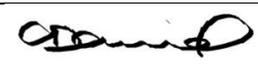


RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020				
Name of School		Date of assessment		Review date
St Anne's Fulshaw CE Primary School		22.07.20		01.09.20 if not before
Name and Position of Assessor(s):	Clare Daniel, Headteacher	Assessor(s) Signature:		
Headteacher's Name:	Clare Daniel	Headteacher's signature:		
Chair of Governor's Name:	Claire Carter	Chair's signature		

<u>RISK PRIORITY</u>
HIGH: Accident likely - with possibility of causing serious injury or loss
MEDIUM: Possibility of accident - causing minor injury or loss
LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Overarching Guidance for All Staff:

In all education settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is reduced. These include:

- 1) minimising contact with individuals who are unwell, by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school
- 2) cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promoting the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often, using standard products, such as appropriate detergents and anti-bacterial products
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Staff Principles:

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your line manager) and access a test as soon as possible. Testing information is available online at <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or via Cheshire East Schools HR – please ask the Headteacher for further details
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and anti-bacterial / anti-viral products
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated Behaviour and Anti-Bullying Policy, and Child Protection and Safeguarding Policy and know what role in it you're being asked to take.

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
<p>A. Responding to Someone with Symptoms 'Close contact' refers to:</p> <ul style="list-style-type: none"> • direct, face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 				

<p>Symptomatic pupil</p>	<p>Pupils Staff</p>	<p>Use of isolation holding pen for children if they develop symptoms with doors open for ventilation.</p> <p>PPE must be worn by staff if they cannot maintain a distance of 2m.</p> <p>If a child needs to use the bathroom, it must be a separate bathroom which is then thoroughly cleaned and disinfected before being used by anyone else.</p> <p>Parents to be called and child to be sent home as soon as possible if they develop symptoms.</p> <p>Symptomatic pupils should self-isolate for 7 days and seek a test. Members of their household should self-isolate for 14 days from the first day that the child showed symptoms.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p> <p>Following a negative test, the pupil will be permitted to return to school when they feel well again.</p>	<p>LOW</p>	<p>Ensure PPE is accessible and available for dealing with pupils who become symptomatic</p> <p>Ensure an isolation area available for children/adults who are displaying symptoms</p> <p>Engage fully with NHS Test & Trace, communicating the importance of this strategy with all stakeholders</p>
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<p>Symptomatic adult</p>	<p>Staff Pupils</p>	<p>Use of isolation holding pen for adults if they develop symptoms, with doors open for ventilation, should they require a place to wait before being collected from school.</p> <p>PPE must be worn by staff if they cannot maintain a distance of 2m should the symptomatic adult need monitoring.</p> <p>If the adult needs to use the bathroom, it must be a separate bathroom which is then thoroughly cleaned and disinfected before being used by anyone else.</p> <p>Staff member to be sent home as soon as possible if they develop symptoms.</p> <p>Symptomatic adult should self-isolate for 7 days and seek a test. Members of their household should self-isolate for 14 days from the first day that their family member showed symptoms.</p> <p>Any members of staff who have helped someone with symptoms or been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p> <p>Following a negative test, the adult will be permitted to return to school when they feel well again.</p>	<p>LOW</p>	<p>Ensure PPE is accessible and available for dealing with adults who become symptomatic</p> <p>Ensure an isolation area available for adults who are displaying symptoms</p> <p>Engage fully with NHS Test & Trace, communicating the importance of this strategy with all stakeholders</p>
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B. Hygiene and Handwashing

Hygiene practices	Pupils Staff Visitors Contractors	<p>Hand sanitiser station posters and hand washing posters are in place around the school and in the toilets.</p> <p>Sanitiser stations are available around the school and in each classroom as well as the entrance hall, hall, Egg Box, school office, head's office and staffroom.</p> <p>Availability of soap and sanitiser is checked three times daily by the caretaker, cleaner and admin.</p> <p>New lidded bins available in all classes with push bar pedal for easy use.</p> <p>Ample supply of tissues in classrooms and pupils / adults encouraged to use 'catch it, bin it, kill it approach'</p>	LOW	
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C. Cleaning

	<p>Pupils Staff Visitors Contractors</p>	<p>Toilets will be deep cleaned at the end of each day.</p> <p>Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.</p> <p>Tables and contact points will be cleaned regularly throughout the day.</p> <p>Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.</p> <p>No toys can be brought from home.</p> <p>Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over.</p> <p>IPads and laptops should be wiped several times daily and between use. Children should not share iPads or laptops. iPads and laptops are allocated to each bubble on a rota basis to minimise the risk of infection.</p> <p>Contact points should be cleaned by the caretaker and cleaner at least twice daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.</p> <p>Bins must be emptied before they are full and at least once daily.</p> <p>Cleaner to only enter the building when pupils have exited (except ASC).</p> <p>Cleaner to wear long gloves.</p> <p>Disinfectant to be used to clean items which cannot be done with soap which then is removed by water into a sink.</p> <p>Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.</p> <p>Classrooms</p> <p>Reception:</p>	<p>LOW</p>	<p>Ensure all classes have access to antibacterial hand-gel and tissues, reinforcing good hygiene habits</p> <p>Ensure all staff have access to cleaning materials (adhering to COSHH guidelines) and conduct regular cleaning of environment</p> <p>Communicate control measures with all stakeholders, ensuring full compliance at all times</p>
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D. Social Distancing

<p>Drop off / collection</p>	<p>Pupils Staff Visitors</p>	<p>Gates will be unlocked at 8.45am.</p> <p>Entry via pupil gate for Classes 1, 2, 3 and 5. Exit via double gate.</p> <p>Entry and exit by main entrance gate for Class 4.</p> <p>Only one parent should drop off / collect pupils.</p> <p>No lining up on the playground, pupils will be admitted straight into classrooms via external doors following temperature test.</p> <p>At the end of the day the gates will be unlocked at 3.10pm. Entry and exit via the same gates as drop off.</p> <p>Class 4 children will be released via external door into front courtyard for collection. Classes 1, 2, 3 and 5 will be released via external doors onto the playground for collection.</p> <p>Parents will be asked to leave the playground immediately on collection.</p> <p>Hand washing/sanitising is practiced before and after each changeover of activity and indoor/outdoor change, as well as on arrival at school and before and after eating.</p>	<p>LOW</p>	<p>Advise parents on the recommendations not to congregate in groups outside school at drop off or collection time</p> <p>Play equipment and school grounds are not to be used by families for casual play at the start and end of day - clear communication to parents about sanitization of this equipment</p>
<p>School day</p>	<p>Pupils Staff Visitors Contractors</p>	<p>It is preferable that pupils wear clean school uniform each day where possible, but not compulsory.</p> <p>PE kit will be brought in on Mondays and taken home on Fridays to be washed.</p> <p>Plastic or metal water bottles will be permitted and will be taken home daily to be washed. These will be kept at the pupils' workstations.</p> <p>Pupils will not be permitted to bring bags / rucksacks to school.</p> <p>Lunchboxes should be plastic and not contained within fabric carry cases.</p> <p>Wipe down plastic book bags distributed to all children.</p>	<p>LOW</p>	

Playtime / lunchtime	Pupils Staff	<p>Classes will have staggered break times and lunch times where possible and use separate designated areas of the school grounds as 'base'. Staff will supervise their own classes in pairs to allow for toilet breaks and a drink.</p> <p>Middays are allocated to specific bubble of pupils and will accompany them for lunch and outside in their specified space.</p> <p>Hand washing is practiced before and after each changeover of activity and indoor/outdoor change, as well as on arrival at school and before and after eating.</p>	LOW	
Use of toilets	Pupils Staff Visitors Contractors	<p>Pupils should only enter a maximum of three at any time into toilets</p> <p>Different classroom bubbles pupils should not mix in the toilets.</p> <p>One adult should accompany pupils to the toilet to support management of hand washing and ensure cross over to other bubbles does not occur.</p> <p>Door wedges to keep the doors semi open to ensure privacy but keep ventilation.</p> <p>Caretaker and cleaner to check soap supply is adequate morning and afternoon. Admin to check soap supply at midday.</p>	LOW	
Pupil behaviour	Pupils Staff	<p>See appendix to the Behaviour and Anti-Bullying Policy</p> <p>Children who do not follow the school's expectations around behaviour will be given two warnings. If they continue to disobey the rules on social distancing and or hygiene routines, then the staff member responsible for that bubble will contact parents to discuss how best to support</p> <p>Children are not to be inside the building unsupervised during lunch time or dinner unless they have requested the toilet. Access to the toilet will be monitored.</p> <p>A revised Home/School Agreement will be sent to all parents of pupils who will be returning to school to ensure that both pupils and parents are aware of the school's expectations around new routines and behaviour</p>	LOW	Ensure all parents sign and return Home / School Agreement including reference to new changes

<p>Bubble arrangements</p>	<p>Pupils Staff</p>	<p>Pupils will remain in class bubbles for the duration of each day.</p> <p>Where lessons and weather permit, learning can take place outside, teachers should use outdoor education wherever possible.</p> <p>Recommended social distancing applies with classroom organisation and movement around the building at all times for all pupils and staff members.</p> <p>Bubbles will remain apart from each other for the entire day.</p> <p>Normal whole school events such as assembly will take place virtually as usual but with bubbles classroom based.</p> <p>Classrooms to have forward facing desks where possible and where this is not possible, children will not be seated facing each other, preferably side by side with appropriate social distancing.</p> <p>Non-essential objects including all soft furnishings and resources that cannot be disinfected easily have been removed from classrooms.</p> <p>Children will keep their own books in their trays and will be responsible for getting them out and putting them away. Staff should not handle books and they should not be taken home for marking. Whole class feedback should be used to inform next steps in learning and individual pupils should be supported in working on areas for improvement through the use of targeted support and feedback.</p> <p>All classroom spaces to have staff-only zones.</p> <p>Classrooms to have channels for staff to move around the desks safely while practising social distancing.</p>	<p>LOW</p>	
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Staff social distancing	Pupils Staff	<p>Staff can be present in the staffroom (max occ. 4 people at one time) with the windows open. Staff should aim to maintain a distance of 2m from each other and other adults in school.</p> <p>Teacher should stay in their designated areas as much as possible.</p> <p>Physical contact such as handshakes and hugs should be avoided between staff</p> <p>Staff and pupils should endeavour to stay 1m+ apart.</p>	LOW	Ensure staff remain aware of social distancing during break, lunch-times and PPA
Staff attendance	Pupils Staff	<p>Staff should only enter the school site between 8am and 6pm with the exception of the caretaker and cleaner.</p> <p>The cleaner may attend after the majority of pupils have left the building at 3.15pm and work around the ASC.</p> <p>The caretaker will commence his hours at 7.00am and will clean the hall and toilets as a priority before Breakfast Club arrive.</p>	LOW	
Non-teaching staff arrangements	Staff Contractors	<p>One person in the school office at any time. Normal working hours.</p> <p>The school office should not be used as a cut through. Any access to the head's office or staffroom should be through the school hall.</p>	LOW	School may consider part week, working from home arrangements for admin staff if appropriate
Non staff personnel	Staff Visitors Contractors	<p>Limit contact with other 'off-site' adults for all staff – no meetings with parents to take place on site where possible. Any communication should be done via email, text or telephone.</p> <p>Meetings to be conducted virtually initially. If no other option, meetings conducted in the Egg Box with appropriate social distancing and hygiene precautions in place</p> <p>No additional adults will be admitted to the building unless authorised by the Headteacher.</p>	LOW	Clear communication with parents, visitors and contractors around hygiene expectations, social distancing prior to entry to the building

E. Personal Protective Equipment (PPE)

<p>Managing use of PPE</p>	<p>Pupils Staff</p>	<p>Audit of PPE available in school is available and updated in real time. Preferred suppliers have been identified with support from LA contacts.</p> <p>All staff to have training about safe removal and application of PPE masks and other equipment as part of INSET in September 2020.</p> <p>Staff to wear a facial covering when in close contact with pupils if a pupil becomes symptomatic.</p> <p>Staff should not wear gloves unless managing the usual scenarios (presence of bodily fluids), a medical emergency or when managing a symptomatic child.</p> <p>Contingence issues and soiling will be managed in the usual way according to care plans if pupils have them.</p> <p>No pupils or teaching / non-teaching staff will be approaching the kitchen servery so screening is not necessary in this area of school.</p>	<p>LOW</p>	
<p>First Aid</p>	<p>Pupils Staff Visitors</p>	<p>Usual PPE should be worn dealing with a first aid incident. A mask should be worn if the incident requires close contact with the pupil / adult.</p> <p>Individual teachers should administer basic first aid in the first instance.</p> <p>Serious injuries should be seen by a fully trained first aider.</p> <p>Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait in the isolation pen with a staff member for collection.</p> <p>A First Aid grab bag should always be taken outside by a designated staff member.</p> <p>Playground supervisory staff should phone into the office for an emergency first aider to attend any serious incident outside.</p> <p>No child should be sent inside to be treated.</p>	<p>LOW</p>	

F. Managing Symptoms, Testing and Responding to a Local Outbreak

'Close contact' refers to:

- **direct, face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)**
- **proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual**
- **travelling in a small vehicle, like a car, with an infected person**

<p>Local outbreak procedures</p>	<p>Pupils Staff Visitors Contractors</p>	<p>Systems in place to manage a symptomatic child or adult including access to testing through NHS or LA HR (staff). The school is fully prepared to engage with the NHS Test and Trace process.</p> <p>DfE will provide schools with a small number of testing kits for distribution – date TBC</p> <p>In the event of a confirmed case of COVID 19 in the school, the headteacher will contact the local health protection team (or expect to be contacted by them if NHS Test and Trace has identified a member of the school community who has tested positive.</p> <p>The health protection team will work with school to identify who has been in close contact with the confirmed case and ensure that they are given instructions to self-isolate.</p> <p>The school send home all adults and children who have been in close contact with the confirmed case with instructions to self-isolate for 14 days from their last contact.</p> <p>A template letter will be issued to the school to share with staff and parents which will be distributed through the usual electronic channels.</p> <p>Household members of the close contact sent home do not need to self-isolate unless the contact develops symptoms. If the contact develops symptoms, they should follow the stay at home guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>If school has two or more confirmed cases within 14 days or an overall rise in sickness absence where Covid is suspected, they will seek advice from the health protection team about actions necessary to contain a potential outbreak.</p> <p>The school would be prepared to accept a mobile testing unit dispatched by the local DPH to support actions necessary to contain an outbreak.</p>	<p>LOW</p>	<p>Communicate updates in full, with all stakeholders</p>
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		<p>Online systems for continuing education have been tested and proven to be successful during current lockdown.</p> <p>Work set weekly for pupils on school website, supplemented by other purchased and free resources from White Rose Maths, Teach Your Monster to Read, Education City, Oak Academy and BBC Bitesize.</p> <p>Contact maintained with all families through the website and zoom sessions</p>		
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G. Risk Assessment

Staff emotional wellbeing and mental health	Staff	<p>RAG RA to be carried out weekly for staff to ensure their mental and physical health is taken into account.</p> <p>Mental health session and signposting to look at managing anxiety and stress levels to support staff in returning to school.</p> <p>Individual support packages and interventions available for staff if needed.</p> <p>Weekly RAG sent to Headteacher and update re: support required to Learning Mentor</p>	LOW / MEDIUM	<p>Ensuring access to SD, enabling both staff and pupils to approach for support, as necessary.</p> <p>Monitor attendance rigorously and adopt a rapid response approach should concerns be identified.</p>
Staffing	Staff	<p>Staff assigned to different bubbles of pupils will remain the same for the duration of the autumn term unless staff absence requires substitution.</p> <p>One teacher and TAs allocated according to pupil need with minimum movement between pods</p> <p>ASC Manager in place for Breakfast Club and ASC. Breakfast Club worker required – recruitment over the summer holidays.</p> <p>Middays allocated to specific bubble of pupils and will accompany for lunch and outside in specified space.</p> <p>PPA cover movement of staff minimised and on separate days.</p>	LOW	

<p>Communication (parents)</p>	<p>Pupils Staff Visitors</p>	<p>Essential correspondence sent out via email distribution lists – all parents are accessible via this method, including new starter parents for Reception 2020 intake</p> <p>New Home/School Agreement to be sent home to parents via email alongside link to key risk assessment which is also published on the school's website.</p> <p>All communication to parents is copied to all staff and school office.</p>	<p>LOW</p>	<p>Ensure that parents check their contact details at the start of the year and understand the importance of informing school of any updates</p>
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FOLLOW UP ACTIONS (IF REQUIRED)

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed
1	Staffing Required	Breakfast Club worker recruitment 5 hours per week	CD / WC	01.09.20	
2	Book bag use	Plastic book bags distributed to all pupils for minimal use As much homework posted online as possible – staff to check internet access and device availability for all families to ensure equality of access and alternatives provided if suitable	WC to order All staff to liaise with families re: accessibility	15.09.20	
3	Infection control – resources	Skin-safe sanitising wipes cleaning wipes to be purchased for pupil use re: PE equipment / instruments	WC	01.09.20	