

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

RISK ASSESSMENT

School Name: Meadows Primary School

Location: Water Meadows

Activity: Covid -19 (March 2021)

Date: 07/03/2021

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

Persons at Risk	Employee	X	Likelihood (L)	1	Very Unlikely	Consequence (C)	1	No Injury	Risk Grade (L x C)
	Young Person	X		2	Unlikely		2	Minor Injury	
	Contractor	X		3	Likely		3	3 Day	
	Public	X		4	Very Likely		4	Major Injury	
	Other Site User			5	Certain		5	Fatal	

HAZARDS IDENTIFICATION	EXISTING CONTROL	INITIAL RISK RATING			
		L	C	L x C	RISK
A Lack of understanding by staff and pupils	Teachers to regularly remind pupils to wash their hands and used anti-bacterial gel through the day. All staff and children to use hand gel on entering and exiting the bubble. Staff to remind pupils to tell someone if they feel unwell no matter what this maybe. Signage remains on site as visual reminder to socially distance as adults. Staffrooms to be re-organised to ensure staff are not congregating. Staff to wear masks in small areas such as offices, staffroom and other spaces where 2m social distancing cannot be achieved. Headteachers to share risk assessment with staff. Schools behaviour polices to be adapted to take into account Covid19. Headteacher to communicate with staff and parents regularly the latest guidance.	2	4	8	
B Social Gathering	Start of day/ finishing / lunch times to be staggered to avoid large groups gathering. Timetable produced and shared with all staff. Children to go straight to their bubbles to avoid congregating outside on arrival. Assemblies and briefings to be held within bubbles or via Teams. Parent events to be postponed until further notice. Playground to be segregated to prevent clashes between bubbles Parents/carers will be asked to not congregate on site. Signage to remain on site to remind parents/carers to adhere to social distancing. Visible notices on site reminding contractors and parents to not enter the building. Parent/carer meetings with members of staff to be pre-booked via the office with 24 hour notice and must be last resort. All meetings should be via MS Teams, phone or Parent Evening system. Senior Leaders and Safeguarding team to be physically present and visible during drop off/collection times and should wear a mask. Staff to adhere to the staff room re-organisation. CPD/Staff meetings where possible to be virtual or in a socially distanced manner in a large well ventilated space. Each room to be ventilated.	2	3	6	

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C	Transmission of COVID-19	<p>Children within bubbles will not be mixed. Children who need support with changing, all adults should wear appropriate PPE to support. Children to keep personal belongings to a minimum. Bags to discouraged, Coats kept in space provided, Increased cleaning routines to include cleaning of classrooms during break and lunchtimes. Anti-bacterial gel to be used on entry to site by all persons and in entry and exit of rooms. Pupils to have their own equipment in packs. Any shared resources such as PE equipment should be cleaned after use. Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. Staggered playtimes and lunch breaks to avoid bubbles mixing where possible and passing in the corridor kept to a minimum. Classroom desks in KS2 to be in rows. If a pupil or member of staff tests positive for COVID-19, bubble to self-isolate for the required time in line with PHE/government guidelines. Regular hand washing by all persons as well as the use of hand gel to minimize transmission. Car sharing with people from different households to be discouraged. Outdoor Gyms and shared apparatus to be put out of use unless allocated for sole use by one bubble. Appropriate use of PPE for all intimate care. Visual reminders of social distancing to be around the site. Bubbles to limit movement around the site - timetabled movement and lessons. Encourage 1 parent/carer to drop off and collect children. Isolation room to be in place for anyone person showing symptoms. Soap, tissues and anti-bacterial gel to be in all classrooms and offices; checked and replenished daily by Class teaching team. Inform HT of low stock levels. Equipment - including all ICT equipment - to be cleaned regularly within bubbles. Adults need to socially distance - masks should be worn if this is not possible. If the isolation room is used, it will be deep cleaned after in addition to the routine cleaning. In the event of a confirmed COVID-19 case, the bubble will be deep cleaned. Keyboards and mice to be cleaned after usage in the library. I pads/individual devices to be cleaned between use. Photocopier use to be limited to specific times to avoid overcrowding and should be cleaned after every user as completed this. Gloves and Masks can be worn when marking children's work and books. Parents to be encouraged wearing a face mask when dropping and collecting children. Deliveries and post to be handled with gloves.</p>	2	3	6	
D	Safeguarding	<p>RA to be in place for key children. All meetings to be virtual or on secure line with outside agencies. Safeguarding policy is updated with remote learning and Covid -19 appendix for any closure. Essential visitors and contractors to the site will need to share contact details should a COVID case be confirmed; these will be held securely for 21 days and then destroyed. If essential face-to face meetings held by Safeguarding Lead/PSA will be pre-booked and seating spaced accordingly. The room will be cleaned by the member of staff after. Remote learning to include Safeguarding reminders daily with children about how to stay safe online.</p>	3	3	9	

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E	Contractors and visitors to site	<p>Any visitor on site will be required to leave contact details with the school should a confirmed case occur within the school or from the visitor (details to be destroyed after 21 days). Catering and cleaning company have been issued with the Trust's Risk Assessment and shared their own. Kitchen staff to stay in Kitchen and no member of staff to enter if occupied. Kitchen should be cleaned before and after food is served. Cleaning staff entering bubbles should wear appropriate PPE. Deliveries should be placed in a marked location and mask worn to do so. All Visitors to site to wear appropriate PPE Hand washing and sanitizing to be completed before entering main building.</p>	2	3	6	
F	Welfare	<p>Absent staff through self-isolation or shielding to be regularly contacted to check on their welfare by the school's Senior Leadership Team - in all tiers and during any enforced closure. Signage in schools to signpost staff to counselling service should it be needed. In the event of symptoms developing during the school day, adult will be sent home and follow National guidance. In the event of a child developing symptoms during the day, they will be moved to the allocated isolation room until collected. A member of staff will wait with them and wear PPE should 2m distancing not be possible. Staff to be encouraged to complete the Virtual College- COVID 19 Staying Mentally Well and Simple Self Soothe strategies. Trust Nurture Strategies will take place in all schools to support mindfulness. EYFS supervision to continue in all tier systems and through remote learning. PSAs/Safeguarding Leads to signpost families to Mental Health support Schools to compile register of exposure to COVID experiences. Pandemic register to re-circulated and updated. Recovery Curriculum to be implemented with a focus of children's well-being.</p>	2	3	6	
G	First Aid	<p>Asthma pumps and First Aid kits to be kept in bubbles. First Aider responsible to ensure kit is up-to-date and well stocked. Any medicine to be stored in the front office as per policy. Parent/carers to complete medicine administering forms via the front office - station available or parents can ring and complete the form over the phone with office staff. Electronic version can be emailed in via weduc. First Aiders to wear PPE when dealing with any child. First Aid kits to be taken outside when adult is on duty.</p>	2	3	6	
H	Wrap-Around Care	<p>Registers and pre-booking available and encouraged to ensure numbers are known. Each bubble to have their own resources and activity station. Each bubble to have their own eating station. All tables to be cleaned after use. Gloves to be worn when loading dishwasher and dishwasher to be put on after club. Register to be taken for daily. Parents to not come into the building and staff members are to let in/dismiss from hall doors lobby area. ASC collection sheet should be signed by parent (socially distanced) Enrichment clubs to restart in April - additional cleaning for the resources and areas required</p>	2	3	6	

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ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

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17-25 UNACCEPTABLE

	RECOMMENDED CONTROL	FINAL RISK RATING				COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C	RISK		
A	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	2	4	8		ongoing	Management
B	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	2	3	6		ongoing	Management
C	Estates team to monitor stocks of cleaning materials and order when necessary Ongoing review Headteacher to dynamically review and modify risk assessment where needed	2	3	6		ongoing	All
D	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	2	3	6		ongoing	Management
E	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	2	3	6		ongoing	Management
F	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	2	3	6		ongoing	All
G	Estates team to monitor stock of PPE Ongoing review Headteacher to dynamically review and modify risk assessment where needed	2	3	6		ongoing	undefined
H	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	2	3	6		ongoing	undefined