

## HSTB Covid-19 School Risk Assessment – School Opening January Review 2021

School name		Heaton St. Barnabas CE Primary School							
Assessment carried out by (name/ role)		Mrs Smith (Head Teacher) Mrs.Wild / Mrs Mason (Deputy Head Teachers) Mr Suleman (Business Manager) Mr Leone (Site Manager)							
Date of assessment		31st August 2020		Date of next scheduled review:			1 <sup>st</sup> January 2021		
No.	The risk	Severity of risk (Low, Medium, High)  Select from drop down box	Who is at risk?	What measures will be put in place to control this risk?		Severity of risk after control measures  Select from drop down box	Who is responsible for implementing the measures?	By when is the measure to be actioned/in place?	Measures completed  Select from drop down box
1	Transmission of Covid-19 due to an infectious person attending site	Medium	Families, pupils, staff	<b>Safety and hygiene procedures</b> 1. Clear guidance given on the three symptoms and isolation timelines, via school communications, website and NHS handout including new variations of COVID-19 that has presented itself over the winter period. 2. All pupils and staff (where possible for staff) to be allocated to 'bubbles' with their own designated class space. No mixing of bubbles. 3. All pupils to be encouraged to distance wherever possible 4. Procedures in place for isolating symptomatic people on site and sending them home. Escorted to first aid room and isolated in there or family room until collected. 5. Strict handwashing procedures in place. Extra handwashing times timetabled in throughout the day. 6. PPE (visor, face mask, gloves, apron) to be worn by staff who have to come within 2m of a symptomatic child in order to assist them. All PPE is single-use and to be disposed of immediately after use. 7. Staff interaction to be reduced, and always at a safe distance. Staff encouraged to wear face visors when teaching face to face in classrooms and masks if handing children over on the door to parents. 8. Staff, pupils and parents to be reminded that they must isolate for 10 days if they are contacted through the Government Test and Trace system or been in direct contact with anyone who they know to have tested posotve for COVID-19 9. Face masks available to staff who are on duty in busy corridors and therefore exposed to more people at close range. Lunchtime staff to wear visors 10. Sanitiser, Gloves, antibacterial wipes to be made available to staff in all classes and antibacterial spray for book marking 11. All visitors to adhere to the hygiene routines, sanitising and social distancing rules. Visitors only for emergency or essential reasons on site. 12. All visitors sign in via InVentry and escorted by a member of staff to appropriate area. Copv of visitor safeguarding leaflet issued including COVID		Low	Head Teacher	All Safety Procedures to be Shared with all school community regularly including any changes or updates.	Completed

	Enhanced Cleaning measures on site			expectations.				
2				<b>Enhanced cleaning measures</b> 1. Extra cleaning supplies to be available to staff (anti-bacterial spray, cloths, ant-bacterial wipes, sanitiser) 2. Additional day cleaners to be on site all day to routinely clean communal areas, contact surfaces and to respond to cleaning requirements 3. Each site to be thoroughly cleaned each evening, with particular attention paid to contact surfaces 4. Emergency deep clean system ready in the event of a confirmed Covid-19 case within school (the group/bubble's room plus communal areas to be deep cleaned) 5. Lidded bins in each room to reduce risk of transmission from used tissues etc 6. Any waste (tissues, PPE) from a person with symptoms, or from helping a person with symptoms) to be double bagged by cleaners, labelled, and left for 72 hours before being put in the waste in order to reduce risk of transmission to waste collection staff			Business Manager, Site Manager and Cleaning team	From 3 <sup>rd</sup> September onwards / 1 <sup>st</sup> January 2021
3	Transmission of Covid-19 during drop-off / collection times	Medium	Families, pupils, staff	1. Queuing system in place where families can be social distanced. 2. Clear communication to families on procedures for drop off and pick up 3. Access points restricted to enable staff to supervise entry/exit from school – barriers to manage movement of parents dropping off and picking up following one way in and one way out system 4. Floor markers and signage in place at approach and entry/exit points 5. Staff to supervise entry and exit of pupils, and no parents/carers to enter sites unless absolutely necessary or via prior appointment through main office only. 6. Drop-off and pick-up times to be staggered to reduced risk of people mixing and no gathering of parents especially from different bubbles	Low	Head Teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed
4	Transmission of Covid-19 in classrooms	Medium	Pupils, staff	1. Desks re-arranged to face forward. No children are to face each other across desks at close distance. EYFS & Year 1 will not be sitting at desks as they will have areas of learning, but they will stay in their class bubbles and continuous provision with limited numbers. 2. Teaching staff to remind on and oversee pupil at a safe distance wherever possible especially when moving around school. 3. Entry/exit in classrooms to be slower and controlled to maintain distancing and one way systems in place to avoid crossing. One class at a time entering and exiting classroom and cloakrooms to limit traffic and contact. 4. No sharing of personal equipment (eg. stationery) Pupils allocated individual packs. 5. Safety Procedures regarding shared equipment to be briefed and followed, to include cleaning daily within bubbles, and cleaning or quarantining for 72 hrs if equipment is used between bubbles 6. Doors and windows to be open where safe to do so at all times. 7. Desks to be wiped with antibacterial spray during the day whilst pupils	Low	Head Teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed

			<p>out at play</p> <p>8. Children and staff to wash / sanitise their hands frequently through the day &amp; when leaving or returning to class</p> <p>9. Books to be looked at several times in a week but good hygiene procedures to be in place for teachers when marking books.</p> <p>10. Children to have own equipment in their trays and a plastic wallet on tables where possible.</p> <p>11. EYFS and Year 1 children will have some sharing of equipment, but this will be cleaned at the end of each day or stored for 72 hours before being shared with another bubble.</p>				
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5	Transmission of Covid-19 in communal areas (inc corridors, toilets, dining halls)	Medium	Pupils, staff	<p>1. Staggered arrival times, home-times, breaks and lunches to reduce crowding. Classes split into dining hall and hall for lunchtime to limit numbers in one area. One class at a time coming into the dining hall and leave for playground via hall doors.</p> <p>2. One-way systems inside school and limited numbers in offices and photocopying room.</p> <p>3. Max numbers specified for toilets, with notices. Supervised where necessary. Staggered playtimes and lunch times, in bubbles, with one-way entry/exit system.</p> <p>4. Limited numbers of pupils in the cloakrooms at any one time</p> <p>5. Doors and windows to be open where safe to do so</p> <p>6. Children to go the toilet nearest to their classroom one at a time, ensuring that their hands are washed afterwards for 20 seconds and supervised by an adult</p> <p>7. When children have to pass their classmates they do so in a direct swift manner to minimise the risk of transmission. Careful social distancing to be actioned when moving around and through school at all times during the day</p> <p>8. Toilets to be cleaned at regular intervals during the day by the cleaning team</p> <p>9. Provision of 2 staffrooms to allow social distancing and minimise the mixing of staff from different bubbles</p> <p>10. Adults may use their allocated staff room to prepare drinks / lunch however must observe social distancing measures.</p> <p>11. Limit to numbers of staff accessing staff room at the same time, and distancing to be observed</p> <p>12. Staggered play /lunch breaks to be in place to reduce staff numbers in the staff room at any one time</p> <p>13. Meeting room to be utilised as an additional staff room space at lunchtime as there are too many members of staff to allow for social distancing to be observed.</p> <p>14. All communal staff surfaces must be wiped down with anti-bacterial cleaning material after use.</p>	Low	Head Teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed
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				<p>15. Staff briefing to take place in the separate staff rooms to ensure social distancing measures can be observed (this may need to be carried out in smaller groups)</p> <p>16. Tables and chairs spaced apart as far as possible</p> <p>17. Cleaning staff to clean shared spaces frequently through the day</p> <p>18. Safe distancing to be maintained at all times in offices, with one-in-one-out policy in place if needed due to size of room.</p>				
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6	Transmission of Covid-19 in staff office spaces	Medium	Staff	<p>1. Safe social distancing to be in place where possible, or at least 1m with extra precautions to include sitting side by side and not face to face; no sharing of equipment where possible, and thorough cleaning between users if sharing is needed; minimal mixing of office teams with other groups or bubbles.</p> <p>2. Any shared equipment to be wiped down with antibacterial spray after use</p> <p>3. Restrict access to the school office to only essential visitors and limit on numbers in each room</p> <p>4. Messages to staff to be via phone, text or email where practical</p> <p>5. All school staff to ensure safe distancing if access to school office is essential, otherwise all contact to be via phone or email</p>	Low	Head Teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed
7	Transmission of Covid-19 due to pupils not following the Safety Procedures	Medium	Pupils, staff	<p>1. All pupils to receive a social story informing them of safety procedures when entering/leaving the school as well as during the school day. Parents to help prepare the children before their return with a particular focus on anything different from this term.</p> <p>2. All pupils to be fully briefed on their first day back, with demonstrations.</p> <p>3. Frequent verbal reminders of safety procedures</p> <p>4. Posters displayed around school regarding handwashing etc.</p> <p>5. Usual behaviour management system to be used to sanction children who do not follow safety rules, including exclusions where applicable.</p> <p>6. Addendum to school's behaviour policy in place to reflect the safety measures in place due to Covid-19.</p> <p>7. Revised Home School Agreement to be shared with parents and pupils ready for September.</p>	Low	Head Teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed
8	Increased risk of transmission for SEN children who find it hard to understand or follow Safety Procedures	High	Families, pupils, staff	Individual risk assessments to be carried out in consultation with parents. Behaviour policy to state that if their needs cannot be as safely met in the educational environment the child cannot attend.	Medium	Head Teacher, Deputy, SENCO and class teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Ongoing
9	Transmission of Covid-19 due to staff not following the Safety Procedures	Low	Pupils, staff	<p>1. All staff to be fully briefed during first day back on site</p> <p>2. Regular staff briefings to reiterate key messages and safety procedures</p>	Low	Head Teacher	From 2nd September onwards / 4 <sup>th</sup>	Completed

							January 2021	
10	Heightened risk of for those in vulnerable groups who were previously shielding (clinically vulnerable and clinically extremely vulnerable)	Medium	Pupils and staff in the vulnerable groups	<ol style="list-style-type: none"> <li>Staff to be briefed and reassured regarding safe distancing measures for all staff and identified pupils</li> <li>Staff to be offered alternative arrangements if distancing is not possible (ie. those working with very young children).</li> <li>Pupils to reminded of safety measures, including distancing as much as possible and not mixing bubbles</li> </ol>	Low	LPLT Director of HR and Headteachers	Comms released to staff and families by 4 <sup>th</sup> January; measures reiterated in	Completed
11	Increased presence and use of cleaning chemicals on site causes injury to child or adult	Low	Pupils	<ol style="list-style-type: none"> <li>No primary-aged children to use anti-bacterial sprays or wipes</li> <li>No cleaning chemicals or sprays to be kept out of reach of children</li> <li>Staff not trained in use of professional cleaning chemicals should not attempt to use them. Only anti-bacterial spray / wipes are to be used by these people</li> <li>COSH guidance (avoid contact with eyes and skin) to be given with anti-bacterial spray bottles used by staff</li> </ol>	Low	Head Teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed
12	Additional work pressures relating to operating at school under coronavirus safety restrictions resulting in stress reaction or anxiety	High	Staff	<ol style="list-style-type: none"> <li>Discuss with staff and have daily de-brief meetings at the end of the first few days to discuss concerns. Ensure staff feel able to raise concerns. Acknowledge staff concerns and provide support where needed</li> <li>Put in additional safety measures if appropriate to do so</li> <li>Continue to signpost Employee Well being Programme to staff</li> </ol>	Medium	Head Teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed
13	Additional work pressures for vulnerable staff who have to work from home resulting in stress reaction or anxiety	Medium	Staff	<ol style="list-style-type: none"> <li>Discuss with staff to alleviate concerns. Ensure staff feel able to raise concerns. Acknowledge staff concerns and provide support where needed</li> <li>Enable staff to work from home if appropriate to do so or directed by their Unions in the event they feel unsafe. Remote planning and lessons will need to be provided from home in the event a member of staff will not come into work.</li> <li>Continue to signpost Employee well being Programme to staff</li> </ol>	Low	Head Teacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed
14	Increase in staff absence results in pupils unable to attend school due to unsafe ratios	Medium	Staff / pupils	<ol style="list-style-type: none"> <li>Clear process in place for staff to report illness asap</li> <li>Headteacher to make communication decision for some bubbles not to be in school on certain days if provision cannot be delivered safely with correct ratios</li> <li>Headteacher to source alternative cover wherever possible and re-establish provision asap</li> <li>Any Cover teachers to be briefed of safety procedure before covering</li> <li>No Supply staff will be used where ever possible to reduce risk of infection</li> <li>In the event of Union guidance on staff to refuse to come into work staff must collaborate with SLT on work provided remotely ensuring that pupils do not miss out on any further learning.</li> </ol>	Low	Headteacher	From 2nd September onwards / 4 <sup>th</sup> January 2021	Completed
15	Increased risk or car/pedestrian accidents due to queue inside and outside school	Medium	Families, pupils, staff	<ol style="list-style-type: none"> <li>Clear guidance shared with parents on entry to school prior to return via text, website, letter</li> <li>SLT /Pastoral to supervise playground and roadside assisted by local PCSO</li> <li>Markers (eg. Cones and signs) to be placed at key points to direct people</li> </ol>	Low	Headteacher	4 <sup>th</sup> January onwards	Completed

16	Increased safeguarding risks to children spending less time at school due to self-isolating, reduced time tables and lockdown	Medium	pupils	<ol style="list-style-type: none"> <li>1. Pastoral and class teacher calls home to made weekly for vulnerable children and every two weeks for other pupils not attending school</li> <li>2. Staff to be reminded of increased risks and flag concerns, including risks of online abuse</li> <li>3. Parents to be reminded of online bullying and awareness</li> <li>4. DSL &amp; DDSL to monitor concerns raised by staff</li> <li>5. Use of BCL attendance team to monitor and perform home visits to families where attendance is raising concerns.</li> </ol>	Low	Headteacher	4 <sup>th</sup> January onwards	Completed
17	Possible heightened risk for pupils living with older generations and families	Medium	Parents and pupils	<ol style="list-style-type: none"> <li>1. All pupils to be regularly reminded of safety measures</li> <li>2. Any concerns raised by a parent or pupil to be considered by the headteacher and safety measures put in place where possible</li> </ol>	Low	Headteacher	4 <sup>th</sup> January onwards	Ongoing
18	Changes in school routine and or COVID restrictions resulting in stress and anxiety for pupils	Medium	Pupils	<ol style="list-style-type: none"> <li>1. Whole school PHSE topic related to the school's core values for first few weeks</li> <li>2. Daily circle time offering children opportunities to share their worries</li> <li>3. Preparations for changes in routine – social stories to help talk to. Keeping children informed</li> <li>4. All staff to report any concerns over children's mental health to SENDCO so that arrangements can be made to access support through Pastoral team</li> <li>5. Safeguarding online training for all staff on mental health and well being</li> </ol>	Low	Headteacher	4 <sup>th</sup> January onwards	Ongoing