**Bakewell Methodist Junior Schools**

**June 1st Wider Opening of School**

**Risk Assessment**

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| Person completing: Sarah Owens | | Date of review: 8th June 2020 | | |  | | |
| Date of original assessment:  19th May 2020 | | Review completed and by whom: | | |  | | |
| FGB approval date: | | 26th May 2020 | | |  | | |
| **What are the hazards?** | **What are we already doing?** | | **Do you need to do anything else to manage this risk?** | **Action by whom and when?** | | **Compl-eted** |
| **If Someone is ill**  Contracting COVID-19 from being in the school environment  by contact with an infected person | Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.  Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.  Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature, a new continuous cough and anosmia) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to return home.  If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.  [Government self-isolation guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) | | Re-send clear guidance to all staff and parents/carers of pupils  Have a procedure in place to isolate pupils that appear symptomatic on site until collected. | SEO 27th May | |  |
| **Class Groups**  Social distancing failure | Pupils and children are allocated to teams. These teams will stay together. Staff and children from different teams will not mix or share any equipment unless it has been cleaned and disinfected.  Chairs and tables are set out at 2m intervals. This dictates how many pupils can be safely seated in each room. | |  |  | |  |
| **Start and finish times**  Congestion or inability to adequately socially distance when accessing or leaving school grounds and building. | Start and finish times staggered to reduce congestion.  Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.  Classes/year groups given clear information about gates/times for drop off and collection.  Children should not arrive before stated time and children should be collected promptly.  Parents to drop off at the gate, stay in the car and leave as quickly as possible. No parents on school site.  For collection, staggered collection times. Parents to wait in their car (politely asked to ensure engine is switched off) at the gate or at a safe (2m) distance from other parents. Staff advised to arrive by designated time prior to pupil’s arrival and to ensure that they maintain appropriate social distancing within the car park and on pathways.  All staff to enter and exit by the main school entrance.  Children will enter the building and immediately wash their hands. Staff will supervise to ensure only one child uses the washroom at once. Children will go directly into their classroom and sit at their allocated seat.  At the end of the day Y6 will be escorted to the main gate. The key workers/vulnerable (Kiwi) group will leave by the front door and walk to gate to meet parents. Kiwi parents alerted to new advice to parents. | | Kiwi-8.50-3.30  Y6 9.15-3pm  Signs at gate and on door to inform visitors of our policy | SEO 29th May | |  |
| **Handwashing respiratory hygiene**  Ineffective personal hygiene measures | Robust handwashing promoted. Handwashing is explained to all children.  Staff and pupils are requested to wash hands prior to leaving home in the morning.  All staff and pupils **must** wash their hands for a minimum of 20 seconds with liquid soap and water on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play.  Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol. This is taught to children. Disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use. Used tissues must not be left on desks or other surfaces.  Catch it, Kill it, Bin it posters displayed around the school.  Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.  Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.  Lidded bins available in all (3) areas | | Ensure sufficient disposable tissues are available in school.  There is only cold water in the toilets. SEO spoke to Gary Booth (DCC H&S) on 25.5.20 who confirmed that cold water is acceptable for handwashing as long it is not too cold that is might reduce the time the children wash their hands or discourage them from doing it. I confirmed it is not too cold; handwashing was going well currently and was successful before lock down with a greater number of children.  Display handwashing posters by all sinks  Display **Catch it Kill it Bin it** Posters around school  Ensure sufficient hand sanitiser is available.  Purchase lidded bins.  Blue tissue  Hand sanitiser  Masks and visors form DCC | SEO 27th May  SEO to order or make posters 27.5.20 (still waiting) | |  |
| **The office and visitors**  Possible contamination in reception areas and office | No Parents allowed into school.  Staff will use intercom to answer the door and refuse entry to anyone without an appointment. They will act appropriately in an emergency situation.  Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building.  Office staff to work at home if possible or at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.  Anyone who uses office equipment must wipe it afterwards with wipes provided.  Staff and visitors to use own pen to sign in. | | Brief all staff on using intercom in office rather that answering the door face to face.  Make signs  Consider what room could be used for meetings with easy access and sufficient space if an outdoor area is unfeasible.  A cleaning regime must be introduced to disinfect desks between “shifts”.  Remove all pens form entrance area. | SEO 29th May | |  |
| **Classrooms**  Possible contamination within classroom/teaching and learning spaces | Classrooms and learning spaces to be assessed to determine the maximum number of pupils that can be accommodated to enable adequate social distancing. (11 desks in each room- 11 children)  Outdoor learning to be considered and undertaken maintaining social distancing.  Desks and chairs positioned at suitable distances apart or marked as not to be used.  Pupils to be given their own designated desk to minimise any potential cross contamination.  Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.  Soft toys removed from all classroom and learning areas.  Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning. If laptops are used, they must not be shared and appropriate cleaned before return for charging by a member of staff.  Any shared equipment and toys being used will be cleanable and disinfected prior and after use.  Resources available will be limited to what is essential for use of a daily basis and planned in advance.  Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.  Windows to be opened to provide fresh air to be circulated within classroom and learning areas. Children and staff should wear appropriate clothing according to the temperature  Classroom doors to be kept open.  Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom. | | Create a list of rooms with maximum occupancy levels  Remove soft furnishings  Decide who will be responsible for the cleaning of equipment and resources used and what cleaning products will be used i.e. Spray disinfectants, diluted Milton solution etc. | SEO 21.5.20 | |  |
| **Toilets**  Possible contamination from use of toilet/welfare facilities | Access toilet areas limited to one at a time  Pupil classes will have set toilets designated for their use.  Pupils will be monitored in their use of toilets to maintain social distancing. Yr. 6 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.  Staff and pupils must wash hands thoroughly after using toilet facilities.  Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.  Only liquid soap is permitted in school.  Hand drying will be by air hand drier or disposable towels only. No hand towels will be used.  Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required. | | Ensure that there are sufficient stocks of soap and paper towels available. |  | |  |
| **Breaks and playtimes**  Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities | Break times staggered with staff and pupils allocated specific break times and areas to be accessed.  Fixed external play equipment to be taken out of use – trim trail.  Only hard equipment that can be sanitised prior and after use to be available to pupils.  Activities considered to promote social distancing during break periods. (Association for Physical education guidance shared with all staff and followed.  Staffing ratios assessed and determined  If pupils are eating, hands to be washed After external activities – staff and pupils to wash hands. | | Designate/zones/times and supervision ratios.  Decide who will be responsible for the cleaning of equipment and resources used and what cleaning products will be used i.e. Spray disinfectants, diluted Milton solution etc.  Association for PE Guidance  <https://bakewelljunior.sharepoint.com/sites/Teachers/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FTeachers%2FShared%20Documents%2FCOVID%2D19%20Emergency%2FPE%20Association%20COVID%2D19%2DInterpreting%2Dthe%2DGovernment%2DGuidance%2Din%2Da%2DPESSPA%2DContext%2DFINAL%2Epdf&parent=%2Fsites%2FTeachers%2FShared%20Documents%2FCOVID%2D19%20Emergency> |  | |  |
| **Lunch times**  Possible contamination from inadequate social distancing or cross contamination of equipment | Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.  Areas used for eating to be set up to maintain social distancing eating.  Pupils supervised to lunch areas, one “class” group at a time.  If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and anti-bacterial hard surface cleaner in between sittings.  Pupils to wait in lunch areas until all of “class group” finished before going either out to their designated play areas or back to classroom  Fixed external play equipment to be taken out of use, trim trail.  Only hard equipment that can be sanitised prior and after use to be available to pupils  Supervised hand washing of pupils prior to lunch. | | Meals to be plated by the kitchen staff .  Fourteen x (6-10) Y6 and 4-11 Kiwi Group  Suggested-  Kiwi group at 11.45 and Y6 at 12.15pm  Play/break  Kiwi 12-12.30pm  Y6 12.30-1pm |  | |  |
| **Collective worship**  Possible contamination from inadequate social distancing in other communal gatherings - assembly | Collective Worship will take place in classrooms with children seated at their desk or outside on the grass with children seated at 2m intervals.  Classes to de dismissed one at a time and led back to classrooms by teacher/lead staff member. | |  |  | |  |
| **First Aid**  Insufficient access to first aid | Sufficient first aid provisions are in place in line with the school’s first aid risk assessment.  RA is up to date.  Paediatric 1st aider not needed at junior site.  New 1st aid kits ordered 21.5.20 Now in school.  Kit in each room (Y6 and Kiwi) and kits to be taken outside with the group. | | Quick guide to PPE and when to wear it.  <https://bakewelljunior.sharepoint.com/sites/Teachers/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FTeachers%2FShared%20Documents%2FCOVID%2D19%20Emergency%2FPPE%20in%20Schools%20Quick%20Guide%20for%20Coronavirus%20%28COVID%2D19%29%202020%2E05%20V01%20%282%29%2Epdf&parent=%2Fsites%2FTeachers%2FShared%20Documents%2FCOVID%2D19%20Emergency> |  | |  |
| Possible contamination by close contact when providing first aid or care to pupils | Disposable gloves are universally recommended to be worn when providing first aid and this must be adhered to.  Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care. Re usable visors are available and instructions for use given to staff. | | DCC poster displayed in office. Y6 and Kiwi room.  Suitable mask and visor ordered form DCC. VM 21.5.20 Collected 23.5.20 |  | |  |
| **If someone becomes ill**  Possible contamination from a symptomatic person on site | Symptomatic person should not be on site – see first section.  Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.  Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap.  Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.  [Government guidance](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting) will then be followed | |  |  | |  |
| **PPE**  Insufficient or inappropriate PPE available or misuse of PPE | Disposable gloves and aprons and masks, and aprons available for use as identified required.  Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is **not recommended.**  Staff will be shown how to put on a face mask.  Staff will be shown how to safely remove apron and gloves.  Children and staff arriving in masks will be asked to remove them. | | See Poster. Public health England -Donning and doffing PPE  <https://bakewelljunior.sharepoint.com/sites/Teachers/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FTeachers%2FShared%20Documents%2FCOVID%2D19%20Emergency%2Fquick%2Dguide%2Dto%2Ddonning%2Dand%2Ddoffing%2Dstandard%2Dppe%2Dposter%2Epdf&parent=%2Fsites%2FTeachers%2FShared%20Documents%2FCOVID%2D19%20Emergency> |  | |  |
| **Moving around**  Inadequate management of circulation areas | The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.  Whilst it is acknowledged that fire doors play and integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination.  Fire doors to be closed when pupils leave site. | | Consider one-way system  Daniel to check external doors and fire doors are closed at the end of the day.  Staff should not meet to discuss work and planning. This should be done remotely. Staff should go home as soon as possible after the children. |  | |  |
| **Staff room**  Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc. | Social distancing measures of 2 meter to be adhered to in the best way possible  Within staffroom chairs to be positioned/moves to promote social distancing.  Staff to wash hands prior on entering staff room before preparing and food or making drinks.  Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher. This equipment wiped down frequently.  Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use.  Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.  Staff must not make drinks for each other unless working in the same team or not in a team.  Staff are careful to avoid each other when using/ waiting for toilet. | |  |  | |  |
| **Cleaning**  Insufficient or ineffective cleaning | Cleaners should continue to wear clothing as determined by their existing risk assessments.  Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc)  in addition to standard cleaning regimes.  Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.  Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.  Areas not in use are closed and locked off so cleaning can be concentrated where required. (Haven, ASC and Hardwick classrooms to be locked).  Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.  Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails).  All internal bins will be emptied daily to external bins.  In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed. | |  |  | |  |
| **Waste**  Ineffective management of potentially contaminated waste | Standard waste will continue to be managed in line with existing arrangements.  Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection. | |  |  | |  |
| **Safeguarding**  Ineffective safeguarding measures | School has robust safeguarding measures in place with a Designated Safeguarding Lead and a Deputy who are available.  All staff have had safeguarding training.  Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns immediately | | Remind staff of continued safeguarding duties. |  | |  |
| **High demand**  Inadequate space to allow for social distancing: too many pupils; too few staff. | Contact will be made with Chair of Governors and then Gayle Sheils from LA to ask for advice about closing the school. Text parents to inform them. | |  |  | |  |
| **Absence of Site manager**  Insufficient and inadequate cleaning | Offer role to another member of staff.  Ask another school for support.  If school cannot be opened contact Chair of Governors and LA to ask for advice about temporarily closing the school.  Text parents to inform them. | |  |  | |  |
| **Protection from weather.**  Children are cold or suffer sunburn. | Children should bring their own coat and jumper. This will be kept on their chair. Windows will be open so classroom may be colder at times. Learning outside will be our focus and a weather-proof coat is essential.  Children should bring a sun hat and a container of sun cream and leave **them at school**. All items should be named and kept in the child’s drawer. Children will apply their own sun cream when they want to or when requested by an adult. Learning outside in full sun in the middle part of the day will be avoided. | |  |  | |  |

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| **DERBYSHIRE COUNTY COUNCIL**  **MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS**  **CHILDREN’S SERVICES** |
| **CORONAVIRUS (COVID-19)** Coronavirus - Covid19 -Risk Assessments RA - 2020.05 V02 confirmed by Gary Booth 25.5.20 SEO call and email 25.2.20. 10.16am as being the correct version until further notice.  Coronavirus - Covid19 -Risk Assessments RA - 2020.05 V02  **Used with Existing Risk Assessments & Government Guidance**  **GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:** |

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| **PART 1 : ADMINISTRATIVE DETAILS** | | | | | | | | | |
| **Section/Establishment Name:** | | | |  | **Reviews** | | | | |
| **Review Date** | **Reviewed by** | **Date** | **Changes Made** | |
| **Date of Assessment** |  | **Date of Issue** | **18th May 2020** | **Y** | **N** |
|  | | | |  |  |  |  |  |
| **Assessment carried out by** |  | **Signature** |  |  |  |  |  |  |
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| **Affected persons**: | **Young People/Clients** |  | **Staff** | |  | **Visitors** |  | **Contractor** |  | **Others (specify)** |  |
|  | | | | | | | | | | | |
| **Name of Manager confirming and agreeing Assessment:** | | | | |  | | | | | | | | |
| **Signature:** | | | | |  | | | | | | | | |

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| **The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.** |
| RISK ASSESSMENT |

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| **I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.** |

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| **Print Name** | **Signature** | **Date** | **Print Name** | **Signature** | **Date** |
| **Sarah Owens** |  |  |  |  |  |
| **Richard Cusworth** |  |  |  |  |  |
| **Liz Edge** |  |  |  |  |  |
| **Sarah Feeney** |  |  |  |  |  |
| **Sue Hallam** |  |  |  |  |  |
| **Meg Hudson** |  |  |  |  |  |
| **Kirstin Sykes** |  |  |  |  |  |
| **Laura Higginbottom** |  |  |  |  |  |
| **Daniel Shaw** |  |  |  |  |  |
| **Amy McGoverne** |  |  |  |  |  |
| **Jon Peason** |  |  |  |  |  |
| **Vicky Morrell** |  |  |  |  |  |
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Staff not attending school and no need to sign

**Sally Smith**

**Leanne Holmes**

**Catherine Foley**

**Catherine Donovan**

In agreement with Government guidance the School/Setting will use reasonable endeavours to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).

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| RISK ASSESSMENT – **TO BE** **USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE** | | | | | | |
| **What are the hazards?** | **Generic Control Measures** | ****  **X**  **N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
|  | | | | | | |
| Lack of current and relevant information / guidance | Head Teacher/Manager ensures daily checks are made with Government updates and Derbyshire County Council Health and Safety S4S Resources page. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant |  |  | Not automatically but once a week by SEO  Staff monitor who is accessing work. Most parents have a had a conversation with staff. More planned. |  |  |
| In addition to the Government guidance, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Derbyshire County Council Health and Safety team directly |  |  |
| School/Trust/Setting Website information is automatically updated |  |  |
| All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions |  |  |
| All staff with under lying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager |  |  |
| The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided |  |  |
| Arrangements are in place to check the welfare of vulnerable children who are not attending school/setting, and other pupils where there is a safeguarding concern |  |  |

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| **What are the hazards?** | **Generic Control Measures** | ****  **X**  **N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
|  | | | | | | |
| *(Continued)*  Lack of current and relevant information / guidance | Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment |  |  | * All staff are trained in the new rules and routines, including the use of sanctions and rewards |  |  |
| The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents |  |  |
| Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors |  |  |
| Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared |  |  |
| Precautionary transmission measures not being followed in school | Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired |  |  |  |  |  |
| Staff will follow the Derbyshire County Council ‘PPE requirements for staff’ guidance where required. **Note;** most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others |  |  |
| The school uses a cashless system to limit cash handling |  |  |
| Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles |  |  |
| Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves |  |  |
| Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work |  |  |
| All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as an essential requirement of their work |  |  |

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| **What are the hazards?** | **Generic Control Measures** | ****  **X**  **N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
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| *(Continued)*  Precautionary transmission measures not being followed in school | Toilets areas are only (wherever possible) used by 1 member of staff at a time |  |  | * **Note;** parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus * Foot operated lidded bins (avoiding hand contact) are provided in key locations i.e. classrooms   Our children will have their own desk. At present there is no need for ‘sittings or rotas’ Outside desks and chairs will be disinfected before use and at the beginning of each day. |  |  |
| Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups |  |  |
| Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school |  |  |
| A member of staff will greet each pupil and ensure they wash their hands immediately on arrival before going straight to their classroom |  |  |
| Handwashing techniques are explained to all pupils and the supervision of pupil’s washing hands correctly is periodically undertaken by staff |  |  |
| Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;   * cover your cough or sneeze with a tissue * if you don’t have any tissues available, then cough and sneeze into the crook of your elbow * throw the tissue in a bin * avoid touching your eyes, nose and mouth with unwashed hands |  |  |
| All pupils are asked and reminded to wash their hands;   * before leaving home and on arrival at school * after using the toilet and after breaks and sporting activities * before food preparation and eating any food, including snacks * before leaving school |  |  |
| Pupils are seated at the same desk each day if they attend on consecutive days |  |  |
| Equipment, stationary and text books are not shared and should remain with that pupil on their desk |  |  |

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| **What are the hazards?** | **Generic Control Measures** | ****  **X**  **N/A** | **Person to implement** | **Additional Control Measures needed to reduce risk to an acceptable level** | **Person to implement** | **Date to be actioned** |
|  | | | | | | |
| *(Continued)*  Precautionary transmission measures not being followed in school | External doors and windows are opened to allow additional ventilation, where possible (including offices) |  |  |  |  |  |
| Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching |  |  |
| Pupils do not share their own exercise books |  |  |
| Staff and pupils do not wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment |  |  |
| Social distancing failure | The site has been assessed by the school internally and externally to identify the number of pupils the school can safely admit and the appropriate use of those areas. This includes outdoor play areas, car parking, access and drop off points, school entrances, reception areas, classrooms, break out spaces, corridor spaces for one way movement if necessary, staircases and stairwells, sporting areas, dining areas etc |  |  | * Social distancing signage and floor markers/cones are used where practical * Rush hour avoidance strategy includes pupils arriving and leaving at different times i.e. groups (bubbles) arrive at 8.30, 8.45 and 9, etc   This has been done in practice – no paper plan. |  |  |
| Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for |  |  |
| An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing |  |  |
| A classroom desk and seating allocation plan has been drawn up for staff and pupils. This includes a designated desk and chair assigned to each pupil to achieve social distancing in class |  |  |
| School classes are split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). Everyone is a minimum of 2 metres apart and where 2 metre social distancing cannot be achieved, the number of pupils will be reduced |  |  |
| For very small secondary school classes resulting from halving, space has been rearranged to make it acceptable to have more than half in a class. |  |  |

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| *(Continued)*  Social distancing failure | On arrival pupils will line up respecting social distancing rules \* |  |  | * Social distancing floor markers/ sports cones are used where practical with two metres between them * \*Children will not line up * A solutions might involve children/pupils attending a nearby school * In secondary schools there will be some subject specialist rotation of staff * Outdoor equipment is taken out of use if it cannot be sufficiently cleaned between groups of pupils using it |  |  |
| Cloakrooms are not used, and pupils are to place their bag(s) under their desk and their coat on the backs of their chairs |  |  |
| If there are not enough classrooms/spaces available in the setting or there is not enough available teachers/staff to supervise the groups, contact will be made with our Local Authority or Trust for further advice |  |  |
| Teachers and pupils are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school |  |  |
| Support staff/Teaching Assistants are drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting |  |  |
| Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes |  |  |
| When outdoor equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously |  |  |
| Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk) |  |  |
| Soft furnishings, soft toys, unnecessary items and toys that are hard to clean (such as those with intricate parts) are removed unless they are to remain with that individual and will not be shared unless cleaned |  |  |
| As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys |  |  |

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| *(Continued)*  Social distancing failure | School entrance reception desk/point has a screen or a physical barrier that creates a 2 metre gap between the visitor and member of staff |  |  | * Use of ‘stable door’ if visitor has an appointment.   No queue allowed. Visitors will remain outside unless they have an appointment.   * Signage is used to support direction of travel i.e. suitable tape for marking floors and laminated notices located at pupil’s eye level |  |  |
| Visitors are reminded to keep a 2 metre gap between other visitors  In green signage/ Use social distancing floor markers where queues cannot be eliminated |  |  |
| To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries |  |  |
| Any essential face to face meeting is undertaken maintaining 2 metre social distancing. |  |  |
| As much as possible, pupils and staff are spaced apart at all times i.e.   * the use of staff rooms and offices are staggered to limit occupancy * using a one-way circulation direction of travel rule i.e. keep left * assembly groups, break times (including lunch) are staggered to minimise staff and pupils contact and mixing * avoiding unnecessary gatherings * using social distancing floor markers outside of classrooms where queues cannot be eliminated * pupils to leave the class, a row at a time to manage pinch points * sitting one pupil to one table (that would normally sit two pupils)   minimum 2 metres, including design and technology   * there are arrangements for breaks/play times, so that only one group of maximum 15 pupils are in the same play/sports/field area at one time * structured non-contact play is introduced * pupils using toilet and welfare facilities at one time are limited * each group has a designated set of toilets to use (where feasible) |  |  |

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| *(Continued)*  Social distancing failure | Throughout meal service times, social distancing rules in queues, seating and eating are followed |  |  | * Social distancing floor markers are used where practical * Hand sanitiser is used as a second option if handwashing is not viable * Social distancing floor markers/cones are used where practical |  |  |
| Staff and pupils are reminded to wash their hands prior to eating |  |  |
| Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments |  |  |
| Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves |  |  |
| Pupils do not carry plates/trays of food/drinks up or down stairs |  |  |
| Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible |  |  |
| A suitable drop of and pick up points where parents can socially distance has been established |  |  |
| Pupil drop-off and collection times are staggered (including avoiding peak times) with parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend |  |  |
| Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents |  |  |
| Checks are made with the school’s arranged transport provider(s);   1. Are they running? 2. Are they following Government safer travel guidance for passengers? |  |  |
| Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors |  |  |

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| High demand for places where there is not enough staff or provision capacity | Contact is made with our Local Authority/Trust to identify and coordinate support from other schools in the area |  |  | * Inform staff and contact parents with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school |  |  |
| Collaboration is arranged between schools/setting and children and/or staff from other settings if they are clustered into one place to share resources |  |  |
| An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority/Trust if in doubt when making decisions |  |  |
| If capacity of staff cannot be achieved to keep the school/setting open, then the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds |  |  |
| If there is a need to move any pupils, teachers or other school/setting staff to an alternative school/setting, we will liaise with the Local Authority/Trust |  |  |
| Staff and / or pupils attending the school temporarily from a different school | An appropriate health and safety induction to the school/setting is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid |  |  | * Staff have read this RA. Staff meeting at 8am on Monday 1st June and refreshers for part time staff. |  |  |
| Where possible the school/setting will implement social distancing and temporary staff and/or pupils will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc |  |  |
| For all pupils with EHCPs, staff are to liaise with SEND key worker to monitor provision in place |  |  |
| All contact points for new staff and / or pupils is collated to ensure effective communication channels |  |  |

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| Staff and pupil wellbeing | Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision |  |  |  |  |  |
| Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again |  |  |
| The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable -  This has been agreed and supported by the school Governors |  |  |
| Staff to take breaks during their groups play/break times with another member of staff supervising whilst observing social distancing |  |  |
| Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority/Trust procedure |  |  |
| Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site | When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days |  |  | * All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested |  |  |
| Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school) |  |  |
| Staff and Headteacher/Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing |  |  |
| Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs |  |  |

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| *(Continued)*  Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site | A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else) |  |  | * Staff are also informed |  |  |
| PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer’s instructions, using the warmest water setting and dry items completely (Most viruses won’t survive in temperatures over 60°C) |  |  |
| Parents informed of their child developments and asked to collect immediately |  |  |
| In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk. |  |  |
| Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19) |  |  |
| Confirmed staff or pupil Covid-19 case | Where the child, young person or staff member tests positive, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 14 days |  |  | * All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested |  |  |
| Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door ‘Closed for Cleaning’ |  |  |
| Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal |  |  |

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| Lack of hygiene provision and effective cleaning | Where safe guarding and security is not adversely affected, all  • internal doors that are not designated fire doors  • fire doors with automatic closers  • doors that do not need to be kept closed for security reasons  are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates |  |  | * Note; hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides * Contact is made with Property Services/Facilities Management/Trust for availability of site staff |  |  |
| Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use |  |  |
| Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply |  |  |
| Additional cleaning requirements have been agreed with site staff/cleaning contractors, which may include additional hours to allow for this |  |  |
| Site staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc |  |  |
| Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture |  |  |
| While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling |  |  |
| The school/setting would pursue;   * replacement/cover site staff if the duties are contracted in * sharing site staff support from another school/setting * external cleaning services * temporary workers if alternative arrangements cannot be made |  |  |

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| *(Continued)*  Site staff absence  Effective cleaning no longer available | If site cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds |  |  | * Staff and parents are informed with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school |  |  |
| Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover |  |  |
| Unsafe Buildings  Operating in a different manner to normal operation | All statutory inspections are up to date and compliant |  |  | * Fire is checked * Water supply and temperature is checked. * Visual check of school and grounds   is complete.  Fire evacuation planned for first full week of school. |  |  |
| Contact is made with Property Services/Facilities Management/Trust if any problems are identified |  |  |
| The operational Fire risk assessment has been reviewed and appropriate controls are in place |  |  |
| The school/setting has a system for knowing who is in the school when open |  |  |
| Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary) |  |  |
| There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off |  |  |
| Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building |  |  |
| Staff know where utility isolation points and firefighting equipment are |  |  |
| Activities undertaken do not increase the potential for fire |  |  |
| Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling ***for drill purposes only*** |  |  |
| Alarm points and the Fire log book checks are completed |  |  |

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| Travelling to and from work | Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly) |  |  |  |  |  |
| Staff are advised to keep up to date about reduced public services and closed stations |  |  |
| Staff are encouraged to avoid rush hours and busy times if they can and use contactless payment |  |  |
| Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online |  |  |
| Driving to and from work | If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can |  |  |  |  |  |
| Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. **REMEMBER** if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle) |  |  |

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