their hands with soap and water for at least 20 seconds across the school day, particularly:</p> <ul style="list-style-type: none"> • After coming into school • After sneezing or coughing • Before and after handling or eating food • After going to the toilet • Before and after staff hand out packed lunches • As needed, throughout the course of the day <p>- Posters reminding appropriate hand washing practices to be in place.</p> <p>- Additional sanitiser gel available if required.</p> <p>- Individual computers assigned as needed and cleaned between groups</p>	
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				<p>- Toys are more frequently washed in lower school.</p> <p>- All areas of the school will receive a deep clean during the summer break.</p>	
<p>If a person developing symptoms during the day mixes closely with others, which could result in passing on any confirmed cases if they arise.</p>	MEDIUM	All on site	<p>- See above for cleaning provision.</p> <p>- All those with symptoms to be sent home and advised to self-isolate in line with most up-to-date guidance.</p> <p>- Public Health and the Local Health Protection Team will be informed of any confirmed cases or contacted by school if advice and guidance is sought.</p> <p>- Our designated Health and Safety Governor has offered strategic guidance throughout lockdown - this will continue into the autumn term.</p> <p>- All staff will be sent copies of the current risk assessment.</p> <p>- All approved visitors and staff will sign in to support the track and trace system.</p>	<p>If there is a confirmed case, we will clean and disinfect any surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells). <p>- When cleaning identified hard surfaces and sanitary fittings, to use either:</p> <ul style="list-style-type: none"> • Disposable cloths, or paper rolls and disposable mop heads. <p>- Cleaning staff wear:</p> <ul style="list-style-type: none"> • Disposable gloves and aprons, washing their hands with soap and water once these have been removed. • If there is a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with 	LOW

				<p>body fluids, a surgical mask, apron, and gloves is to be used.</p> <ul style="list-style-type: none"> - We will follow advice to 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. - We will place any possibly contaminated fabric items, like curtains and bedding, in a bag and take them to a point of laundering, using gloves and aprons when loading the laundry in the machine and disposing of the bag afterwards. - We will launder any possibly contaminated items on the hottest temperature the fabric will tolerate. - We will dispose of any items that are heavily soiled or contaminated with body fluids --bagged double. 	
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