

<b>Assessment Reference</b> Health & Safety of Staff & Pupils	<b>Site/Location</b> Holy Trinity CE Academy			<b>Work Activity</b> School Site Re-opening		
<b>Assessor(s)</b> J Marshall	<b>Date of Assessment</b> 18/05/20	<b>Date of Previous</b> N/A	<b>Date of Review</b> Ongoing with publication of new guidance	<b>Level of Risk Before Controls</b> (See risk matrix)		<b>Level of risk After Controls</b> (See risk matrix)

**Government guidance states:**

“We have provided guidance and support to schools, colleges and childcare settings on [implementing protective measures in education and childcare settings](#) to help them to reduce the risk of transmission as more children and young people return.

To prevent the spread of coronavirus, schools and other settings will use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced. Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.”

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june> (11<sup>th</sup> May 2020)

“**Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.** In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- **minimising contact and mixing”**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> (12th May 2020)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> (15th May 2020)

Hazard Area/activity	Persons at Risk	Significant Risks to Health and Safety	Probability	Severity	Risk Rating	Controls and Precautions	Probability	Severity	Residual Risk
<b>Social distancing for Staff</b>	Staff	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Identified entrance and exits</li> <li>- All staff to sign in as normal whilst adhering to social distancing</li> <li>- Car sharing is not advised for any school staff</li> <li>- Staff advised not to congregate in any areas within school</li> <li>- Staggered start and finish times for pupils have been introduced</li> <li>- Entrance to foyer and then school to be controlled by staff within school office (KD to ensure that auto door turned off) this will discourage visitors congregating within small foyer</li> <li>- Foyer seating removed</li> <li>- Staff to have allocated area's within school for comfort breaks and lunchtimes</li> <li>- Staff to restrict lunch breaks to 30 minutes maximum to ensure cover, staggered if required within their small working group</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>
<b>Admin services</b>	Staff	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- All letters to be requested through office</li> <li>- All photocopying to be requested through office via email with instructions(before 12.00 for the following day)</li> <li>- Wipes by copiers for staff to wipe down equipment after each use</li> <li>- Use of Management Office if staff need to make phone calls – Wipes supplied for cleaning when finished</li> <li>- Laminating, guillotining, binding to be</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>

						completed by admin staff			
<b>EYFS Staff (Nursery and Reception)</b>	Staff	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- EYFS/Reception staff to use EYFS kitchen only</li> <li>- EYFS/Reception staff to use toilet located outside EYFS</li> <li>- EYFS/Reception staff to eat lunches within EYFS kitchen area</li> <li>- Hot drinks before, after school or during lunch break when no pupils in EYFS</li> <li>- <b>Identified staff:</b> <b>Sarah Lewis – Nursery</b> <b>Catherine Thirtle – Nursery</b> <b>Rebecca Storey – Reception</b> <b>Deb Jobling - Reception</b></li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>
<b>Year 1</b>	Staff		<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Year 1 staff to use staff room kitchen only</li> <li>- Year 1 staff to use shower room toilet outside EYFS</li> <li>- Year 1 staff to eat lunches within staff room</li> <li>- Hot drinks before, after school or during lunch break when in staff room only</li> <li>- <b>Identified staff:</b> <b>Rachel Jeffrey – Year 1</b> <b>Georgia Cresswell – Year 1</b> <b>Natalie Kenny – Year 1</b></li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>
<b>Staff caring for Key Worker children and those children allocated a social worker both KS1/KS2</b>	Staff	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Staff to use staff room kitchen only</li> <li>- Staff to use toilets in sign posted Group A outside staff room</li> <li>- Staff to eat lunches in hall with children or within Sports Hall Kitchen</li> <li>- Hot drinks before, after school or during lunch break when in staff room only</li> <li>- <b>Identified staff:</b> <b>Adam McMahon – Year 3 Room (Y2/Y3 pupils)</b> <b>Alex Lock – Year 3 Room (Y2/Y3 Pupils)</b> <b>Ben Alldridge – Year 4 Room (Y4/Y5 pupils)</b> <b>Sandra Taylor – Year 4 Room (Y4/Y5</b></li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>

						<b>pupils)</b> <b>Sophie Hope – Year 4 Room (Y4/Y5 Room)</b>			
<b>Year 6</b>	Staff	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Staff to use Sports Hall kitchen</li> <li>- Staff to use staff toilets labelled Group B</li> <li>- Staff to eat lunches in Sports Hall kitchen or classroom</li> <li>- Hot drinks before, after school or during lunch break</li> <li>- <b>Identified staff:</b> <b>Richard Swan – Year 6</b> <b>Graeme Barron – Year 6</b> <b>Bev Dogan – Year 6</b> <b>Fraser McDougall – Year 6</b></li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>
<b>Admin Staff/SLT/Visitors</b>	ALL	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Staff to use Sports Hall kitchen (when not in use by Year 6 staff)</li> <li>- Tea/Coffee facilities in Management room</li> <li>- Kettle within Headteacher annex room</li> <li>- Staff to use staff toilets labelled Group B</li> <li>- Staff to eat lunches with own room or within Sports Hall kitchen when not in use by Year 6 staff</li> <li>- Visitors requested to wash hands on entry and use hand sanitiser</li> <li>- Visitors to use toilets labelled Group B</li> <li>- <b>Identified staff:</b> <b>Tina Murphy – Headteacher</b> <b>Alison Spark – AHT</b> <b>Rachel Scott – AHT</b> <b>Joanne Marshall – Business Manager</b> <b>April Taylor – Administrator</b> <b>Julie Allan – Additional Needs Manager</b> <b>Sharen Chow – Child Wellbeing Officer</b> <b>Lesley Phinn - HLTA</b></li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>
<b>PPE – Suspected Coronavirus case</b>	All	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- If a member of staff or child becomes unwell with symptoms of coronavirus while in school</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>

						they school be isolated within the 'Visitor's Room' <ul style="list-style-type: none"> <li>- Ensure that the window is left open</li> <li>- Emergency PPE Kit is located with the school office for use in suspected cases</li> <li>- The staff member or child displaying symptoms should be sent home and advised to self-isolate for 7 days.</li> <li>- Their fellow household members should self-isolate for 14 days (incubation period)</li> <li>- If the staff member or child tests positive the rest of that class/group should be sent home and advised to self-isolate for 14 days</li> <li>- It should be noted that staff can apply for a coronavirus test if they begin to show symptoms</li> <li>- Follow the link: <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></li> </ul>			
<b>First Aid</b>	All	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Identify vulnerable children/staff who are at risk and advise non attendance</li> <li>- Minimise contact outside of assigned groups</li> <li>- Wash hands more often than usual</li> <li>- Ensure good hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>- Emergency PPE Kit available to use by first aid trained staff</li> <li>- First aid to be delivered where possible in situ – if necessary children or staff should be taken to the medical room</li> <li>- Normal first aid procedure to be followed</li> <li>- Parents/next of kin to be contacted if necessary</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>
<b>Staff Wellbeing</b>		Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>- Members of SLT available daily to share concerns with</li> <li>- Hand sanitiser in every classroom/office</li> <li>- Hand washing facilities through out school</li> <li>- Planned time for PPA</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>

						<ul style="list-style-type: none"> <li>- Designated staff area's set up around school to allow for social distancing (see above)</li> <li>- Staff rota's shared</li> <li>- Risk assessments reviewed weekly or when new guidance published</li> <li>- Vulnerable staff to continue to work from home if applicable</li> <li>- All school staff to follow normal absence reporting procedure whether Covid 19 related or not</li> </ul>			
<b>Premises Cleaning</b>			<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Cleaners placed on a staggered rota to allow for cleaning midday</li> <li>- Class based resources should be disinfected daily</li> <li>- High traffic areas to be cleaned over lunchtime period eg. Toilets, door handles etc.</li> <li>- Maintain normal high standards of cleaning throughout this difficult period</li> <li>- Sanitising wipes are available in each of the classroom/office areas</li> <li>- Admin staff responsible for wiping down Inventory sign in screen over the lunchtime period</li> <li>- School has ensured sufficient stocks of cleaning products are available</li> <li>- Ensure cleaners have a stock of PPE available should school have a suspected case and need to use the 'Visitors Room' Minimum required is (disposable gloves, apron and where possible a face mask)</li> <li>- PPE waste should be sealed in plastic bags and stored for 72 hours before being disposed of with normal site waste</li> <li>- Cleaners should follow the hygiene rules in place for school staff, hand washing and hand sanitiser</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>

**Signature of Assessor(s)** – *J Marshall – Business Manager*

### **Social Distancing Guidance from the Department for Education and Public Health England**

- ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible
- stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering
- discourage parents from gathering at school gates
  
- ensure all staff and pupils wash their hands with soap and water for 20 seconds frequently,
- ensure assistance is given to those to younger pupils who have trouble washing their own hands
- ensure all staff and pupils are encouraged not to touch their faces
- ensure all staff and pupils use a tissue or elbow to cough or sneeze and use bins for tissue waste

Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.

Further information contained within specific risk assessments

Risk Matrix

Severity Likelihood	Non-Injury 1	Minor Injury 2	7 Day Injury 3	Major Injury 4	Fatality 5
Improbable 1	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk
Remote 2	2 Low Risk	4 Low Risk	6 Low Risk	8 Low Risk	10 Medium Risk
Possible 3	3 Low Risk	6 Low Risk	9 Medium Risk	12 Medium Risk	15 High Risk
Probable 4	4 Low Risk	8 Low Risk	12 Medium Risk	16 High Risk	20 High Risk
Most Likely 5	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk

$$\text{Risk} = \text{Likelihood} \times \text{Severity}$$

The above matrix is to be used to evaluate likelihood and severity in order to come up with a standardised method of rating risks arising from a hazard. It is used in conjunction with the risk assessment pro-forma.