

Risk Assessment completed by Lisa Robinson

School Name: Redfield Edge primary School Date of Risk Assessment: 11th May 2020

Description of Activity being risk assessed: - School phased re-opening Covid-19 June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing? (as advised in LA guidance)	What further action is necessary?	Action by whom	Action by When	Action Completed	
Spread of the virus within the school.	All staff pupils and visitors to school	<p>Parents/carers will be asked to check temperature (If possible) and to wash hands before leaving for school.</p> <p>Safe distancing will be followed during entry to the school and supervised as much as possible.</p> <p>On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitizer.</p> <p>Parents will be asked to stay outside of school building whenever possible and any issues to be communicated by email or telephone.</p>	Regular reminders	LR to give regular reminders via the school newsletter.	Weekly	Yes	
					Text reminders for the school office (CW)	Weekly	Yes
			Consider marking up outside space with 2m safe distancing	DW to place cones outside of the school gates (2m distance).	Daily	Yes	
			Ensure good supply of hand sanitizer, soap and paper towels available every day.	Sanitizer stations to be set up by support staff at each gate. Member of staff to supervise use of sanitizer.	Checked daily	Yes	
				Reminders sent via text message.		Yes	
				Parent letter (LR) to explain expectations.		Yes	
	School email and telephone information sent out via newsletter.	Weekly					
	Office staff to maintain supplies and order in advance as stocks run low.	Daily	Yes – in place				

Potential contamination of buildings/equipment	All pupils staff and visitors.	<p>Anyone who shows symptoms in school will be asked to move to isolated area/room.</p> <p>If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use.</p> <p>Ask person/pupil to leave by the nearest external door.</p>	<p>Ensure room is available at all times. Keep contents of room to a minimum to aid cleaning process.</p> <p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.</p>	<p>Food tech room used as designated Isolation area. This room will be kept empty at all times.</p> <p>Accessibility toilet to be used in this instance – sign to then be put up to ensure nobody else can use.</p> <p>Office staff to manage handover – front exit to be used.</p>	<p>Wb/ 18.5.20</p> <p>Weekly</p> <p>As needed</p>	Yes – in place
Contamination through coughing and sneezing.	All pupils staff and visitors	<p>Deep clean of all areas before school re opens and then ongoing at start and end of day. Each classroom that is used would require all equipment to be cleaned, surfaces touched to be wiped clean including door handles, tables. No sharing of equipment.</p> <p>Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.</p> <p>Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands</p>	<p>Regular reminders to pupils regarding no sharing of equipment.</p> <p>Ensure stocks of cleaning materials are maintained.</p> <p>Pupils to have that own resource pack for their use including pencil, whiteboard, pen, rubber...</p> <p>Ensure tissues are available and covered bins for disposal. Ensure</p>	<p>Deep clean has taken place.</p> <p>Cleaning contract to increase to original capacity. 30 hours cleaning per week plus extra cleaning on a Wednesday of classroom resources.</p> <p>CW to ensure supply of tissues.</p> <p>Pupil packs made – all labelled and situated in personal spaces</p> <p>'Catch it, bin it, kill it' posters to be displayed around school.</p> <p>Class teachers to talk with children around personal hand / respiratory hygiene.</p>	<p>As needed</p> <p>CW meet with Glen Cleaning 18.05.20</p> <p>Daily reminders</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

Use of hand sanitizers		<p>Opportunities available for pupils, students, staff and visitors to wash their hands:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>This is particularly important if using public transport to get to school.</p>	<p>posters are displayed (catch it Bin it Kill it)</p> <p>Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times</p>	<p>Hand sanitizing stations situated in each classroom and at entrances and exits to the building.</p> <p>Signage makes stations clear and accessible for all.</p> <p>Packs of tissues in each class replenished daily / as needed.</p> <p>PPE starter pack provided by SG</p>	<p>Weekly – Class teachers / teaching assistants.</p> <p>Support staff</p> <p>Maintained by office staff – refill when necessary.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Cleaning of school building	All pupils visitors and staff	<p>Providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.</p> <p>Obtain the Safety Data Sheet for the product(s) (easy to obtain from your supplier). They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p> <p>SDS will also help with potential reactions to the product.</p>	<p>Ensure adequate supplies are maintained and staff are aware of Safety data sheets.</p> <p>Ensure that supplies are topped up daily at entrance and exit</p>	<p>CW / Office staff to obtain SDS and display advice if sanitizer is not used appropriately.</p>	<p>CW to replenish stocks daily ensuring constant supply.</p> <p>Wb/ 18.05.20</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>

Social distancing	School staff and cleaners	<p>Cleaning staff will have been made aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area.</p> <p>Hand washing facilities are available including Anti-bacterial hand gel.</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> • Handling waste including body fluid spills and hazardous medical waste. <ul style="list-style-type: none"> • Cleaning • After emptying bins • After using the bathroom. 	<p>points from the school</p> <p>Supervision by staff to ensure safe use of sanitizers</p> <p>PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste.</p> <p>The cleaning of toys, pens and pencils, musical instruments, PE equipment etc, will be reviewed as necessary following government guidelines.</p>	<p>Meeting with Glen cleaning took place on 18.05.20 with expectations shared.</p> <p>PPE made available to staff who wish to wear it.</p> <p>PPE used if a member of staff is supporting a child who is unwell / dealing with first aid – if social distancing cannot be adhered to.</p> <p>PPE boxes made up for each group – this is replenished daily if needed.</p> <p>Toys and resources will be used by only one group of pupils and then cleaned on a Wednesday.</p> <p>All staff have watched the ‘doffing’ advice video which was circulated by SLT.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing – weekly</p> <p>Regular reminders</p> <p>Teaching and Support staff set up on preparation for opening</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
	All staff and pupils	<p>Pupils to keep 2m away from each other as far as possible. Potentially achieved through smaller class sizes, working at separate desks etc.</p> <p>Avoid activities eg: sitting on carpet together, assemblies, some sports and playground games where 2m distance is not possible.</p> <p>Avoid lunch queue – use 2m markers etc</p> <p>Pupils to be spread out at lunch tables – reduce numbers sitting in the same area.</p> <p>Staff to follow guidance re social distancing in staffroom etc.</p>	<p>Consider marking up areas with 2m for example where children line up for lunch, parent collect/drop off zone.</p> <p>Consider alternative areas that could be used for pupils to eat lunch to ensure all children have the opportunity to have lunch.</p>	<p>2m distance marked by arrows in the corridor.</p> <p>Signs displayed to encourage staying 2m apart whilst moving around school.</p> <p>Class size maximum is 15. Tables set apart to maximise space and stick to distancing rules.</p>	<p>In place</p> <p>In place</p> <p>In place</p>	<p>Work carried out checked and maintained</p>

			<p>Are there additional rooms available to accommodate staff breaks?</p> <p>More than 1 area may be required at break and lunchtimes.</p>	<p>Pupils to eat lunch (sandwiches only) at their tables in class before going outside in their own designated areas.</p> <p>During nice weather – picnic lunches have been encouraged ensuring appropriate shade from the sun.</p> <p>Over flow staffroom in place for staff to spread out.</p> <p>Games explored with children to ensure distancing in place as much a possible.</p>	<p>Created in preparation</p> <p>Teaching / support staff to give regular reminders</p>	<p>Yes</p> <p>Yes</p>
<p>Provision of First Aid</p>	<p>All staff pupils and visitors</p>	<p>First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms as usual.</p>	<p>Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in usual manner.</p> <p>Staff to wash hands after each pupil.</p>		<p>Office staff</p>	<p>Yes</p>
<p>Administering medication</p>		<p>As much as possible reduce the amount of medication you agree to administer.</p>		<p>All staff and designated first aiders aware of expectation regarding PPE.</p> <p>Staff to wash hands before and after administering first aid.</p>	<p>In place</p>	<p>Yes</p>
<p>Pregnancy</p>	<p>Staff.</p>	<p>Possible complications for pregnancy. Implications for health of mother and unborn child.</p>	<p>Regularly check Public Health England for updated advice.</p> <p>Seek advice from GP/Midwife</p>	<p>Medication administered is at a minimum – parents encouraged to use once a day hay fever medicine / sun cream etc.</p>	<p>In place</p>	<p>Yes</p>
<p>Office/Reception staff</p>	<p>Staff</p>	<p>Parents/carers and pupils reminded to keep visits to office to a</p>	<p>If not already working behind a screen consider installing screen to reduce</p>		<p>In place via School Money</p>	<p>Yes</p>

Deliveries to school	All staff	<p>minimum. Parents/carers encouraged to use email or telephone to contact staff.</p> <p>Request that parents pay for school lunches etc by electronic means to avoid use of cash</p>	<p>contact with visitors to school</p>	<p>Individual risk assessment carried out for pregnant member of staff.</p> <p>Working from home with the opportunity to come to school with measures in place.</p>	In place	Yes
	All staff, pupils and delivery drivers	<p>Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items.</p> <p>Once school receives a delivery wherever possible items will need to be wiped over using antibacterial wipes.</p>	<p>Whilst placing the order consider adding advice on delivery procedures within school.</p> <p>Ensure good supply of antibacterial wipes are in place for staff.</p>	<p>Glass screen in place between office staff and the general public.</p> <p>All school payments are carried out electronically.</p>	In place	Yes
Dealing with unwell children.	All staff and pupils	<p>Children that become unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.</p>	<p>Reminders to parents/carers to not send poorly children to school</p> <p>Public health England poster guidance followed regarding childhood illness</p>	<p>All deliveries to come through main school office.</p> <p>School office staff to receive deliveries and ensure items are wiped down before dispersed into school.</p>	Sent out	Yes
Premises plant and equipment	All staff, pupils and visitors	<p>All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.</p>		<p>Reminder to parents regarding unwell children and usual expectations which remain in place.</p>	CW (SBM) to manage	Yes
				<p>Poster displayed in school office and distributed to all families.</p>	Class teachers	Yes

Fire drill	All staff and pupils	Fire drill procedures and fire safety notices	<p>Re –look at fire drill procedures (including lockdown) to ensure all new guidelines ref social distancing are followed as much as possible.</p> <p>Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.</p>	<p>Maintenance check and works carried out in advance of re-opening including emergency lighting and boiler repair.</p> <p>Each group to have the fire drill procedures explained fully to them in their groups. This includes exits, social distancing expectations, where to line up.</p>	<p>and support staff</p> <p>LR to lead and communicate to staff</p>	<p>Yes</p> <p>Wb/ 08.06.20</p>
SEN children	Staff and pupils	Plans in place to deal with behavioural issues are reviewed by SENCO	<p>Regular review by SENCO/one to one TA particularly if issues with biting/spitting.</p>	<p>Fire drill planned for when re-opening is completed. This will be carried out as an information giving activity – not a timed drill.</p> <p>Currently no pupils attending school with challenging behaviour. Individual risk assessments in place for these pupils already and these will be adjusted as and when needed.</p>	<p>SENCO (JR) to monitor and continue to communicate with families weekly.</p>	<p>In place</p>