

RISK ASSESSMENT

Risk Assessments for: Schools September Full Opening for Mottram Church of England Primary School
Date: 24/09/2020

Assessor Name: Health and Safety Team. FGB of Mottram, Head, SLT and all staff.
Sources: WHO, NHS, DfE and NASUWT

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney</p>	H	<p>NEW For Schools and Further Education Colleges Use of the NHS COVID-19 app in Schools and Further Education Colleges.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>The NHS COVID-19 APP https://covid19.nhs.uk/pdf/introducing-the-app.pdf Is available to download for anyone aged 16 or over if they choose. This would only apply to staff.</p>	M	<p>COVID Risk Assessment to be available on the website with specific communication to parents/carers that under 16's should not have the APP.</p> <p>Any pupils bringing in mobile phones should be switched off and put in the safe until the end of the day</p>	Head	24.09.2020

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	<p>failure and even death)</p>		<p>For some young people (SEND) parents will need to decide whether this is appropriate for their child.</p> <p>Staff will also be able to use the app.</p> <p>Guidance and further information for Students and parents https://covid19.nhs.uk/</p> <p>School will continue to engage with NHS test and Trace along-side the app being used.</p> <p>All school staff have been made aware of the features of the app and the processes to follow within school in regard to the app and any notifications received by themselves or a student.</p> <ul style="list-style-type: none"> • Trace – alerts the individual if they were in close contact with a confirmed case • Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in – allows the individual to check in to locations via the app and official NHS QR codes • Symptoms – allows the individual to check symptoms against government guidance and to get advice • Test – allows the individual to order a free test and to receive results and advice via the app • Isolate – provides an isolation ‘companion’, which counts down how 		<p>Mobile phones should not be in classrooms, on the playground (middays) they should be kept in the staffroom</p>	<p>Staff to inform SLT if they have to isolate as they have found out via the APP</p> <p>RA will be disseminated and read by all staff.</p>	<p>Ongoing</p> <p>By 28.09.2020</p>
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		<p>many days they have left to isolate and provides links to useful advice</p> <ul style="list-style-type: none"> • Bluetooth must be enabled for the app to work • If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted. • The tracing function can be paused • A reminder can be set to switch the app back on • The app does not work if the phone is switched off <p>The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for Covid. Escalation processes remain the same.</p> <p>The use of the app does not replace the requirement for social distancing</p> <p>Individuals must still report a positive case to the school setting</p> <p>Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self -isolate</p> <p>Under 16's The app is available to over 16's but it may happen that a younger student has downloaded the app.</p>			<p>All procedures set up will carry on in terms of any confirmed cases</p>	<p>Head/SLT Continue to follow all Government and DfE guidelines</p>	<p>Ongoing</p>
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			<p>In this instance if they inform you of a notification you should follow your usual procedures.</p> <p>If the Schools/FE premises comes within the scope of the current guidance for maintaining records of staff, customers and visitors to support the NHS Test and Trace we will display an NHS QR poster in line with the 'working safely during coronavirus (COVID-19) outbreak' https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p> <p>When needed the schools/college will create an NHS QR code poster online for free: https://www.gov.uk/create-coronavirus-qr-poster And display it</p>		<p>In the event of changes to allow more visitors to school Mottram will engage in the QR codes and poster displays</p>	<p>Head/Site manager/SLT</p>	<p>When circumstances change engage in the process as necessary</p>
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath)</p>	<p>H</p>	<p>General Measures School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers</p>	<p>M</p>	<p>School Leaders should regularly refer to latest guidance https://www.gov.uk/guidance/covid-19-guidance-for-employees</p> <p>Management will regularly monitor new measures being introduced by</p>	<p>Head has previously sent these links to all staff Daily DfE updates via email</p> <p>Once completed the Risk Assessment to go to all staff.</p> <p>Guidance on the website regarding Covid -19 what to do</p>	<p>19.05.2020 Daily emails from the DfE</p> <p>14.07.2020</p>

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	<p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>		<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Essential Control Measures</p> <ul style="list-style-type: none"> • A requirement that people who are ill stay at home • Robust hand and respiratory hygiene • Enhanced cleaning arrangements • Active engagement with NHS Test and Trace • Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>Specific Measures Clear guidance has been given to parents and employees to reiterate that anyone who is displaying symptoms or has tested positive in the last 10 days must not attend the school setting.</p> <p>School has communicated its arrangements to all employees and parents prior to the return of additional pupils.</p>		<p>government to reduce risk</p> <p>Schools can contact healthandsafety@tameside.gov.uk for advice, guidance and support</p>	<p>The flowchart from H&S is displayed Guidance from PHE is displayed around school regarding catch it, bin it, kill it. Extra cleaning in classrooms by members of staff Extra toilet cleaning throughout the day Bubbles created taking into consideration building layout, practicalities of teaching, families Bubble 1 Rec – Y3 Bubble 2 Y4-Y6 This has been authorised by H&S Team at Tameside and PHE.</p> <p>Information on the website</p> <p>Head to write a letter to all parents regarding arrangements for September Staff meeting regarding arrangements INSET</p> <p>Ongoing but staff will be reminded not to engage directly</p>	<p>06.07.2020</p> <p>May 2020</p> <p>02.09.2020</p> <p>09.07.2020</p> <p>15.07.2020</p> <p>17.07.2020</p> <p>14.07.2020 23.07.2020</p>
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		<p>Where possible, contact with parent's or other non-school staff is conducted remotely, via telephone or video link. Home school diaries?</p> <p>Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents.</p> <p>Pupil Behaviour Policies will be updated to cover COVID-19 related incidents</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, staff will be advised of situations where additional PPE is required.</p> <p>All schools have been provided with an initial stock of PPE</p> <p>Bubbles Children will, as far as possible, be placed in consistent groups (bubbles)</p> <p>Where bubbles of a single class can be maintained this is the preferred option. (Primary)</p>			<p>with parents this may prove tricky for new Reception parents – discussions with EYFS staff All parents/carers to wear face masks at drop off and pick up</p> <p>Already in place</p> <p>Already updated on the website</p> <p>This has been disseminated</p> <p>Received from the LA if needed Caretaker/SBM will order more</p> <p>Bubbles have been created based on the logistics and size of our building.</p> <p>Key Stages consulted H&S, who liaised with PHE on our behalf</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Review if necessary, once all children return</p> <p>June 2020</p> <p>June 2020</p> <p>09.07.2020</p> <p>09.07.2020</p>
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		<p>Where wider bubbles are necessary to facilitate the offer of a full range of subjects or, due to the logistics of the school building, year group size bubbles will be implemented. (Secondary)</p> <p>Social distancing (2m) will be observed within bubbles. (Secondary)</p> <p>Bubbles will, as far as possible, be kept apart – any assemblies/collective worship will be limited to one bubble at a time.</p> <p>Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from pupils and other staff. (Primary and Secondary)</p> <p>Arrival /leaving school Guidance has been given to parents regarding transportation of pupils to and from school, and the preferred avoidance of public transport where possible</p> <p>Staff are asked to arrive before pupils</p> <p>Gate will be opened earlier to facilitate this.</p> <p>Parents will be asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable restraints to prevent that child from entering the school building or using play equipment.</p>	<p>subsequent groups should be consistent.</p> <p>NB – it is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Consideration given to staggering start times to reduce peak hour demand on public transport.</p> <p>(First Group give busiest travel times as 7am – 9am and 4pm – 6pm.)</p>	<p>Rotas put in place for the use of hall for collective worship for each bubble and more class collective worship will take place for the foreseeable future.</p> <p>Active Tameside and Music Services see separate RA</p> <p>Children usually walk or arrive by car</p> <p>Staggered start times by 10 mins for each bubble and those with children in each bubble will be allowed to drop off their other children to avoid loitering SLT</p> <p>This is implemented for those who are already bringing children to school</p>	<p>10.07.2020</p> <p>Awaiting updated RA for September</p> <p>Review if needed</p> <p>Once implemented review if needed</p> <p>Ongoing</p>
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		<p>Where possible separate entrances are used for class groups/bubbles</p> <p>Entrances are supervised by staff encouraging parents to leave children and walk away</p> <p>Staff will discourage loitering by pupils and parents. Advise will be sent out reminding parents NOT to loiter or liaise directly with teachers</p> <p>Reception signing in and out E.g. Staff, visitors and contractors Where possible contact with parent's or other non-school staff is conducted remotely, via telephone, video call or e-mail</p> <p>Parents, visitors, and the general public will not be allowed in school.</p> <p>Supply staff and peripatetic teachers must keep as much distance as possible from other staff.</p> <p>Where volunteers are supporting the school, they will remain 2m from pupils and staff where possible and as far as possible will not assist multiple bubbles.</p> <p>Where possible staff sign in remotely e.g. from own PC/phone rather than reception</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend.</p>		<p>Schools will have a process for pupils and staff to remove face coverings when they arrive at school which will be communicated.</p> <p>All visitors to site should receive induction/site guidance on physical distancing and hygiene before or on arrival.</p> <p>Consider engaging consistent staff in these roles where possible to further reduce the number of visitors to school</p>	<p>This is achievable how we have set up bubbles</p> <p>Face masks on children must be removed by parents/carers and they will be asked to take them home. So, members of staff do not come into contact with children's face masks reducing the risk of cross contamination. This will be communicated via letter.</p> <p>This will be ongoing via the home school diary or the class email</p> <p>This will be communicated again via letter</p> <p>No volunteers in school to begin with until we are confident SLT</p> <p>Sign in APP</p> <p>Liaise with Caretaker/SBM</p>	<p>Ongoing</p> <p>17.07.2020</p> <p>Ongoing</p> <p>17.07.2020</p> <p>Review after initial opening</p> <p>May 2020</p> <p>Ongoing</p>
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		<p>Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc.</p> <p>Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.</p> <p>Arrangements for deliveries are in place</p> <p>Arrival/reception areas are reconfigured to encourage social distancing</p> <p>If no screen is already in place school will consider whether a temporary plexi -screen be installed</p> <p>Hygiene stations are in place, with instructions to use it, prior to entering the building</p> <p>In Class Certain activities will not be taught e.g. PE team sports</p> <p>Where possible classrooms will be set out, so sitting positions are 2 metres apart. If possible, pupils will sit at the same desk on consecutive days.</p> <p>Where the 2 m distance cannot be maintained individuals will be side by side or back to back rather than directly facing and for as short a time period as possible.</p> <p>Unnecessary furniture will be removed from classes to increase space.</p>			<p>Caretaker or SBM</p> <p>Kitchen has separate entrance. Deliveries to school left in foyer</p> <p>Due to the setup we can talk via intercom</p> <p>In place in the foyer, entrance of Bubble 1 and Bubble 2.</p> <p>PE co-ordinator shared resources to facilitate Active Tameside</p> <p>Children will sit side by side in classrooms tables will be arranged by Teachers and TA's</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>June 2020</p> <p>July 2020</p> <p>Before September</p>
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		<p>Where possible windows will be open to aid ventilation</p> <p>Some classes will be taught outdoors where practicable and weather permitting</p> <p>Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils, remaining at the front of the class.</p> <p>Moving around school The school has identified specific pinch points The route of traffic has been identified and marked out on the floor e.g. route dividers for corridors and markers at 2m distance</p> <p>Children are asked to walk in single file around school</p> <p>Supervision in place to prevent horseplay</p> <p>Only 1 person permitted in lifts at any one time</p> <p>As far as possible, class groups are kept together and in the same room negating the need to move around school.</p> <p>Toilet use is supervised to prevent too many pupils entering at once.</p> <p>Where practicable, teachers will move to different classes rather than the pupils</p> <p>Communication is done with teaching staff electronically</p>		<p>Time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>Timetabling should try to allow for groups being kept apart and the minimum of movement around the site.</p> <p>Signage to be displayed to advise of limits on number of users of the area at any one time</p>	<p>This will be encouraged weather permitting</p> <p>Social distancing where possible</p> <p>Already in place</p> <p>Teacher's to communicate this to children. All staff to reinforce politely.</p> <p>Communicate at staff meeting</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>14.07.2020</p>
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		<p>Lunchtimes/consumption of food Clear signage on hygiene, hand washing and the use of hand sanitizers</p> <p>Hand washing before and after eating food Hand washing before and after touching/preparing food</p> <p>Lunch times staggered for both pupils and staff</p> <p>At lunch time, children will be spaced out and not facing, where possible.</p> <p>Fruit station managed so children do not handle multiple pieces before selecting</p> <p>The bringing of a full personal water bottle each day is encouraged.</p> <p>Office/Support staff Where feasible and appropriate for members of staff to work from home consideration will be given to this</p> <p>Small offices are restricted to single occupant use only</p> <p>Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time.</p> <p>Reprographics areas restricted to single user where possible</p> <p>Vulnerable persons</p>		<p>Cleaning of tables between users</p> <p>The use of staff rooms should be minimised.</p>	<p>Via email and staff meetings via Teams</p> <p>New rotas in place for September Head/SLT</p> <p>Children to be supervised whilst washing hands.</p> <p>In place</p> <p>Teachers/TA's to give out fruit</p> <p>In place will put on the letter</p> <p>All reasonable requests will be given full consideration Head/SMT</p> <p>A 2m is possible in the office area</p>	<p>Ongoing</p> <p>Review if necessary</p> <p>Ongoing</p> <p>Ongoing</p> <p>17.07.2020</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified, and an individual risk assessment is completed with them to identify any additional control measures for them beyond those in place generally.</p> <p>Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable, or as having behaviours which can increase the risk of transmission of covid-19 (e.g. spitting or biting)</p> <p>Staff or pupils arriving at school unwell or become unwell whilst in school They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 7 days and arrange to have a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door.</p> <p>If possible, a window will be opened for ventilation</p> <p>Where it is not possible to isolate them, staffs have been advised to move them to an area which is at least 2 metres away from other people.</p>	<p>Advice will be given that other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained or if contact is necessary.</p> <p>Everyone must wash hands thoroughly for</p>	<p>This is manageable but staff need to be mindful of limiting entering the office</p> <p>This will be staff responsibility to inform the Head if circumstances change and they believe they fall in this category after the initial discussions</p> <p>Follow the flow chart that is displayed from Health and Safety</p> <p>First aid room to be used as isolation or <u>outside space where appropriate.</u> (This is preferable)</p> <p>Surrounding area to be cleaned</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left</p> <p>Children that need to go to the bathroom while waiting to be collected are told if possible, to use a separate bathroom.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process</p> <p>A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.</p> <p>There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken. Covid-19@tameside.gov.uk</p> <p>First Aid A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school</p> <p>Staff that hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus have applied for a 3-month extension</p>	<p>20 seconds after contact with someone who is unwell.</p> <p>NB - The HSE has set a final date of requalification for expired certificates affected by Covid-19 of 30th September 2020</p>	<p>First Aider in charge of the adult or child to supervise</p> <p>The members of staff present when dealing with first aid. Still observing social distancing/ safeguarding</p> <p>Follow the flowchart</p> <p>Members of staff booked on the next available dates in August</p> <p>SBM has assessed requalification periods</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>August</p> <p>May 2020</p>
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		<p>Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.</p> <p>When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.</p> <p>After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Educational Visits Overnight and overseas educational visits will not take place.</p> <p>Non-overnight domestic educational visits will be subject to risk assessment and consider related government guidance on controlling Covid-19 transmission relative to the visit location/venue. Pupils will be kept in their consistent bubble for the purpose of the educational visits.</p> <p>Visit venues/locations will only be considered where Covid-secure measures are in place</p> <p>Extra-curricular provision</p>		<p>FA and Paediatric trained to follow the guidance from PHE</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</p> <p>Follow correct guidance on using PPE</p> <p>Robinwood has been re-arranged from September 2020 to later in the academic year Moved to February this will be re-assessed closer to the time</p>	<p>Ongoing</p> <p>June 2020</p> <p>June 2020</p> <p>As required</p> <p>Ongoing</p>
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			<p>Provision will maintain school day bubbles or, where this is not possible, small consistent groups.</p> <p>Contact sports will not take place.</p> <p>Where possible activities will take place outdoors</p> <p>Music Singing, wind and brass playing will not take place in large groups (e.g. school choirs and ensembles or in assemblies) this is now permitted in class</p> <p>Musical instrument lessons will be limited to 15 pupils with social distancing and windows open where possible</p> <p>Playing of instruments and singing will take place outside where possible.</p> <p>Instruments will not be shared.</p>		<p>Consider advising parents to limit the number of different wraparound providers they access as far as possible and to seek assurance that providers have the appropriate protective measures in place.</p>	<p>A thorough RA must be submitted by those wishing to undertake an educational visit</p> <p>All extra-curricular activities will take part in either Bubble 1 or Bubble 2</p> <p>Tameside Music Services to lead on this</p>	Ongoing
<p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia,</p>	H	<p>General Measures School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers Implementing protective measures in education and childcare settings</p> <p>Specific Measures As per direct transmission and in addition:</p>	M	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p>	<p>Head to read and disseminate if it is essential</p> <p>Daily updates from the DfE</p>	<p>Ongoing</p> <p>Ongoing</p>

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	<p>severe acute respiratory syndrome, kidney failure and even death)</p>		<p>Hygiene stations at all entrances are in place, with instructions to use it, prior to entering the building.</p> <p>Where hand sanitizer is available in locations around the school it should be used in addition to hand washing</p> <p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser. Young pupils are supervised where appropriate.</p> <p>Catch it, bin it, kill it approach is followed to encourage good respiratory hygiene.</p> <p>Posters will be displayed in school to remind everyone of public health advice</p> <p>Classrooms in use are thoroughly cleaned at the end of the day</p> <p>Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination, before being used by anyone else.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere</p>	<p>Ensure that sufficient hand washing, or hand sanitiser stations are available.</p> <p>Young children and pupils with complex needs will be assisted to clean their hands properly.</p> <p>Hand cleaning routines will, as far as possible, be built into the day.</p> <ul style="list-style-type: none"> • On arrival at school • On return from breaks • When there is a change of room • Before and after eating <p>There should be enough tissues and bins available in school.</p> <p>Where pupils are unable to maintain good respiratory hygiene due to complex needs a risk</p>	<p>In place</p> <p>Bubble 1 – encourage handwashing more (less chance of ingestion of hand sanitiser) All children will be using hand sanitiser on entry to the building in the morning. Bubble 2 handwashing and sanitiser.</p> <p>All staff to encourage extra handwashing use of hand sanitiser where appropriate (outdoor equipment) Staff to follow all usual catch it, bin it, kill it advice</p> <p>Caretaker will clean Extra cleaner to help</p> <p>Staff to be mindful of touch points and clean at the end of every lesson e.g., bin lids, taps, tables etc. Staff will clean these regularly throughout the day.</p> <p>Teachers and TA's to set up their classroom</p>	<p>June 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Before September</p>
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		<p>Individual frequently used equipment should not be shared, e.g. pens and pencils</p> <p>Playground equipment must be frequently cleaned</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Cleaning staff are on hand during the day</p> <p>General cleaning is done in line with the guidance for non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>assessment should be completed to ensure controls can be put in place to support them and the staff working with them.</p> <p>A cleaning schedule should be in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups</p> <p>Classroom based resources shared within the bubble (books and games) should be cleaned as frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles (sports, art and science equipment for example) must be cleaned frequently and meticulously and</p>	<p>Individual pack for essential classroom equipment</p> <p>After use clean where appropriate with disinfectant wipes – hand sanitiser available for all adults and all children outside near the pay equipment</p> <p>Caretaker split shift Extra cleaner after school (thoroughness) Possibility of 1 extra half hour after lunch</p> <p>Adult in charge of the pupil or member of staff to clean as they will know exactly where they have been</p>	<p>End of July</p> <p>Ongoing</p> <p>Ongoing Re-assess if extra is needed</p> <p>As required</p> <p>Ongoing</p>
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RISK ASSESSMENT

					<p>always between bubbles or rotated to allow them to be unused for 48 hours (72 hours in the case of plastics)</p> <p>The new PH guidance on cleaning will be reviewed once released</p>	<p>Shared resources to be cleaned by staff who used it of labelled with the date it can be used by the other bubble</p>	
Inadequate premises checks due to lack of staffing	School employees and pupils Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm.	M	<p>All statutory checks and ppm's are maintained and up to date Where possible checks take place before or after school or away from other persons Assurances are sought from external organizations providing FM services. In schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken. Parts of the building still unused are 'moth balled' to reduce the level of checks necessary</p>	L		<p>Caretaker/SMB to undertake all necessary checks at an appropriate time. Either during school holidays or before/after school. A checklist has been created in the event of absence of the caretaker so school can continue.</p>	Ongoing
Stress and anxiety	School employees Stress related ill Health	M	<p>Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.</p>	L		<p>Head, SBM, SLT and GB INSET Day/staff meeting to communicate and encourage discussion As time is going on this needs monitoring during SLT</p>	Ongoing
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.	M	<p>Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.</p>	L	<p>Early detection can prevent more serious dermatitis from developing.</p>	<p>Head, Line manger</p>	Ongoing

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	Increased frequency of hand washing mixed with poor drying can on occasion lead to chapping of the hands and create sores		Advised to dry hands thoroughly after washing them and if necessary, moisturise your hands to replenish the skin's natural oils.			Moisturiser is available	
Ignition of alcohol-based hand sanitizer	Employees Pupils Burns to the hands as a result of ignition of sanitizer vapour	L	Employees are asked to wash their hands with soap and water if possible. If only alcohol-based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces. Alcohol based hand sanitizers are not used in lab settings.	L		All staff need to be mindful of this especially if children are using it	Ongoing

Review Date	Reviewed By	Amendment
11.07.2020	SLT	The form was filled in by the Head according to the needs of Mottram Primary School and then passed on to the SLT for notes to be added/amended. Once all have inputted send to staff to read. If they are satisfied send to H&S Tameside ratified by FGB on 20.07.2020 well in advance before September opening to allay any staff concerns.
13-14.07.2020	All Staff	Have read and agreed no changes were made or put forward
08.09.2020	MS	On advice from Tim Bowman we have no water fountains. Face masks only for use in secondary school slight amendments to the irritant contact dermatitis and ignition of alcohol-based hand sanitiser.
22.09.2020	MS	No amendments to the RA have been made since the last time
24.09.2020	MS all Staff	On advice from Tim Bowman/Alison Glover face masks for adults at drop off and pick up Also in relation to the Track and Trace APP.

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life-threatening injury

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Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life-threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence