

Risk assessment for: Working safely during COVID 19 (Opening the whole school in September 2021)

Assessment date: 03.09.21

Name of assessor: KV

Note: some specific controls, mainly related to “bubbling” and segregation, have been removed for the September 2021 reopening of schools, in line with Government guidance – if circumstances change, some may need to be reinstated

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Staff, children via transmission of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Staff informed to follow social distancing where possible. • Staff should avoid close face to face contact where possible • Work areas have been assessed to ensure staff able to socially distance • Staff who are unable to socially distance, do not work face to face • Notices and marker tape are present in circulation areas to encourage social distancing • Staff are encouraged to stagger arrival and departure times at work to reduce crowding into and out of the workplace or at pinch points • Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk • Staff are encouraged to wear face coverings in communal areas • Staff follow one-way system around school • Children to eat lunch in their classrooms • Assemblies to take place virtually • Children to play in zones on the playground during their staggered lunchtimes • If staff shortages are unable to be covered and result in a lack of adults to teach children, school will communicate with Walsall Public Health and Walsall Local Authority to determine the safest course of action – this 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.



		may result in temporary class closures and a move to online learning until staff return			
Staff and parent interaction. (Including meetings)	Staff and families via transmission of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> Families are notified that they must inform the school of an outcome of a child's test as soon as possible Guidelines are established for parents to contact the school and specific teachers; including, telephone, Class Dojo and School Cloud Families are informed that they are only allowed onto the school grounds at specified times for drop off and collection If meetings are required with parents they are done using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed Only absolutely necessary participants should attend meetings and should maintain social distancing throughout Avoid any sharing of work equipment including pens/paper etc. Floor signage to ensure that social distancing is followed A record is kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them 	•		<ol style="list-style-type: none"> 1. 2. 3.

Staff and Staff interaction	Staff via transmission of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Staff members encouraged to adhere to social distancing at all times • Reminders and notices clearly displayed at critical points around the building including staff only areas • Flexible break times for all staff to make social distancing easier • Staff encouraged to wear face coverings within the school building • All staff are encouraged to be vaccinated • All staff meetings to be virtual 	•		<ol style="list-style-type: none"> 1. 2. 3.
Contamination on surfaces including toys and equipment	Staff, children via transmission of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Soft furnishings which may be difficult to clean are limited • Soft toys or toys which may have parts which are difficult to clean are isolated and in limited use • All surfaces and shared resources are suitably sanitised regularly • Pupils and staff have individual equipment provided where possible including paper and pens. • Resources, including PE equipment, are sanitised between group uses 	•		<ol style="list-style-type: none"> 1. 2. 3.
Lack of effective cleaning	Staff, children via transmission of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Cleaning programmes have been reviewed to ensure that all areas are sanitised at least twice daily • Enhanced cleaning of toilet facilities at the start, middle and at the end of each day • Frequent cleaning of work areas, class rooms and equipment between uses, using usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Cleared workspaces, class rooms and removal of waste and belongings from the work area, 	•		<ol style="list-style-type: none"> 1. 2. 3.



		<p>class room at the end of the day</p> <ul style="list-style-type: none"> • Bathrooms must be cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home • Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 			
Lack of effective ventilation	Staff, children, families via transmission of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Doors and windows opened frequently to increase ventilation where possible – families encouraged to send their children in warm clothes if they are cold • Monitoring the CO2 readings for any area/room with limited fresh air supply. Take action as appropriate to reduce CO2 levels by introducing fresh air and limited numbers within this area. (HSE have issued guidance on using CO2 monitors. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm) 	•		
Personal Hygiene, toilet, shower and changing facilities	Staff, children and visitors via transmission of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Handwashing facilities are available to all staff and pupils. These include those in the following locations: outside each entrance to school; in toilets throughout school; wet and practical areas • Hygiene practices for all school members are increased with more regular handwashing reminders as well as sanitiser availability • Hand sanitisers have been made available at the following locations: outside each entrance to school; in each office; in each classroom; in 	•		<ol style="list-style-type: none"> 1. 2. 3.

		<p>the staff room; in the hall; by the photocopier; in the meeting room; in the school reception</p> <ul style="list-style-type: none"> • Signs and posters to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm • Signage is pupil friendly and ensure that the signage is suitable for anyone with a disability within the school, e.g., pictorial • Regular reminders and signage to maintain hygiene standards • Hand sanitiser is placed in multiple locations in addition to washrooms • Provision of tissues, bins with lids and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it' • Clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible • Enhancing cleaning for busy areas • Paper towels are available as an alternative to hand dryers in handwashing facilities • 			
Staff at increased risk from the virus	Staff via transmission of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Government guidance is followed • Staff members who are clinically vulnerable may be able to work at school but social distancing measures should be in place and medical advice should be followed in each case • People who live with those who were previously identified as clinically extremely vulnerable or clinically vulnerable can attend the workplace • Provision of support for workers around mental health and wellbeing. This includes Walsall Council EAP; SAS Wellbeing app and staff mental health first aider 	•		<ol style="list-style-type: none"> 1. 2. 3.

Pupils at an increased risk from the virus	Pupils via contraction of resulting in serious illness or death	<ul style="list-style-type: none"> • Pupils who are clinically vulnerable – medical advice is followed to identify what controls need to be implemented. 	•		<ol style="list-style-type: none"> 1. 2. 3.
Visitors and contractors	Visitors and staff via contraction of resulting in serious illness or death	<ul style="list-style-type: none"> • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS • Any unnecessary visitors are asked to meet virtually if possible • Visitors are limited where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect social distancing at all times • At interaction locations – the school office - a physical barrier is in place (e.g. screens and panels) • Sanitation and hand washing is available for visitors • Visits via remote connection/working are encouraged where this is an option • The number of visitors at any one time is limited • Schedules for essential services and contractor visits are arranged to reduce interaction and overlap between people (for example, carrying out services at night) • A record of all visitors is maintained, if this is practical • A record of all visitors is kept and cooperation fully with the Test and Trace service in the event of an outbreak is advised 	•		<ol style="list-style-type: none"> 1. 2. 3.

<p>Staff with symptoms of the virus</p>	<p>Staff and children via contraction of resulting in serious illness or death</p>	<ul style="list-style-type: none"> • Staff are encouraged to complete a Lateral Flow Test regularly. Staff are encouraged to undertake twice weekly home tests whenever they are on site • Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice • Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services • Government guidance for staff with symptoms will be followed: this can be found at: Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk) • In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school will follow its contingency plans (sometimes called outbreak management plans) • The school may be contacted by 'Test and Trace' and will cooperate fully with them 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.
<p>Pupils with Symptoms of the virus</p>	<p>Pupils and staff via contraction of resulting in serious illness or death</p>	<ul style="list-style-type: none"> • If a pupil starts to show symptoms of COVID 19, they should be sent home immediately • Whilst waiting collection by a parent/guardian the pupil should be moved to the first aid station where they can be monitored by adults and distanced from other school members • If they need to use a bathroom they must use one dedicated bathroom (the disabled toilet) 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.

		<p>and this must be thoroughly sanitised following the use</p> <ul style="list-style-type: none"> • Suitable PPE including apron, goggles, moisture resistant face mask and gloves is available for staff administering first aid • Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique • Government guidance for pupils with symptoms will be followed: this can be found at: Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk) • In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school will follow its contingency plans (sometimes called outbreak management plans) • The school may be contacted by 'Test and Trace' and will cooperate fully with them 			
Deliveries and collections	Staff, delivery drivers via contraction of resulting in serious illness or death	<ul style="list-style-type: none"> • Unnecessary contact with staff and delivery staff is avoided for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking • Larger quantities of inbound materials are ordered less often to reduce deliveries • Where possible and safe, single employees load or unload vehicles • Where possible, the same pairs of people are used for loads where more than one is needed • Drivers are able to access welfare facilities when required, consistent with other guidance 	•		<ol style="list-style-type: none"> 1. 2. 3.

		<ul style="list-style-type: none"> • Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways • Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical • Regular cleaning of reusable delivery boxes 			
Access and Egress	All school members: children, staff, families via contraction of resulting in serious illness or death	<ul style="list-style-type: none"> • Slightly staggered arrival and departure times at work/ school to reduce crowding into and out of the workplace • Provision of additional parking or facilities such as bike-racks • Congestion reduced by use of one-way system; YN-2 and Y4 use Nursery gate into school; Year 3, 5 and 6 use main gate into school. Double gates used for exit once one-way system is followed. • Direct entrances into classrooms from outside to reduce the need for moving around within the building • Provision of handwashing (or hand sanitation where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building • Markings indicating one-way flow at entry and exit points 	•		<ol style="list-style-type: none"> 1. 2. 3.
Common areas	Staff and children via contraction of resulting in serious illness or death	<ul style="list-style-type: none"> • Flexible and slightly staggered break times to reduce pressure on staff room and school hall • Use of outside areas for breaks when possible • Use of protective screening for staff in receptions, dinner halls or similar areas • Identify specific toilet areas for specific groups: YN toilets for YN; YR toilets for YR; KS1 toilets for KS1 classes; KS2 toilets for Y3, Y4 and Y5; Y6 classroom toilets for Y6 • Staff encouraged to bring their own food 	•		<ol style="list-style-type: none"> 1. 2. 3.

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Moving around the building	Staff and children via contraction of resulting in serious illness or death	<ul style="list-style-type: none"> • If any equipment is shared this should be sanitised before being used by another group or staff member • One-way flow through buildings • Adults, (including teachers and visitors) to wear face coverings when moving around the school and in communal areas • 	•		1. 2. 3.
Work places and work stations	Staff via contraction of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Workstations allow staff to maintain social distancing wherever possible • If it is not possible to keep workstations 2m apart, then extra attention is paid to equipment, cleaning and hygiene to reduce risk 	•		1. 2. 3.
Meetings	Staff, visitors via contraction of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> • Microsoft Teams used to avoid in-person meetings • Only absolutely necessary participants should attend meetings • Avoid any sharing of work equipment including pens/paper etc. • Hold meetings outdoors or in a well ventilated room if they are essential meetings • A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed 	•		1. 2. 3.
Accidents, incidents and emergencies	Staff, visitors, children via contraction of COVID 19 possibly resulting serious illness or death	<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum the following is considered.)</p> <ul style="list-style-type: none"> • First aid and fire safety provision is checked 	<ul style="list-style-type: none"> • Amend the fire action plan if necessary to incorporate reduced staffing levels – i.e. those staff with specific roles in a fire evacuation may not be present 		1. KV/CM 2. 14.09.21 3.

		<p>and equipment is adequate for the new working environment</p> <ul style="list-style-type: none"> • A rota system for first aid qualified staff, fire marshals to ensure that they are available during the operating hours and accessible to all areas of the building or work area • Revision of the location of the assembly point changed to allow for social distancing – on school playgrounds • Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire • What sanitation systems will you need to put in place following an emergency? E.g. equipment cleans • Adequate means of escape must be maintained even if the building is not fully occupied – occupants must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke • One way systems that have been put in place may have to be abandoned in the event of fire • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk 	<ul style="list-style-type: none"> • Check whether servicing of fire safety equipment is due or has been missed • 		
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		of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival			
Parent queuing outside school	Parents, staff, pupils via contraction of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> Implementing markers to identify the spacing in waiting areas outside the school and within the school grounds When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates Parents encouraged to stand in spaces on the school premises 	•		1. 2. 3.
Transport to and from school	Pupils via contraction of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> Encourage pupils to travel to school via walking, cycling or private vehicles Pupils walking or cycling to school should be advised to socially distance at all times Bridgnorth Grove is closed to traffic without permits at school start and finish On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method 	•		1. 2. 3.
Communication of control measures to staff, pupils and parents	Staff, pupils, families via contraction of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> Risk assessments shared with staff during the development of the risk assessments and further identification of suitable control measures is encouraged Risk assessment shared on website with a link to it on Class Dojo Provision of clear, consistent and regular communication to improve understanding and consistency of ways of working. Use of games, songs and stories to help explain the new rules to pupils and increase pupil understanding 	•		1. 2. 3.

		<ul style="list-style-type: none"> Engagement with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. The latest government guidance has been considered in the development of the risk assessment: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) 			
PPE provision	Pupils, staff, families via contraction of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> PPE is provided as identified within the risk assessment Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken Provision of an emergency PPE kit (school office) and spare stock, to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school 	•		<ol style="list-style-type: none"> 1. 2. 3.
Teaching pupils with SEN	Staff, pupils via contraction of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> Review of each individual's risk assessment to ensure that suitable controls are in place Provision of additional PPE for personal care Allocated dedicated staff to care for individual children where personal care is needed Ensuring that personal care environment and equipment is thoroughly sanitised following 	•		<ol style="list-style-type: none"> 1. 2. 3.

		<p>each use</p> <ul style="list-style-type: none"> Using SEN tools to help communicate the control measure and new rules to the pupils. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual Domestic educational visits may resume. These trips may include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.) The controls in relation to the COVID 19 should be considered within the Educational visit risk assessment 			
Educational Visits	Staff, children via contraction of COVID 19 possibly resulting serious illness or death	<ul style="list-style-type: none"> Make use of outdoor spaces in the local area to support delivery of the curriculum As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely Identify additional Covid risks as a result of going on an educational visit School visits to be to Covid-secure places 	•		<ol style="list-style-type: none">

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
08.10.21	Addition of warmer clothes to lack of ventilation section, review date for use of LFDs changed, staff option to wear face coverings	KV	Nov 21
15.10.21	Staff encouraged to wear face coverings; handwashing and sanitising is increased and encouraged; LFDs encouraged; unnecessary visitors asked to attend virtually if possible; staff encouraged to be vaccinated; virtual staff meetings; staff follow one-way system around school; risk assessment shared on website and Class Dojo; visits to Covid-secure places; children eating on bubble tables; 2 classes to eat lunch in classrooms; children in zones on playground outside; sanitised equipment between group use	KV	Nov 21
04.11.21	Assemblies to take place virtually; children to eat lunch in their classrooms	KV	Nov 21



15.01.22	Actions to be taken in the result of staff shortages; monitor CO2 readings in each class/area and responding to indicated ventilation needs; adults to wear face coverings in communal areas and when moving around the building;	KV	Jan 21

