

MARCH 2021 COVID OPENING Risk Assessment

Location / Site	Insert location and site where activity taking place
WHITEHILLS PRIMARY SCHOOL	
Activity / Procedure	Opening to whole school
Assessment date	24.2.2021
<p style="color: red;">This risk assessment is to protect all staff and must be read in conjunction with the general risk assessment. It is imperative that ALL staff adhere to the risk assessment at ALL times. Staff will complete Lateral Flow Tests twice per week (Sunday and Wednesdays)</p>	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing around the school resulting in direct transmission of the virus			
Existing level of risk after measures	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p style="color: red;"><u>Movement of staff around the school is to be minimal – staff need to remain in classrooms during teaching times and limit movement at all other times</u></p>			
<ol style="list-style-type: none"> 1. Almost all staff will be allocated to a class and extended to year group bubbles 2. Adults working in classrooms as much as is possible keep 2m social distancing between themselves – consider allocating sides of the classroom 3. Staff should not cross bubbles at any time unless SLT or First Aiders 4. Staff stay with children, organising breaks within their phase. However, ensuring staff and children in different year groups do not mix - staggered playtimes 5. MDSA and LSA allocated to classes and year groups for lunchtime cover 6. Staff allocated to set STAFF REST AREAS and social distancing to be adhered to when in REST AREA – EYFS in base/ studio, Years 4,5,6 in staff room, office staff in staff room, Years 1,2,3 in studio. EYFS staff in their base 7. Staff room photocopiers used by Years 4,5,6 Studio photocopier used by Years EYFS, 1,2, 3 8. Communication between staff and office carried out using phones and emails and physical visits are not permitted unless in an emergency 9. To contact the site supervisor call 7000 10. Glass screen to stay shut in office 			

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11. First Aid Packs used and stored in each classroom
12. Children's medicines stored in medical room fridge or stored in classroom (inhalers) If child needs medicine, First Aider will go to child and administer
13. Staff to use staff toilet closest to their work area
14. Only 1 staff member working in the PPA room (at the back of the old staff room) at a time and one person using photocopier – adhering to 2 metre distancing with door open. If photocopier in use wait - 2 metres apart.
15. When talking to each other ensure there is 2 metres distance between each other and in ventilated space – not in a corridor and in offices
16. Corridor windows open at all times
17. Classroom windows open during school hours
18. Office windows open during school hours
19. Staff rooms ventilated (studio windows open) Staff room door open
20. Staff toilet windows open during school hours
21. Corridors & communal spaces adults to wear masks - when passing in corridors – do not stop and chat in corridors (as confined space)
22. Meetings with parents carried out on the phone or email.
23. Hand gel provided in all rest areas
24. Hand gel to be used before and after using photocopier and computers in PPA room. Wipe down after use.
25. Alcoholic wipes also to be used to wipe down keyboards and mouse before and after use in the IT suite
26. If staff not able to attend school – staff in year group or bubble to cover the class to reduce the contact.

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk after measures		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Toilets to be cleaned during the day 2. Toilets cleaned at the end of the day 3. Sufficient soap in all toilets and checked daily 4. Anti-bacterial spray and cloths in all toilets for adult use – after and before use 5. Signs in toilets to request adults to clean after use 6. Hand gel in adult toilets also available to be used when returning to work area 7. Staff to use the toilet nearest to their work area and where possible use the same toilet 8. Both toilets can be used in each 'block' 9. Limit one child in the toilet areas from any bubble at any time 10. Windows in toilet areas are open to allow ventilation 11. One person only by the sink area at any time 12. <i>Wash hands prior to using the toilet, wipe seat after using toilet, flush with seat down and wash hands again</i> 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during lunchtimes and breaks and contact from surfaces – resulting in direct and indirect transmission of the virus			
Existing level of risk after measures		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. 2 staff rest areas set up studio and staff room– with kettle, fridge and refreshments etc. 2. Staff to bring in own crockery and cutlery 3. Plates, bowls, cups. cutlery should not be left in any staff room 4. Staff rest areas well ventilated 			

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5. Staff sit **2 metres apart** room will be marked out where chairs are and extra chairs are not permitted (this will limit the impact of a positive LFT and track and trace)
6. 15 mins is the recommended time with 'groups' to limit spread of the virus
7. Lunch time access in the staff room is limited to ½ hour only when the children are eating in the classroom staff should use this time to be in the allocated staffroom – this will limit the amount of time in the staff room and limit the risk of transmission or bubble closure in the event of a positive Lateral Flow Test
8. Tables should be wiped down in the staffroom before and after use
9. **2 metres MUST be adhered to this will limit any impact of a bubble closure as result of a staff member's lateral flow test.**
10. PPA can be completed in empty classrooms rather than the studio as teachers are not part of the bubbles in school.
11. **PPA meetings should still adhere to the 2 metre rule**
12. Signs in staffroom concerning 2 metre distancing and cleaning expectations
13. Hand gel provided in staff room to be used after using shared utensils
14. Table and chairs cleaned at end of the day
15. Lunchtime supervisors will be allocated to classes and year groups
16. Children to eat lunch in their classrooms at desks – tables wiped down with anti-virus spray before and after use in Years 2,3,4,5 and 6
17. Lunchtime supervisors to bag up rubbish at end of shift and take to bin store

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk after measures		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children and staff staying in their classroom during class time and accessing other areas outside from classroom door where possible 2. Staff to wear masks in communal areas 3. Messages to office via phones / emails 4. When moving class around the school – keep to the left 5. Areas cleared for easy access – minimum furniture in corridors 6. Where possible access should be via the outside doors 7. If a class is in the hall which is not your year group you may not enter it or use it to access other areas of the school 8. Children who attend music lessons should not walk through the hall if a class is present and will need to use outside access 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk after measures		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff have own resources when working with children and in office and do not share – zippy bag each with name on for Years 3-6 2. Staff do not use the children’s resources 3. Hand gel available in all classrooms – wall dispensers. Staff to wash hands or use hand gel at least once an hour if not more regularly. 4. Soap available in all classrooms and running water 5. Hand gel to be used before and after using laptop if shared with other staff and interactive white board. 6. Office staff to use own equipment. Area cleaned after use and phone wiped with alcoholic wipes before day starts and in between users 			

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7. If using a shared resource like the cutter, laminator – use hand gel before and after use or wipe down with alcoholic wipes
8. Where possible, shared items should be cleaned after use or left for 72 hours before reusing. Resources which have been used should be placed in box and labelled with date on them so all staff know when the 72 hours are complete.

<u>Identify hazard</u>				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the staff – including anxiety				
Existing level of risk after measures				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>				List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online coaching for any staff who requests it –NAHT well-being resources 3. Staff meeting – virtually – to discuss concerns and shared control measures 4. Sharing of support helplines – in staff rooms 5. At least one SLT member of staff on site every day for staff to share concerns 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 7. PPE masks / face coverings / to staff working with children face to face such as reading – this has to be less than 10 mins 				

<u>Identify hazard</u>				Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children 1:1				
Existing level of risk after measures				Consider current level of risk
HIGH	MEDIUM	LOW	NEGLIGIBLE	
<u>Control measures</u>				List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 				

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2. All EHCP, those needing intimate care and non-compliant Children will have a COVID risk assessment which includes the families, staff, SENCO and leaders
3. PPE used for intimate care and close contact with children – PPE put on before use so children get used to it. (PPE = gloves, disposable face shield, mask and apron.) Disposing of PPE (except face shield) in yellow bin and as shown in instructional videos.
4. All staff shown videos re putting on and taking off PPE and email office to confirm videos have been watched
5. Office staff to monitor levels of PPE and order more if needed
6. All children not complying with new class charters over time will have individual behaviour plan
7. When working 1:1 with children, limit time to reduce risk (10 mins max) and work side by side instead of face to face. PPE must be worn
8. First aid administered in **class or on the playground or in play area by staff on playgrounds**. If further assistance needed – phones used to call first aiders, who will support with PPE pack. Ice packs used across the school. If child needs to go home or be assessed by first aider and safe to do so they can be brought to a FIRST AID room First Aider staff will attend.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk after measures	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Hand gel dispenser in all classrooms 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each classroom 4. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. BINS in all classrooms and staff rest areas – labelled and medical waste bags (green) to be used and emptied in medical waste every night 7. Tissues in all classrooms – checked by cleaners and LSA every day to ensure there are tissues in every room every day. 8. Amey to clean touch points x3 throughout the day – agreed with 3 supervisors prior to opening 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			

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Existing level of risk after measures		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day 2. PPE will be worn by all cleaning staff 3. Some resources will be rotated and left to de-contaminate for 3 days after cleaning to reduce the risk of indirect transmission – Year R and Year 1. These will be placed in a box and dated so staff know when 72 hours have been completed. 4. Soft furnishings and soft / cloth toys will be removed from use in classrooms 5. Staff rest areas and toilets cleaned every day and soap dispensers checked daily by AMEY staff 6. Office desks cleaned every day 7. Personal visors used and cleaned with sanitiser or disinfection daily 8. Outside and inside of face visors cleaned if used with sanitizer or disinfectant. 9. Hand gel, anti-virus spray, tissue and soap levels will be checked by site manager every day 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p align="center">Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</p>			
Existing level of risk after measures		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to complete individual staff risk assessment – adding individual hazards and control measures to this risk assessment. 2. Those who are clinically vulnerable or clinically extremely vulnerable–to adhere to strict 2 metre social distancing from colleagues and children (where possible re children) 3. Agree if staff are allowed to wear PPE when in school if they wish 4. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute 5. All staff recommended to clean their clothes on returning to home and shower before contact with family member 			

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Existing level of risk after measures	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Risk of illness by child or staff member exhibiting symptoms by direct transmission			
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. FIRST AID ROOM – for children needing serious first aid, or showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to FIRST AID ROOM. Staff escorting child with COVID symptoms to wear PPE and if possible keep 2 metres apart and instruct others to keep their distance. 2. If temperature is taken – non-touch thermometer used 3. Office staff call parents if temperature is high (above 37.8 degrees) or continuous cough. or loss of taste or smell and ask for child to be collected. Siblings also to return home. 4. Parent instructed and given leaflet concerning getting child tested for COVID and share result with school 5. Disposable PPE in yellow bin, face mask and visor left for cleaning and could be re-used if not contaminated. (extra PPE is available) 6. Members of staff supporting child with symptoms – wash hands thoroughly and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff) 7. If FIRST AID room is used for suspected COVID – not used again and closed sign used to indicate. Cleaned by site manager or cleaners 8. The areas where the individual has come into contact in will need to be deep cleaned 9. If positive case – School contact LA and PHE (whilst in place) take advice – parents of children in that class there has been a positive case in the class informed 			

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
Remaining level of risk	Consider level of risk following use of control measures		

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk		
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK	
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	Signature of assessor	Date
Natalie James		24.2.2021

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment review 1	
Date	28.1.21 David Ward Stokes (Health & Safety governor) Senior Regulatory Practitioner (environmental health)
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review: David Ward Stokes (Health & Safety governor)	

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Senior Regulatory Practitioner (Environmental Health)

Risk assessment review 2	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4

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Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 5	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Assessor's comments	Insert comments relevant to findings as appropriate

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Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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