

RISK ASSESSMENT FORM

Workplace	Denton CP School and Nursery	Likelihood (L)	X	Severity (S)
Department	Whole School	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Jon Kettle, Guy Walsh, Debbie Rowland, Emma Dicksee	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	School site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School Opening	Likely	4	Major (death or serious injury)
Date	September 2020 (updated March 2021)	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Pupils access face-to-face education	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R
1. Exposure/contraction of the Covid-19 virus through physical/close contact or contact via an infected surface.	All staff All pupils Visitors Contractors Parents	<p>Basic infection controls</p> <ul style="list-style-type: none"> Basic infection controls will be followed, as recommended by government guidance. These will be displayed prominently in all areas of the school including notice boards and gates, added to the timetable and messages repeated constantly. 'Catch it. Bin it. Kill it.' message displayed and shared repeatedly: cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Children to be instructed to put used tissues in the bin straight away. Lidded pedal bins to be used in classrooms, toilets and offices. Where children need support with use of tissues (eg. Early years) staff will wear gloves and dispose of tissues safely. Children will be told to wash their hands with soap and water often for a minimum of 20 seconds – use hand sanitiser gel if soap and water are not available. Children are to wash/sanitise their hands when they arrive at school, return from breaks, before and after eating and if they change rooms. Hand sanitiser/hand washing to be available in or close to each classroom, entrances and exits of buildings, near lunchrooms, toilets and shared areas. The children will wash their hands with soap and water on their arrival to school (sanitiser can be used if soap and water is unavailable). The message to not touch your eyes, nose or mouth will be given and children asked to wash their hands if seen doing so, whenever appropriate. All hand contact surfaces to be cleaned with anti-bacterial spray before the start of the day, at lunch time and the end of the day. This should also be carried out at other times as and when it is felt necessary. Additional cleaning hours continue during the day to support regular cleaning and ensure all frequently used shared areas, such as toilets, are cleaned during the day as well as after school. Extra cleaning to be put in place over lunchtimes so that toilets and high contact surfaces are cleaned thoroughly, at least twice every day and bins are emptied at regular intervals. There will be additional cleaner hours to support for this. Classrooms are to be well-ventilated at all times: Windows to be kept open as much as possible, and classrooms thoroughly aired before and after sessions. Pupils to wear more layers if this causes them to be cold. 	2	3	6				

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All staff
All pupils

Children to be assigned to groups to minimise the risk of infection

- Pupils will arrive and depart school according to allocated time slots. Some children will use a different entrance (driveway). An adult will always accompany children on the driveway.
- Pupils can bring bags into school and use the communal cloakrooms
- Pupils and staff will have their own set of frequent-use equipment (pens, pencils, rulers etc)
- Classroom resources can be shared within the bubbles; items will be cleaned frequently wherever possible
- Any equipment which needs to be shared between bubbles (e.g. science, PE or art resources) must be thoroughly cleaned before a new bubble uses it, or rotated and left unused for 48 hours (72 hours for plastics)
- Contact will be self-contained – there will be no mixing of children between groups. Social distancing rules of 2m apart will be encouraged within the group where possible
- Playtimes will be staggered for each class/bubble in order to minimise contact.
- Each bubble will have their own set of play equipment for breaks and lunchtimes to avoid cross-group contamination which will be wiped down frequently with appropriate cleaning materials
- Where children need to use toilets outside of scheduled times, an adult is to check the toilets are empty of children from other groups before allowing children to use them. They must then give a reminder about and/or supervise (from the cloakroom) the correct washing of hands.
- Doors will be propped open where possible to avoid touching of door handles.
- Outdoor spaces will be used as much as possible.
- Adults in the group will be responsible for cleaning classroom/playground resources at regular points, as and when they have been used e.g. lunchtime toys, shared resources.
- Adults may operate between different classes, but should maintain their distance (ideally 2 metres) between themselves and other staff and pupils wherever possible
- Class/group room seating arrangements will take distancing into account where possible
- Pupils to arrive in school wearing their PE kits on their allocated days. During cold weather, they should wear appropriate track-suit bottoms and school jumper (reduces use of cloakrooms)
- The principles of the behaviour policy remain in place. However, staff will adapt approaches to ensure social distancing rules and hygiene controls are followed e.g. no physical use of house points. In the event of further support being needed to deal with behaviour, an adult from the group will seek advice from the senior leadership team

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Bubbles will not mix for specialist teaching, (eg. Nurture) and wrap-around care (after-school clubs) until further notice

If used by multiple bubbles, the playgrounds will be broken up into clear physical zones and teachers will ensure the boundaries between zones are kept clear.

Enhanced basic infection control measures for staff working across classes/bubbles (refer to 'working protocol' for staff)

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	All staff All children All contractors	<p><u>Lunchtimes</u></p> <ul style="list-style-type: none"> • Kitchen staff/servers will be aware of our rules for social distancing and set-up for lunchtimes • Hot school lunches will be served in the hall (key stage 2 will eat in classrooms); classes will be allocated time slots • Early years will share the hall at lunchtimes, as will key stage one; stringent social distancing and ventilation measures will be maintained during these times; classes will sit well apart • When the hall has been used for hot school lunches, all contact surfaces will be wiped down thoroughly with anti-bac spray • Where children eat in the classroom, tables will be wiped with anti-bac spray between finishing the lesson and eating food. Children will stay in their assigned seat to eat lunch. • All children will be asked to bring their own reusable water bottle - water fountains around school are not to be used. 	2	3	6				
	All staff All pupils All parents	<p><u>Drop-offs and Pick-ups:</u></p> <ul style="list-style-type: none"> • Will be staggered to allow for maximum social distancing. • Year 1&6 pupils to use driveway, EYFS and Y2 to use main gate and infant playground, Y3,4&5 to use main gate and junior playground (Year 4 pupils will leave via the driveway at the end of the day). • Parents are expected to maintain social distancing from other families. • There will be regular communication with parents reiterating the procedures for social distancing and what to do in the event of a child/ family member developing symptoms. • Parents will be asked not to congregate outside the school; a quick drop off and pick up is required. • Gates to school driveway will be inaccessible to vehicles at pick up and drop off times. A member of staff will oversee pupils entering the school via this entrance. • Unless contrary to medical advice, pupils arriving at school in a face mask will be required to remove it and either dispose of it safely or store the mask in a sealable bag. 	2	3	6	<p>Parents will be asked to wear face masks when they drop their children off and pick them up</p> <p>At pick-up, Nursery parent will queue up the hill and Reception parents will queue down the hill to avoid mixing of bubbles. Reception children will leave 5 minutes later than Nursery to further support this.</p>	2	3	6
	All staff All pupils All parents	<p><u>In the event that someone becomes symptomatic:</u></p> <ul style="list-style-type: none"> • <i>Refer also to the Protocol for responding to a suspected case of COVID-19 (and Protocol for confirmed case if necessary)</i> • Staff must inform the senior team if they develop symptoms overnight and must not come onto school premises. They should stay at home and follow government guidance. • Parents will be asked to keep children at home and follow the government guidance for households with possible coronavirus infection if they develop symptoms overnight and asked to phone the school at the earliest opportunity. 	2	3	6				

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| | | | <ul style="list-style-type: none"> • If a member of staff becomes symptomatic on site, they should inform a member of the senior team, leave the school site as soon as possible and follow government guidance. • If a child becomes symptomatic on site, they should be moved into the allocated isolation room, a separate room (to be determined by the Head Teacher – this will usually be the spare office at the main office) where they can be isolated behind a closed door with appropriate adult supervision to await collection (contact should be made with emergency contacts immediately). Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected (using standard cleaning products) before being used by anyone else. If another child is symptomatic at the same time, they can also be in the isolation room but at a distance of at least 2m apart from the other child and the supervising adult. • Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: All surfaces and objects which are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. • Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected beyond normal cleaning procedures (all areas of the school are cleaned at least daily). • If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. • All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result of the test is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. • If they are a child, parents/carers are to be asked to seek testing and notify the office of the result; if they are a member of staff, they must seek testing and let a member of senior team know as soon as they hear their result. • Public Health England, via the Department for Education helpline for schools, will be contacted in all cases to confirm procedures for self and group isolation. | | | | | |
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		All staff	<p><u>Protection for staff</u></p> <ul style="list-style-type: none"> Lunch times are staggered to allow staff to socially distance. Staff are required to maintain social distancing when using the staff room at all times. The staff room will be arranged so that a maximum of 4 people can sit appropriately distanced (same for the meeting room x2 staff). Nurture room will be made available to staff at lunchtimes in the event of overspill (max. 4 people). Key stage 2 staff will use the Year 4/5 shared area to make hot drinks. Staff are required to wear face masks whenever social distancing in communal areas is compromised (staff are not required to wear face masks when working with pupils). Staff can remove face masks when eating. Staff can take books home to mark if they wish. Staff should be distanced from each other where meetings take place Social distancing will be maintained at all timetabled staff meetings. Wherever possible, staff meetings will take place virtually using Microsoft Teams. TA meetings will not be able to take place in their current format but TA's are welcome to join the initial 'safeguarding' and 'what's working well' part of the Wednesday 'Teams' staff meetings. All other information will be communicated via email. Face masks will be worn by parents, visitors and contractors when entering/leaving the building and in communal areas and wherever social distancing cannot be maintained. External agency/local authority staff will continue to come into school. Bi-weekly lateral flow testing for staff – all on-site staff are encouraged to participate Staff will be encouraged to carry out their PPA from home if possible. 	2	3	6				
3.	Contraction of the Covid-19 virus through physical/close contact or contact via an infected surface.	All staff All pupils	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> Avoid contact with others as much as possible Extra care should be taken where unavoidable contact may need to take place, e.g. first aid. Avoid contact with an individual who is showing signs of coronavirus. Younger pupils are likely to find social distancing much harder, but will be encouraged to do so. Information posters and reminders will be placed all around the school buildings. Where social distancing between staff and pupils is compromised or is not possible, ensure: the room is well-ventilated, staff and pupils wash their hands more regularly, work spaces are cleaned more regularly, staff/pupils sit side on instead of face-to-face where possible. 	2	3	6				
4.	Contraction of the Covid-19 virus through	All staff All pupils Visitors	<p><u>Protection for visitors (including parents, contractors and external agencies staff)</u></p> <ul style="list-style-type: none"> Any visitors displaying symptoms of coronavirus must not enter the school premises. 	2	3	6	Our parent volunteer program remains suspended until further notice	2	3	6

	physical/close contact or contact via an infected surface.	Contractors Parents	<ul style="list-style-type: none"> All visitors must wear a face mask on entering and leaving the building, when in all communal areas, and where social distancing is not possible. All visitors must sanitize/wash their hands on arrival and departure. Visitors must be socially distanced from others External agency staff delivering specific learning interventions are not required to wear a face mask or socially distance when working with children – enhanced hand-washing and cleaning of surfaces must be in place in these instances. Wherever possible, visitors should work/meet in well-ventilated rooms where social distancing can be maintained. 						
5.	Safeguarding procedures aren't followed due to social distancing regulations	All staff All pupils	<p>Safeguarding pupils</p> <ul style="list-style-type: none"> All staff are reminded about the Safeguarding Policy and procedures to be followed in school. All staff are requested to report concerns directly to DSLs and to follow up on concerns they have shared All children are expected to attend educational provision, in line with statutory requirements Families not attending school will be contacted, in line with local authority attendance guidelines DSLs will continue to attend any safeguarding meetings virtually as requested/needed. Parents will sign user agreement when borrowing school devices to support home learning 	1	4	4			
	Negative impact on mental health and wellbeing caused by the outbreak		<p>Wellbeing</p> <p>Support for staff:</p> <ul style="list-style-type: none"> Teachers to check and monitor with TAs regarding well-being; senior leaders to check and monitor well-being of each other and of other teachers. Governors to check well-being of senior leaders. Agreement about how workload has been shared out, and includes expectations about use of Class Dojo (eg. contact hours). <p>Support for children:</p> <ul style="list-style-type: none"> PHSE lessons to take an important role in the timetable – these to focus on well-being, especially during the first few weeks of a return to school. Where possible, high ratios of teacher and teaching assistant support available to each group; have a familiar adult working with every group Regular doorstep visits will take place for the most vulnerable pupils not in school during periods of isolation/extended absence Food parcels will be delivered to the most vulnerable FSM families during periods of isolation/extended absence 	2	3	6			

			<p>Support for families:</p> <ul style="list-style-type: none"> Email/Class Dojo contact with families to be ongoing. Regular phone calls to vulnerable families. Safeguarding team and teachers to signpost resources and services as needed and as appropriate. 					
	Fire procedures aren't followed due to re-organisation of classrooms and teaching groups	All staff All pupils	<p>Fire procedures</p> <ul style="list-style-type: none"> Fire procedures will remain as normal regarding the checking of systems. Any maintenance will be carried out, where possible, outside of school hours – (see also above info re contractors). Fire exit and assembly arrangements will remain as normal, with distancing measures adhered to wherever possible. All usual procedures regarding accounting for children and re-entering the building to be followed. Re-entry will be by the same doors. 	2	3	6		
6.	Contraction of the Covid-19 virus through physical/close contact or contact via an infected surface. Pupils do not receive necessary first aid.	All staff All pupils	<p>First Aid</p> <ul style="list-style-type: none"> A trained member of staff will be on site at all times to deal with accidents. Extra care should be taken where unavoidable contact may need to take place; where possible, PPE should be worn. 	2	3	6		
7.	Contraction of the Covid-19 virus through physical/close contact or contact via an infected surface.		<p>Parents' Evenings</p> <p>As well as above protective measures, additional measures for parents' evenings are as follows:</p> <ul style="list-style-type: none"> '2-metre rule' (social distancing) obeyed at all times Parents will need to arrive and leave promptly at their allocated time; if late, appointments will need to be re-booked Parents will access classrooms via outside doors (Year 2 via KS1 back door) and leave via school corridor and driveway exit (YN-2) and KS2 back door (Y3-6) Parents to avoid gathering inside and outside the school Parents wear a face-mask on the school site Parents follow the one-way system at all times Parents sanitise hands before entering and leaving classrooms; staff sanitise/wash hands before and after each appointment 	2	3	6	Parents' evenings will be 'virtual' until further notice	2 3 6

			<ul style="list-style-type: none"> • One parent only attends appointments • Children do not attend appointments 							
8.	<p>Contraction of the Covid-19 virus through physical/close contact or contact via an infected surface. Insufficient staff to safely open classes/bubbles.</p>	<p>All staff All pupils Visitors Contractors Parents</p>	<p>Staff Testing</p> <ul style="list-style-type: none"> • All on-site staff will be able to test bi-weekly using a lateral flow device • Testing will take place in the morning, before staff leave for work • Results will be shared by email with Headteacher no later than 8.00am • In case of a positive lateral flow device result, the staff member will immediately inform the headteacher and inform bubble colleagues (headteacher may also do this). The staff member must self-isolate in line with national guidelines and book a PCR test • In case of a positive PCR test result, the staff member and all staff and children in their bubble must complete 10 days self-isolation in line with national guidelines. Self-isolation begins from the day the staff member took their lateral flow test. • Parents and staff will be contacted at the earliest possible instance if a bubble needs to close (this should be before any staff or children leave their house for school). • Staff and bubbles may return to school as soon as the self-isolation period has finished and in line with national guidelines 	2	3	6	<p>Bubbles will close if a staff member tests positive using a lateral flow device and whilst awaiting confirmation of PCR test result</p> <p>During school holidays, staff should resume testing 10 days prior to a return to school (wherever holidays are longer than one week)</p> <p>Staff should endeavour to book a walk-in or drive-through PCR test in order to obtain the quickest results</p>	2	3	6

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review; measures to be reviewed on a weekly basis depending on changes in government advice

Name of Manager:	Guy Walsh	Signature of Manager:		Date:	1st September 2020
1st review undertaken on:	30 th September 2020	Signature of Manager:		Date:	5 th October 2020
2nd review undertaken on:	2 nd November 2020	Signature of Manager:		Date:	8 th November 2020
3rd review undertaken on:	4 th January 2021	Signature of Manager:		Date:	10 th January 2021

4th review undertaken on:	2 nd March 2021	Signature of Manager:		Date:	5 th March 2021
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