

<h2>Risk Assessment</h2>

Location / Site	Insert location and site where activity taking place
REDHILL PRIMARY ACADEMY	
Activity / Procedure	Insert name/type of activity or procedure being assessed
PARTIAL SCHOOL RE-OPENING TO YN, R, 1 and 6	
Assessment date	Insert date when assessment is being carried out
12/5/2020 – to be updated regularly until re-opening	
Assessment serial number	Insert local serial/identification number for future reference

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“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.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well-being

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 settings and schools, we taking this into account. Schools should therefore work through the hierarchy of measures set above:

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- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

....the risk will be lowered.

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief transitory contact, such as passing in a corridor is low risk.

Other things to note:

As of June 1st 2020, Redhill Primary Academy is expected to be an educational establishment and will cease being a childcare provider.

A member of SLT, DSL and first aider remains on site whilst any student is present. Additional first aiders will be present when numbers increase and these will be in line with current legislation ratios or greater. Where reasonably practical a trained member of staff on site if a pupil has specific medical, behavioural or manual handling requirements.

A mixture of male and female staff members on site at all times while students are present.

Children and adults are not allowed to enter the school wearing masks. They need either to be disposed of or placed in a sealed bag. This is due to the risk of spreading infection.

Some dinners to be eaten in assigned class bases. The eating surfaces will be wiped clean before any food is brought into the class base.

If a child cannot go a whole day without medication, they should not be in school. Parents are asked not to bring their child into school if they are feeling unwell for any reason (see Covid-19 home-school agreement).

If the Headteacher/SLT (if an additional pupil who has not signified previously they might be attending) feels that provision has been met capacity, it is their right to refuse additional places.

If the Headteacher/SLT believes they cannot meet the needs of a pupil due to insufficient trained staff, it is their right to refuse a place.

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Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published 11th May 2020

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Reduce the number of children in the classroom to endeavour to adhere to social distancing (no more than 15) school estimate Y6 15 Y1 13 R 10 Nursery 8 children in the first instance. 2. Remove excess chairs to increase space if space to do so– to be stacked in corridors. 3. Remove soft furnishing that would need additional cleaning e.g. cushions, comfy chairs. 4. Home-school agreement sent to parents/carers before return and behaviour policy has been updated. 5. Social distancing charter created for and with the children on first day back - (Include instructions how to line up, use of toilet, moving around the classroom etc.) 6. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance. 7. Children isolated if cannot adhere to charter and spoken to re the need for social distancing 8. Explicit re -teaching of how to wash hands and importance around this. 9. Lessons planned for individual work (not pairings or group work), children to use one book for all work. 10. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction, if written marking, books should not be touched for three days. 11. Mark out an area for the teacher – 2m distancing at front of room. 12. Children to use same desk for entire time their group is in school. 13. Teacher and/or TA are assigned to these children and stay with these children as far possible throughout the term. 14. Children stay in the classroom for majority of the day and not mix with other groups. 15. No coats or bags are to be brought to school, only packed lunch boxes, glasses and trainers will be allowed (to be brought on a Monday for the week). 16. Children to be provided with individual equipment, which is not shared with others and is wiped down at the end of each day. 17. Children provided with a plastic cup to drink water from which will be cleaned twice daily. 18. Doors and windows to be left open where possible to allow for ventilation – in the nursery, temporary stair gates will be fitted. 19. Any child or adult showing symptoms to be removed from the group and taken to library, SLT to be notified and follow gov guidelines around self-isolation for individual and entire group. If it is the member of staff showing symptoms, no other adult will be asked to teach that group, the entire group, children and adults must self-isolate for 14 days. Staff to be vigilant of children with SEND as they may have an impaired ability to communicate if they're feeling unwell 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Teachers to be vigilant of who they are sending to the toilet - only two boys and two girls allowed to go to toilet at a time – middle sinks closed for handwashing, boys urinal to be closed off. Caretaker to mark out 2m distancing lines from toilet doors – children to be told to wait on the lines if another child in the toilet and only move into the toilets when they are empty. Allocated toilets for different groups of children – KS2 and key worker/ Y1 and YR separate. Importance of washing hands after visiting the toilets revisited with teachers and/or TA. Extra signs in toilet re washing hands. Wedges for the toilet external toilet doors if not fire doors to stop the constant touching of them. Toilets to be included in the high touch points cleaning regime – 4x daily. Continue to monitor the quality of cleaning. Extra soap ordered to ensure we do not run out – Caretaker to monitor and let SLT know if stock diminishes more quickly than anticipated. Sinks to be taped off, so only sinks available are at opposite ends to each other. Only two children allowed in the toilet at any one time. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Markers on the playground for the children and parents to wait 2 metres apart. Allocated different gates for children to arrive and leave from. Only parents of Nursery/Reception/Year 1 to enter grounds. Instructions shared re social distancing between families in the morning with parents and children. Signage for parents and children displayed outside the classroom, on school noticeboard and on the playground. HT (KS1) and DHT (KS2) to be on duty to supervise. Staggered drop off and pick up times for different year groups. <p>Note: Children and adults are not allowed to enter the school wearing masks. They need either to be disposed of or placed in a sealed bag. This is due to the risk of spreading infection.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area in the first instance. 2. Reduced playtime equipment – to be cleaned after use see cleaning action plan. 3. Games discussed which encourage social distancing – non-contact games, equipment can only be used by one person, it is not to be shared. After each session, the equipment will be cleaned (see cleaning schedule). 4. Staff supervision throughout – actively encouraging and insisting on social distancing. 5. Children practice talking 2 meters apart – modelled by staff. 6. Children to wash their hands before and straight after playtimes. 7. Snacks to be eaten in class after washing hands and before going onto playground, adults to use gloves to hand out fruit. 8. Children to line up at 2m distance using the markers on the playground as a guide before coming back into school. 9. Children re-enter at playtimes through class door, reducing number of pupils travelling through corridors. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children eat in their classrooms up to Base 7, Base 8 – 14 to eat in the hall. 2. Maximum of 30 children in the hall eating at one time enables 2 metre distancing. 3. If cups and cutlery needed, an adult wearing gloves will place these on tables so children are not touching crockery. 4. Children who bring packed lunches into school to place on shelf and staff spray with Dettol disinfectant. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children staying in their classroom and accessing outside from classroom door where possible Only two girls and two boys going to toilet at one time. Messages to office/HT via mobile phones if urgent to main office, ZB or CW/email if not urgent – staff explain to children reasoning to minimise traffic around school. Daily registers to be completed by the office team – staff leading the group to email who is not in attendance and how many hot dinners/school sandwiches. Staff use empty classrooms and alcoves to maximise the distance between each other Exit and enter routes during breaktimes via classroom doors except when going into hall for school dinner. Agree instructions with children concerning going and returning to toilet. When moving class around the school – 2 metres between children – adult at back insisting the distance is maintained –practice of this in the first few days using the markers on the playground. Any visitors, who come onto the site to complete maintenance, will be briefed on social distancing measures and staff will be made aware that they are on site so that children do not come into contact with them. More than one entry and exit points for children and staff. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children to be allocated individual items of stationery to use for the time they are in school and placed in trays Equipment to be wiped down every night using anti-bacterial wipes Tubs of resources for individuals if needed – maths cubes etc. but to be cleaned after use Resources washed in Milton each night and left to dry if not same person using them the next day Tables, door handles and other surfaces incl. chairs to be cleaned with Milton every night by cleaners/TAs Lessons planned so resources are individual and not shared – or on whiteboard Resources on tables ready for lesson and not distributed within the lesson Plastic polypockets used for individual resources Pupils are discouraged from sharing any equipment and cutlery, cups or food All cutlery and cups are thoroughly cleaned before and after use. This is also to include adapted equipment. Wherever possible a dishwasher will be used due to the high temperatures they can get up to Staff to ensure all equipment used by themselves is wiped down after use 			

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12. Lidded bins in each classroom which are opened with foot pedal
13. Children and adults to wash hands regularly throughout the day – see action plan for timings
14. Doors and windows to be left open where possible to allow for ventilation
15. When completing PE sessions, one person can only use equipment; it is not to be shared. After each session the equipment will be cleaned (see cleaning schedule). You will need to take this into consideration when thinking about timing. As a teacher do not touch the equipment, only the child can touch it. See guidance for teaching PE.
16. School will discourage taking items home or bringing them into school, other than packed lunches, glasses, trainers or medication. When packed lunches are in school they will be stored on a shelf until they are needed and sprayed with Dettol disinfectant upon entry
17. **Soft furnishings and items with intricate parts to be removed.**
18. Medication e.g. inhalers and epi-pens already stored in box – staff to open box in emergency and administer and then follow hygiene and cleaning guidelines, where not an emergency child to handle box and administer.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have class teacher or own class TA or familiar adult (if possible under vulnerable staff guidance) in the first instance. 2. Small numbers of children to support their emotional need. 3. 2 metre social distancing pastoral provision in conservatory available for children who are distressed. 4. Only English, Maths, PSHE and RSE curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load. 5. Twice daily circle times to allow children to talk experiences in lockdown, sharing of work which they have completed at home (no touching of work by others). 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures. 2. Staff meetings – virtually – to discuss concerns and shared control measures. 3. Sharing of support helplines – SENDCo sent out list. 4. At least one SLT member of staff on site every day for staff to share concerns with. 5. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible. 6. Staff areas to be on rota to ensure social distancing e.g. staff room two people at a time, office only one person. 7. Staff will work with pupils consistently each day to support their emotional wellbeing or circumstances. Working with the same students and staff will also minimise unnecessary contact with others. 8. Extremely vulnerable staff (Shielding) work from home. 9. Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place. 10. DR to contact staff working from home on a fortnightly basis – taken from Supporting Wellbeing guidance 21 May 2020 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children, 1:1 and restraint			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. SENDCo to seek expert guidance from LA/special schools re support for children with intimate care and behaviour difficulties that might need restraint and display spitting, biting etc. See individual risk assessments. 2. Masks and goggles purchased if needed – see guidance from government re cleaning and reuse – issued to individuals for first aid and intimate care. 3. Extra disposable aprons ordered – to be worn for first aid. 4. Extra gloves ordered – to be worn for first aid. 5. Nappy bins to be ordered for safe disposal of masks. 6. Lidded bins in each classroom which are opened with foot pedal. 7. Reduced timetable considered if necessary if children are acting in a way staff are put at risk. <p>Note the Government guidance states “Wearing face coverings or face masks is not recommended”</p>			

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Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. Soap order in large quantities.
2. Extra soap dispensers and refills in each classroom.
3. Bar soap is not used – liquid soap dispensers are installed and used instead. These dispensers will also be cleaned at regular intervals throughout the day as part of high touch points –see cleaning action plan.
4. Hand gel inside of all classrooms for adult use.
5. Hand gel order in large quantities.
6. Tissues to be made available to children in classrooms.
7. Children hand wash on entry to school, before break, after break, before lunch, after lunch, before leaving school, using the toilet, after any sporting activity and any time they cough or sneeze.
8. A mobile handwashing station to be available on each playground.
9. Washing hands posters in all washing areas and displayed around school.
10. Reminders how to wash hands properly – videos and posters.
11. Procedure agreed for children to wash hands so thorough hand washing.
12. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.
13. Explicit teaching & posters on how to cough/sneeze into the bend of your arm and then catch it, bin it, kill it.
14. Caretaker to monitor stock levels regularly and report any diminishing of stock to SLT.
15. Children to wear school jumper and PE joggers/shorts into school so that it can be clean on daily. Children to walk over disinfectant mat upon entry to prevent risk of virus being brought in with shoes.
16. Staff to wear fresh, clean clothes on a daily basis – see staff guidelines.
17. Staff to wash hands before and after entering the staff room due to the amount of people using this room throughout the day.
18. Lidded bins in each classroom which are opened with foot pedal.
19. Bins to be emptied regularly when high touch points cleaned.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton. 2. Gloves and aprons will be worn by all cleaning staff incl. masks to be worn when dealing with first aid due to the close proximity. 3. High touch points incl. photocopiers, trimmers etc to be cleaned x4 daily –see cleaning action plan 4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission. 5. Pens, pencils and any other individual equipment which has been used by children to be wiped down using anti-bacterial wipes. 6. Soft furnishings and soft/cloth toys will be removed from use in classrooms. 7. Packed lunch boxes to be stored on classroom shelf and sprayed with Dettol disinfectant, but sparingly. 8. Curtains to be sprayed daily with Dettol disinfectant. 9. Plastic cups which children use throughout the day to be cleaned. 10. IT equipment after use to be wiped down (incl. iPads, laptops and PCs) after use. 11. Deep cleaning of the whole school paying particular attention to classes used by key worker children before re-opening. School closes at 1:30pm on Friday to allow for cleaning. Additional cleaners from TT. 12. Cleaners to return to normal work patterns before the school re-opens. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home. 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Student or member of staff becomes ill with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Students who become unwell will be managed by specific personnel only until removed from site. The dedicated holding area is outside of the medical room (weather permitting) and there is adequate PPE following recommendations from the DfE. If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of management of school premises due to partial closure of school			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p>1. A member of staff should be identified for managing premises - KM</p> <p>2. A member of staff reviewing risk assessments CP, LC, CW, KM, DR and implementing any measures to ensure that safety is maintained for wider opening.</p> <p>The guidance draws particular attention to:</p> <ul style="list-style-type: none"> ➤ Water systems: chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing; actioned ➤ Drinking water: If it has not been possible to maintain system throughput of water from routine flushing to all outlets or a competent person has not tested the water and provided satisfactory bacterial test results, the water may not be safe to drink actioned ➤ Hot water services: If the hot water system has been left operational the hot water should be circulating as normal and regular checks should be carried out. Ensure water temperatures are kept within limits recommended for the control of legionella bacteria. actioned ➤ Ventilation: natural ventilation via windows or vents should be used as far as possible and, where available, occupied room windows should be open. ➤ centralised or local mechanical ventilation recirculatory systems should be adjusted to full fresh air and precautions should be taken if changing filters. actioned ➤ Fire safety: fire safety management plans should be reviewed and checked in line with new operational changes; actioned <p>Fire drill to be carried out twice in first week back and social distancing to be adhered to where possible.</p> <ul style="list-style-type: none"> ➤ check all fire doors are operational; actioned ➤ check your fire alarm system and emergency lights have been tested and are fully operational; actioned ➤ Make adjustments to your fire drill and practise it in the first week back when more pupils return ➤ Cleaning: check drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers; actioned ➤ Where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working. Awaiting <p>Other systems which may need recommissioning are: ➤ gas; ➤ heating; ➤ water supply; ➤ mechanical and electrical systems; ➤ catering equipment - actioned</p>			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of awareness of policies and procedures			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>All staff, governors and visitors are aware of all relevant procedures including, but not limited to, the following:</p> <ol style="list-style-type: none"> 1. The Academy's infection control procedures in relation to coronavirus shared via email to staff and governors. 2. Staff contact the school as soon as possible if they believe they may have been exposed to coronavirus. 3. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) - HSE 4. Parents are made aware of the academy's procedures in relation to coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 5. Pupils are made aware of the school's infection control procedures in relation to coronavirus by staff and signs in school and are informed that they must tell a member of staff if they feel unwell if able. Symptoms include a persistent cough and high temperature. Staff should also be aware of what the official symptoms are for Covid-19. Currently the NHS lists a high temperature, a new and continuous cough and a loss or change to your sense of smell or taste as symptoms. (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/). Other symptoms have also been mentioned but as of the current time the NHS does not recognise these- these include brain fog, body aches and headaches. Staff should also be aware of these and directed to NHS 111 service for Covid-19 https://111.nhs.uk/covid-19/ . 6. Confidentiality is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 7. All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. 8. Pupils' parents are contacted as soon as practicable in the event of an emergency. 9. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 10. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 11. If staff attend the school site they are acknowledging as far as reasonably practical they have not been exposed to coronavirus or if they have they have followed the government guidance on the isolation period and this has now passed. They are also aware that if they start to develop any symptoms they are to remove themselves from site population as soon as practically possible. 12. The academy currently cannot accommodate visitors to enter the school building. The only exception to this is for deliveries, post and emergency workers, which involve health and safety matters and safeguarding, and where possible, these works will be carried out outside the hours of the school day. No meetings will be held on school site where it is possible for them to be held remotely. We currently advise no parents or carers are to enter the school site other than for the purpose of collecting or dropping their child off to school or to drop off medication on the first day of return. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

REDHILL PRIMARY ACADEMY HEALTH & SAFETY

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	

Name of assessor	Date
Lydia Cartwright Claire Whiting	25.5.2020

Risk assessment reviews	1 st June 2020
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