

Coronavirus Health and Safety Risk Assessment - Greenmount Primary School

GREENMOUNT PRIMARY SCHOOL JAN 2021 UPDATE – **Restricting attendance during national lockdown: schools**

Review Date of this Risk Assessment – 12th January in response to DfE Update to Schools published Jan 2021

The following measures are under constant assessment and are subject to on-going review in line with DfE Guidance. The aim of this risk assessment is to provide a system of controls to reduce the risk of Covid-19 transmission and to provide a safe and hygienic environment, which supports well-being, provides reassurance to the school community and enables the delivery of a broad and balanced curriculum.

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 - Visitors 	Medium	<ul style="list-style-type: none"> - Operational safety briefings have been conducted with staff, taking into consideration the most up-to-date government advice and guidance. - Virtual meetings have been held with staff using MS Teams, to ensure that we reach those who are working remotely in order to provide updates. - Staff are regularly involved in health and safety discussions to support decisions about providing for new groups of children as guidance is updated. - Relevant staff have been consulted in relation to on-site safety measures, At Greenmount, these staff include 	<ul style="list-style-type: none"> - The most up to date risk assessment and DfE safety measures are placed on the school website. These are issued to all staff. - This risk assessment remains a 'living document', which is subject to on-going review. Greenmount holds virtual daily de-brief sessions at 3:30pm for all staff who have been working on-site to share feedback and inform any necessary recommendations to this risk-assessment. - Where applicable, regular updates and school newsletters feature the latest links to guidance and advice from the DfE. Periodic letters are issued in relation to health and safety procedures (see example of most recent letter uploaded to this website). 	LOW

		<p>Medium</p> <p>the Head teacher, Deputy Head Teacher, School Business Manager and wider SLT. The school also quality assures this risk assessment with an external Health and Safety Assessor – Barry Grant, Good Skills Training Ltd.</p> <ul style="list-style-type: none"> - A meeting was 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. The school union rep was also involved in discussions supporting this risk assessment. - All parents who opted for their child/children to return to school in June were issued with letters to advise them of health and safety arrangements. - Parents received a detailed letter to inform them of provision arrangements for pupils returning in September. - All staff attended Health and Safety Briefings on September 1st to discuss the additional measures detailed in this risk assessment before the return of all children on September 3rd. 	<ul style="list-style-type: none"> - We have undertaken additional opportunities to review our risk assessment externally. Reviews were held on 15/09/20 and 23/11/20. All measures were re-assessed following the November guidance issued to schools in relation to the lockdown and approved. An additional triangulation activity to review this risk assessment is scheduled with Good Skills Training Ltd. This will be conducted in Jan 2021. - DfE daily updates, (where significant changes are noted), are forwarded to relevant staff for their information, advice and guidance. - Weekly teacher meetings are also available to support and advise on safety arrangements. - SLT will monitor the controls in this risk assessment within weekly meetings when embedding new measures. - The school will use email and text updates for parents 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. These include advice on handwashing and safe travel around the school site. 	<p>LOW</p>
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		<p>Medium</p> <ul style="list-style-type: none"> - Staff were provided with best practice advice and received copies of the risk-assessment for the return of more pupils in September. Subsequent risk assessments are forwarded to all staff. - Risk assessments have been shared with School Governors, including the Health and Safety Governor and the Safeguarding Governor. 	<ul style="list-style-type: none"> - Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace - Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible (Jan 2021). - Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. - The Head teacher is able to meet daily with cleaning staff if required, in order to share any daily issues or opportunities. - Additional staff are now deployed at the start and end of day to support parents and children with new arrangements for staggered starts. - A visitor 'station' is in operation at the front reception and provides copies of the following documents – <ul style="list-style-type: none"> • Restricting attendance during the national lockdown Jan 2021 • Track and Trace Forms (including the opportunity to complete a QR code scan) 	<p>LOW</p>
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		Medium		<ul style="list-style-type: none"> • What to do if a child is displaying symptoms of coronavirus • Gloves • Mask • Sanitiser 	LOW
<p>If staffing, supervision, or the grouping of children is insufficient to support safe 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"> - Staff - Pupils - Parents - Public 	Medium	<p>- There is currently (Jan 2021) a full complement of staff to provide adequate supervision to the children of critical workers and those who are vulnerable. There are no staff vacancies at the time of writing this risk assessment.</p>	<p>- Children are grouped into smaller class 'bubbles'. This is in alignment with the requirement to limit attendance for vulnerable children and those of 'critical workers' only. Initial attendance is currently 15% -20% of the school population. Staffing and supervision is based upon these figures. Should further need for provision be required, we will review our risk assessment and make appropriate changes where required to reflect this.</p>	LOW
		Medium	<p>- An additional member of staff started on 13/09 to assist with supervision during lunchtimes. 3 new support staff have been employed to replace two prior vacancies (an additional post was created).</p> <p>- 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.</p> <p>- 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.</p>	<p>- Grouping of children will be constantly reviewed in line with DfE guidance as it is updated.</p> <p>- There will be individual class groupings 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'.</p> <p>- In light of the changes issued for the January Lockdown and reduced attendance, each 'bubble' comprises of a small group of children from the same Year Group. This enables the continuation of their pastoral care and appropriate curriculum delivery.</p>	LOW


		<p style="text-align: center;">Medium</p> <ul style="list-style-type: none"> - Members of SLT and HLTAs are scheduled to support specific year groups/school phases wherever this is practical. This will help to minimise staff working across small groups of children if exceptional circumstances arise. - Seating arrangements for pupils and staff promote social distancing wherever this is possible. Children have been seated in rows. Where this is not practical, children and staff will not be seated where they directly and continuously face each other. - 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 situations that arise will be prioritised and will be supported by a member of SLT. - Assigned Paediatric First Aiders are always on site. - An SLT member who is non-class based is available on-call each day. 	<ul style="list-style-type: none"> - 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. This may involve using larger spaces, such as the school hall. We may take the decision to switch a class to remote working if staffing is not sufficient to protect the bubble. - 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. - A staggered start and end of the day has been established for groups of children as detailed in the following schedule – <table border="1" data-bbox="1178 1089 1755 1341"> <thead> <tr> <th></th> <th style="text-align: center;">Start</th> <th style="text-align: center;">Collection</th> </tr> </thead> <tbody> <tr> <td>Pre-School</td> <td style="text-align: center;">8.50am</td> <td style="text-align: center;">2.50pm</td> </tr> <tr> <td colspan="3">Location - Pre-school entrance</td> </tr> <tr> <td>EYFS</td> <td style="text-align: center;">9am</td> <td style="text-align: center;">3pm</td> </tr> <tr> <td colspan="3">Location – side gate</td> </tr> <tr> <td>Year 1</td> <td style="text-align: center;">8.45am</td> <td style="text-align: center;">2.45pm</td> </tr> </tbody> </table>		Start	Collection	Pre-School	8.50am	2.50pm	Location - Pre-school entrance			EYFS	9am	3pm	Location – side gate			Year 1	8.45am	2.45pm	<p style="text-align: center;">LOW</p>
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		Medium	<p>- Radios have been made available for staff to call for safety assistance/first aid if required. This also supports start and end of day procedures to protect bubbles for their staggered drop-off and collection times in order to avoid crossing in corridors, or at gates.</p>	<p>Location – side gate</p> <p>Year 2 8.50am 3pm Location - side gate</p> <p>Year 3 8.45am 2.45pm Location – side gate</p> <p>Year 4 8.30am 2.50pm Location – side gate</p> <p>Year 5 8.30am 2.50pm Location – side gate</p> <p>Year 6 8.30am 2.50pm Location – side gate</p> <p>Greenhaven 8.35am 2.35pm Location - front reception (outside)then side gate</p> <p>- These arrangements are sufficient for reduced attendance provision. When all children are back in school, additional gates are available for use and will be assigned to specific Year Groups. All children are supervised and line up in their bubbles before proceeding to the gate. These procedures are fully supervised by staff.</p> <p>- All children will be supported with the 'Catch it, Kill it, Bin it' hygiene measures.</p>	LOW
If larger groups of children, visitors or staff come into proximity with one another for longer periods throughout	-Staff -Children	MEDIUM	- All areas subject to building work have remained out of bounds for pupils and under the management of MCM construction. Contractors have	- The top field is used when weather allows to support separate play spaces for bubbles when the weather is clement.	LOW

<p>the school day. This could compromise the safety measures designed to reduce the transmission of any confirmed cases, if they should arise.</p>	<p>-Visitors -Contractors</p>	<p style="text-align: center;">MEDIUM</p> <p>therefore not been working in proximity with staff and children.</p> <ul style="list-style-type: none"> - Staff are reminded to keep ideally 2 metres apart, wherever this is practical and avoid close face to face contact. - All lunches and breaks have been 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. These have been switched to virtual assemblies. - The lunch hall is set up to ensure 'bubble' groupings have remained in place. - A temporary first aid room was established. - One-way corridors/direction arrows were established where paths were narrow due to the building work, to avoid pinch points when passing. Coloured floor spots have been placed on carpets and outside areas to support social distancing. 	<ul style="list-style-type: none"> - Multiple staff areas have now been created to reduce risk and minimise contact to support social distancing and offer additional spacing for staff. - Two fire muster points have been created - these are located on the top field and hard play area. - One parent will now 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). Additional spaces have now been cleared to support drop-off and pick-up, so there is more space in the car park to enable social distancing. - Children will enter/exit through designated gates to allow wider social distancing when being dropped off/picked up. - Two additional gates have been built to support the ease of drop-off/collection. - Parents will be politely advised to avoid gathering at the school gates. - Staff will have access to additional designated toilet areas. Specified toilet blocks are now in use by identified year groups, in order to reduce the risk of any transmission. 	<p style="text-align: center;">LOW</p>
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			<ul style="list-style-type: none"> - Senior staff support collection at the end of the day to oversee social distancing arrangements. - Contact sports have not been in operation and all physical activities are under the advisory of the School Games Officer. - Midday supervisors have been matched to bubble groups for lunch duty to reduce the number of children they will be supervising at any one point. Table service is in operation to avoid queues at the servery hatch. All tables are sanitised between sittings. Children are seated in their bubbles and have designated areas in the playground. 	<ul style="list-style-type: none"> - A permanent first aid room has now been set-up. - Individual workstations and outdoor learning are encouraged to take place wherever possible. - Assemblies have been established virtually from September. - Our local PCSO has observed collection and drop-off to share good practice – all operations have been smooth and noted as effective. - Lesson observations and learning walks will be undertaken to maximise social distancing and last no longer than 15 minutes. This will be conducted with maximum ventilation. 	
<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 	<p>MEDIUM</p>	<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. 	<ul style="list-style-type: none"> - Further separation of the top field to ensure bubbles all have adequate and protected play space. - Lunches are 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 will not directly face one another. - Children can eat in their classrooms (when hot food is not provided) within their bubble 	<p>LOW</p>

		MEDIUM	<p>Where applicable, equipment, books and toys are rotated out of use for 48 hours (72 hours for plastics).</p> <ul style="list-style-type: none"> - School packed lunches were initially delivered on trays to classrooms to minimise the use of the lunch hall. - A system has been established to ensure hands are washed before and after food, children are supported by staff to enable this. - Soap and water or hand sanitiser is available to children. - PPE Equipment has been sourced from the Local Authority for use when it is required. - Nviro (01983 550200), our specialist cleaning team have remained on duty throughout lockdown with deeper cleaning routines of all identified areas and equipment. We are able to contact them immediately in the event of any suspected case in order to book a mobile cleaning unit to attend to disinfect and 'fog' areas. 	<p>groups or enjoy a supervised picnic on the top field when the weather permits this.</p> <ul style="list-style-type: none"> - Play equipment will not be shared between groups unless it has been cleaned. - Additional cleaning equipment is made available to staff if required. - Children have been 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. - Tissues and bins are available in all classrooms and toilet areas. 	LOW
If cleaning equipment or practices are	Staff Pupils	MEDIUM	<ul style="list-style-type: none"> - Where possible, windows or doors are opened to increase air flow and ventilation. 	<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. 	LOW

<p>insufficient to reduce the risk of spreading the virus.</p>	<p>Cleaning Staff</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Sanitiser has been made available at the front entrance desk. - Staff are aware of hand-washing best practice. - The Nviro team continue to be on site every day. - Additional cleaning of outdoor equipment in the Reception Playground is undertaken when required - bikes - grab rails etc. - Nviro have used enhanced cleaning products to clean and disinfect frequently touched objects and surfaces, including: <ul style="list-style-type: none"> • Railings • Door and window handles • Desks and table tops • Bathroom facilities • Deep clean rotations are in place - Rubbish is removed daily and disposed of safely. 	<ul style="list-style-type: none"> - A room has been designated where sick pupils (or staff) can wait sensitively until parents collect them with: <ul style="list-style-type: none"> - A door that can close - A window to open for ventilation - If temporarily unavailable due to social distancing – first aid area and toilet can be designated for sole use. Staff to wash their hands for 20 seconds after contacting any child who is ill. A separate first aid toilet has been set up. Additional checks put in place for toilets to monitor cleanliness throughout the school day. A mobile cleaning team can be called if required. - Everyone advised to wash their hands with soap and water for at least 20 seconds across the school day, particularly: <ul style="list-style-type: none"> • After coming into school 	
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				<ul style="list-style-type: none"> • 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>- Additional posters reminding appropriate hand washing practices are in place.</p> <p>- Additional sanitiser gel available if required.</p> <p>- Individual computers assigned as needed and cleaned between groups.</p> <p>- Toys are more frequently washed in lower school.</p> <p>- Additional deep cleans were undertaken throughout the Christmas 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>	All on site	MEDIUM	<p>Parents, staff and visitors are advised and reminded in regular updates that there is a requirement that people stay at home if they:</p> <ul style="list-style-type: none"> • are ill with virus symptoms • have tested positive, even if asymptomatic 	<p>If there is a confirmed case, we will clean and disinfect any surfaces the person has come into contact with (wherever possible, this will be conducted by our specialist cleaning team). These are will include:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids 	LOW

		<p style="text-align: center;">MEDIUM</p> <ul style="list-style-type: none"> • have been advised by NHS Test and Trace to do so - the school community will engage with all advice and guidance provided by NHS Test and Trace • are household members of a positive case, even if that case is asymptomatic • are required to self-isolate for travel-related reasons <p>- The school may refuse to admit a child or adult who shows signs of symptoms associated with CV-19.</p> <p>- Parents and staff are briefed that the school team will make contact by telephone to gain information about self-isolation dates and complete a telephone risk assessment before children or staff return to school.</p> <p>- See above for cleaning provision.</p> <p>- All those with symptoms to be sent home (including siblings) and advised to self-isolate in line with most up-to-date guidance. In the event of an emergency, the school will contact 999.</p>	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> - Staff will wear appropriate PPE where applicable, including- • Disposable gloves and aprons, face shields, face masks and wash 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 body fluids, a surgical mask, apron, and gloves are to be used. <p>- 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.</p> <p>- 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.</p>	<p style="text-align: center;">LOW</p>
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		MEDIUM	<ul style="list-style-type: none"> - Public Health and the Local Health Protection Team will be informed where applicable of any confirmed cases or contacted by school if advice and guidance is sought. Senior leaders will contact the designated DfE Helpline on 0800 046 8687 where applicable, to notify them of any confirmed cases and conduct a risk assessment to identify close contacts. - Our designated Health and Safety Governor has offered strategic guidance throughout lockdown. - All staff will be sent copies of the current risk assessment. - All approved visitors and staff will sign in to support the track and trace system. 	<ul style="list-style-type: none"> - 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. - If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated in a safe space, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. - If it is not possible to isolate them, we will invite them to wait in a quiet area which is at least 2m away from other people. - If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Two designated toilets are available in the Year 2/3 block and a single cubicle in the visitor area. 	LOW
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