

## Coronavirus Health and Safety Risk Assessment - Greenmount Primary School

GREENMOUNT PRIMARY SCHOOL MAY 2021 UPDATE – DfE Guidance for schools in relation to Covid-19

Review Date of this Risk Assessment – May 24<sup>th</sup> in response to DfE Update to Schools published May 24<sup>th</sup> 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"> <li>- Staff</li> <li>- Pupils</li> <li>- Parents</li> <li>- Public</li> <li>- Visitors</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>- Operational safety briefings have been conducted with staff, taking into consideration the most up-to-date government advice and guidance.</li> <li>- Virtual meetings are held weekly with teachers, using MS Teams, to ensure that we provide updates and explore opportunities to strengthen our practice. Whole staff virtual meetings are held whenever required.</li> <li>- Staff are regularly involved in health and safety discussions to support decisions about providing for new groups of children as guidance is updated.</li> </ul>	<ul style="list-style-type: none"> <li>- The most up to date risk assessment and DfE safety measures are placed on the school website. These are issued to all staff.</li> <li>- This risk assessment remains a 'living document', which is subject to on-going review.</li> <li>Greenmount SLT are available at the end of school every day for all staff who have been working on-site to share feedback and inform any necessary recommendations to this risk-assessment.</li> <li>- 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).</li> </ul>	<b>LOW</b>

		<p><b>Medium</b></p> <ul style="list-style-type: none"> <li>- Relevant staff have been consulted in relation to on-site safety measures, At Greenmount, these staff include 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.</li> <li>- School Governors and the school union rep/s are advised and consulted on this risk assessment.</li> <li>- All parents whose children returned to school in March were issued with letters to advise them of health and safety arrangements.</li> <li>- Parents received a detailed letter to inform them of provision arrangements for pupils returning in September and March.</li> <li>- All staff attended Health and Safety Briefings to discuss the additional measures detailed in this risk assessment before the return of all children.</li> <li>- Staff were provided with best practice advice and received copies of the risk-assessment for the return of</li> </ul>	<ul style="list-style-type: none"> <li>- We have undertaken additional opportunities to review our risk assessment externally. Reviews were held on 15/09/20, 23/11/20, 03/03/21 and in June 2021. All measures were re-assessed following the latest guidance issued to schools in relation to Covid-19 and approved. An additional triangulation activity to review this risk assessment is scheduled with Good Skills Training Ltd. This will be conducted 30/06/21.</li> <li>- DfE daily updates, (where significant changes are noted), are forwarded to relevant staff for their information, advice and guidance.</li> <li>- Weekly teacher meetings are also available to support and advise on safety arrangements.</li> <li>- SLT will monitor the controls in this risk assessment within weekly meetings when embedding new measures.</li> <li>- The school will use email and text updates for parents if opportunities arise for strengthening safety arrangements, or if government advice changes.</li> <li>- 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.</li> </ul>	<p><b>LOW</b></p>
--	--	--	--	-------------------

		<b>Medium</b>	<p>more pupils in September and March. Subsequent risk assessments are forwarded to all staff.</p> <p>- Risk assessments have been shared with School Governors, including the Health and Safety Governor and the Safeguarding Governor.</p>	<p>- Following any updated advice in relation to shielding, clinically extremely vulnerable staff and vulnerable staff are briefed accordingly and supported with remote working where applicable/possible. The school participates in the twice weekly lateral flow tests for staff.</p> <p>- Those living with someone who is clinically extremely vulnerable or vulnerable will also have the opportunity to discuss any changes as advice and guidance dictates. Whilst in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>- The Head teacher is able to meet daily with cleaning staff if required, in order to share any daily issues or opportunities.</p> <p>- Additional staff are now deployed at the start and end of day to support parents and children with new arrangements for staggered starts.</p> <p>- A visitor 'station' is in operation at the front reception and provides copies of the following documents –</p> <ul style="list-style-type: none"> <li>• The latest guidance for schools from the DfE</li> <li>• Track and Trace Forms (including the opportunity to complete a QR code scan)</li> </ul>	<b>LOW</b>
--	--	---------------	--	--	------------

		<b>Medium</b>		<ul style="list-style-type: none"> <li>• What to do if a child is displaying symptoms of coronavirus</li> <li>• Gloves</li> <li>• Mask</li> <li>• Sanitiser</li> </ul>	<b>LOW</b>
<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"> <li>- Staff</li> <li>- Pupils</li> <li>- Parents</li> <li>- Public</li> </ul>	<b>Medium</b>	<p>- There is currently (May 2021) a full complement of staff to provide adequate supervision to children at all times.</p> <p>- Two additional members of staff have been recruited to assist with supervision during lunchtimes. Three new support staff have been employed to replace two prior vacancies (an additional post was created). Covid-catch up funding has been directed to enable greater support and supervision in Year 1.</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>- Children are grouped into smaller class 'bubbles'. Should further need for provision be required, we will review our risk assessment and make appropriate changes where required to reflect this.</p> <p>- Grouping of children will be constantly reviewed in line with DfE guidance as it is updated, or in light of any new variants.</p> <p>- There will be a designated individual use classroom and regular member/s of staff supporting children wherever possible. This means that for much of the school day, children will be in smaller 'class bubbles'.</p> <p>- 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> <p>- Staff will be scheduled to ensure that wherever possible, they will be working within a fixed and consistent 'bubble'.</p> <p>- In any exceptional circumstance where unexpected cover or staff support is required to ensure immediate supervision of pupils, staff</p>	<b>LOW</b>
		<b>Medium</b>			<b>LOW</b>

		<p style="text-align: center;"><b>Medium</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Seating arrangements for pupils and staff promote social distancing wherever this is possible. Children have been seated in rows or small groups.</li> <li>- 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.</li> <li>- Assigned Paediatric First Aiders are always on site.</li> <li>- An SLT member who is non-class based is available on-call each day.</li> <li>- Radios have been made available for staff to call for safety assistance/first aid if required. This also</li> </ul>	<p>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.</p> <ul style="list-style-type: none"> <li>- Break-out areas will be used to promote additional social distancing, wherever this is possible.</li> <li>- Cleaning equipment will be made available for cleaning tables/chairs between groups.</li> <li>- A staggered start and end of the day has been established for groups of children as detailed in the following schedule –</li> </ul> <table border="1" data-bbox="1178 841 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><b>Pre-School</b></td> <td style="text-align: center;">8.50am</td> <td style="text-align: center;">2.50pm</td> </tr> <tr> <td colspan="3"><b>Location</b> - Pre-school entrance</td> </tr> <tr> <td><b>EYFS</b></td> <td style="text-align: center;">9am</td> <td style="text-align: center;">3pm</td> </tr> <tr> <td colspan="3"><b>Location</b> – EYFS Entrance</td> </tr> <tr> <td><b>Year 1</b></td> <td style="text-align: center;">8.45am</td> <td style="text-align: center;">2.45pm</td> </tr> <tr> <td colspan="3"><b>Location</b> – side gate</td> </tr> <tr> <td><b>Year 2</b></td> <td style="text-align: center;">9.00am</td> <td style="text-align: center;">3pm</td> </tr> <tr> <td colspan="3"><b>Location</b> - side gate</td> </tr> <tr> <td><b>Year 3</b></td> <td style="text-align: center;">8.40am</td> <td style="text-align: center;">2.40pm</td> </tr> <tr> <td colspan="3"><b>Location</b> – side gate</td> </tr> <tr> <td><b>Year 4</b></td> <td style="text-align: center;">8.30am</td> <td style="text-align: center;">2.50pm</td> </tr> </tbody> </table>		Start	Collection	<b>Pre-School</b>	8.50am	2.50pm	<b>Location</b> - Pre-school entrance			<b>EYFS</b>	9am	3pm	<b>Location</b> – EYFS Entrance			<b>Year 1</b>	8.45am	2.45pm	<b>Location</b> – side gate			<b>Year 2</b>	9.00am	3pm	<b>Location</b> - side gate			<b>Year 3</b>	8.40am	2.40pm	<b>Location</b> – side gate			<b>Year 4</b>	8.30am	2.50pm	<p style="text-align: center;"><b>LOW</b></p>
	Start	Collection																																						
<b>Pre-School</b>	8.50am	2.50pm																																						
<b>Location</b> - Pre-school entrance																																								
<b>EYFS</b>	9am	3pm																																						
<b>Location</b> – EYFS Entrance																																								
<b>Year 1</b>	8.45am	2.45pm																																						
<b>Location</b> – side gate																																								
<b>Year 2</b>	9.00am	3pm																																						
<b>Location</b> - side gate																																								
<b>Year 3</b>	8.40am	2.40pm																																						
<b>Location</b> – side gate																																								
<b>Year 4</b>	8.30am	2.50pm																																						



		<p style="text-align: center;"><b>MEDIUM</b></p> <p>spaces/locations made available for staff and children.</p> <ul style="list-style-type: none"> <li>- Whole-school assemblies have not been held, to be in line with the current guidance. These have been switched to virtual assemblies.</li> <li>- The lunch hall is set up to ensure 'bubble' groupings have remained in place.</li> <li>- A temporary first aid room/area was established.</li> <li>- 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.</li> <li>- Senior staff support collection at the end of the day to oversee social distancing arrangements.</li> <li>- 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</li> </ul>	<ul style="list-style-type: none"> <li>- One parent will now collect/drop off only to reduce the number of people in proximity to the school.</li> <li>- 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.</li> <li>- Children will enter/exit through designated gates to allow wider social distancing when being dropped off/picked up.</li> <li>- Two additional gates have been built to support the ease of drop-off/collection.</li> <li>- Parents will be politely advised to avoid gathering at the school gates.</li> <li>- 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.</li> <li>- Individual workstations and outdoor learning are encouraged to take place wherever possible.</li> <li>- Assemblies have been established virtually from September.</li> </ul>	<p style="text-align: center;"><b>LOW</b></p>
--	--	--	---	---

			<p>between sittings. Children are seated in their bubbles and have designated areas in the playground. Play equipment is cleaned frequently. Sports will take place outside wherever possible. Singing and music will also take place outside when guidelines allow and in smaller groups. Any equipment will be sanitised or quarantined appropriately.</p> <p>-In primary schools, it  is recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. <b>Children in primary schools do not need to wear a face covering.</b> If adults choose to wear a face covering, or parents wish their child/children to wear them on the way to school, safe wearing of face coverings requires wearer to adhere to certain safety measures and will be advised of the following </p>	<ul style="list-style-type: none"> <li>- Our local PCSO has observed collection and drop-off to share good practice – all operations have been smooth and noted as effective.</li> <li>- Lesson observations and learning walks will be undertaken to maximise social distancing. This will be conducted with maximum ventilation.</li> <li>• cleaning of hands before and after touching – including to remove or put them on</li> <li>• safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</li> </ul> <p>Wearers should:</p> <ul style="list-style-type: none"> <li>• not touch the front of their face covering during use or when removing it</li> <li>• dispose of temporary face coverings in a 'black bag' waste bin (not a recycling bin)</li> <li>• place reusable face coverings in a plastic bag that they can take home with them</li> <li>• wash their hands again before heading to their classroom</li> </ul>	
<p>If pupils across and within 'bubbles' share frequently touched equipment which increases the</p>	<ul style="list-style-type: none"> <li>- Staff</li> <li>- Pupils</li> </ul>	<p><b>MEDIUM</b></p>	<p>- Lunch tables have been spread out to ensure appropriate space between diners.</p>	<p>- Further separation of the top field to ensure bubbles all have adequate and protected play space.</p>	<p><b>LOW</b></p>

<p>risk of any possible transmission.</p>	<ul style="list-style-type: none"> <li>- Kitchen staff</li> <li>- Midday assistants</li> </ul>	<p><b>MEDIUM</b></p>	<ul style="list-style-type: none"> <li>- Midday colleagues have been briefed on outdoor games to support social distancing. Many of these do not require specific or shared equipment.</li> <li>- The range of play equipment has been reduced for smaller group use and is cleaned more frequently. Where applicable, equipment, books and toys are rotated out of use for 48 hours (72 hours for plastics).</li> <li>- School packed lunches were initially delivered on trays to classrooms to minimise the use of the lunch hall.</li> <li>- A system has been established to ensure hands are washed before and after food, children are supported by staff to enable this.</li> <li>- Soap and water or hand sanitiser is available to children.</li> <li>- PPE Equipment has been sourced from the Local Authority for use when it is required.</li> <li>- Nviro (01983 550200), our specialist cleaning team have remained on duty throughout lockdown with deeper cleaning routines of all</li> </ul>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Children can eat in their classrooms (when hot food is not provided) within their bubble groups or enjoy a supervised picnic on the top field when the weather permits this.</li> <li>- Play equipment will not be shared between groups unless it has been cleaned.</li> <li>- Additional cleaning equipment is made available to staff if required.</li> <li>- 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.</li> <li>- Library books will be returned on Thursdays and not re-issued until the following Monday.</li> <li>- Tissues and bins are available in all classrooms and toilet areas.</li> </ul>	<p><b>LOW</b></p>
---	--	----------------------	--	---	-------------------

			<p>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>		
<p>If cleaning equipment or practices are insufficient to reduce the risk of spreading the virus.</p>	<p>Staff</p> <p>Pupils</p> <p>Cleaning Staff</p> <p>Visitors</p>	<p><b>MEDIUM</b></p>	<p>- Where possible, windows or doors are opened to increase air flow and ventilation, (except in the event of fire safety doors).</p> <p>- Sanitiser has been made available at the front entrance desk.</p> <p>- Staff are aware of hand-washing best practice.</p> <p>- The Nviro team continue to be on site every day.</p> <p>- Additional cleaning of outdoor equipment in the Reception Playground is undertaken when required - bikes - grab rails etc.</p> <p>- Nviro have used enhanced cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> <li>• Railings</li> <li>• Door and window handles</li> </ul>	<p>- Hand-washing areas for staff are near staff rooms and these have been assigned to specific groups of staff.</p> <p>- A room/area has been designated where sick pupils (or staff) can wait sensitively until parents collect them with:</p> <ul style="list-style-type: none"> <li>- A door that can close</li> <li>- A window to open for ventilation</li> <li>- If temporarily unavailable due to social distancing – first aid area and toilet can be designated for sole use.</li> </ul> <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><b>LOW</b></p>

			<ul style="list-style-type: none"> <li>• Desks and table tops</li> <li>• Bathroom facilities</li> <li>• Deep clean rotations are in place</li> </ul> <p>- Rubbish is removed daily and disposed of safely.</p>	<p>Additional checks put in place for toilets to monitor cleanliness throughout the school day. A mobile cleaning 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"> <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 break and lunch</li> <li>• As needed, throughout the course of the day, or in any event of them changing rooms.</li> </ul> <p>- Additional posters reminding appropriate hand washing practices are in place.</p> <p>- Individual risk assessments will be completed if any child/adult/visitor has personal needs which may prevent this.</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 school breaks.</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>	<p>All on site</p>	<p><b>MEDIUM</b></p>	<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"> <li>• are ill with virus symptoms</li> <li>• have tested positive, even if asymptomatic</li> <li>• 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</li> <li>• are household members of a positive case, even if that case is asymptomatic</li> <li>• are required to self-isolate for travel-related reasons</li> </ul> <p>- The school may refuse to admit a child or adult who shows signs of symptoms associated with CV-19.</p>	<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"> <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>- When cleaning identified hard surfaces and sanitary fittings, to use either:</p> <ul style="list-style-type: none"> <li>• Disposable cloths, or paper rolls and disposable mop heads.</li> </ul> <p>- Staff will wear appropriate PPE where applicable, including-</p> <ul style="list-style-type: none"> <li>• Disposable gloves and aprons, face shields, face masks and wash their hands with soap and water once these have been removed.</li> <li>• If there is a higher level of contamination (e.g. the individual has slept somewhere)</li> </ul>	<p><b>LOW</b></p>

		<p><b>MEDIUM</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- See above for cleaning provision.</li> <li>- All those with symptoms to be sent home (including siblings) and advised to self-isolate in line with most up-to-date guidance.</li> <li>- 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.</li> <li>- Our designated Health and Safety Governor has offered strategic guidance throughout lockdown.</li> <li>- All staff will be sent copies of the current risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>or there's visible contamination with body fluids, a surgical mask, apron, and gloves are to be used.</li> <li>- 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.</li> <li>- 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.</li> <li>- We will launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</li> <li>- We will dispose of any items that are heavily soiled or contaminated with body fluids -- bagged double.</li> <li>- 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.</li> <li>- 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.</li> <li>- If they need to go to the bathroom while waiting to be collected, they will use a</li> </ul>	<p><b>LOW</b></p>
--	--	--	---	-------------------

		<p><b>MEDIUM</b></p>	<ul style="list-style-type: none"> <li>- All approved visitors and staff will sign in to support the track and trace system. Any equipment they bring will be cleaned by them between any sessions or quarantined for 48 hrs (72 hours for plastics).</li> <li>- Remote Education will be provided to any pupils or bubbles that are required to self-isolate in line with the school Remote Learning Policy.</li> </ul>	<p>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.</p>	<p><b>LOW</b></p>
--	--	----------------------	--	--	-------------------