

## Risk Assessment

<b>Location / Site</b>	Insert location and site where activity taking place
REDHILL PRIMARY ACADEMY	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
SCHOOL RE-OPENING TO ALL PUPILS SEPTEMBER 2020 (Updated from partial reopening 1 <sup>st</sup> June)	
<b>Assessment date</b>	Insert date when assessment is being carried out
6/7/2020 – to be updated regularly until re-opening	
<b>Assessment serial number</b>	Insert local serial/identification number for future reference

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

Government guidance states for schools states:

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some pupils since 23 March, welcoming more pupils back from 1 June. Schools should therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

## REDHILL PRIMARY ACADEMY HEALTH & SAFETY

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.

These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)

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Note that Educational visits guidance now states:

- No overnight or overseas educational visits
- Non-overnight domestic educational visits can resume
- Pupils to be kept to the school bubbles
- Destination should be COVID-secure

## REDHILL PRIMARY ACADEMY HEALTH & SAFETY

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); full reopening of schools 2<sup>nd</sup> July 2020, implementing protective measures in education and childcare settings updated 1st June 2020

<b>Identify hazard</b>		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			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. We have considered how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. Class bubbles of 30/31 will be in place for the majority of a pupils' school day, but at times, 1:1 support, year group and key stages bubbles will need to operate in order to deliver a broad and balanced curriculum, an appropriate catch up programme, full educational and care support for those pupils who have SEND and essential wrap around care provision.</li> <li>2. <span style="color: red;">Remove excess chairs to increase space if space to do so</span>– to be stacked in corridors.</li> <li>3. <span style="color: red;">Remove soft furnishing that would need additional cleaning e.g. cushions, comfy chairs.</span></li> <li>4. Home-school agreement sent to parents/carers before return and behaviour policy has been updated.</li> <li>5. Class and school rules 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.)</li> <li>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.</li> <li>7. Children isolated if cannot adhere to charter and spoken to re the need for social distancing</li> <li>8. <span style="color: red;">Robust hand and respiratory hygiene.</span> Explicit re -teaching of how to wash hands and importance around this. Use of E-Bug materials if appropriate.</li> <li>9. Mark out an area for the teacher at front of room, <span style="color: red;">teachers to maintain distance from pupils and other staff as much as possible.</span> This may not always be possible with younger children or children with complex needs.</li> <li>10. <span style="color: red;">Children to use same desk daily.</span></li> <li>11. <span style="color: red;">Children to be seated on desks facing forward.</span></li> <li>12. <span style="color: red;">Children stay in the classroom for majority of the day and not mix with other groups, where possible.</span></li> <li>13. No bags are to be brought to school except PE kit if children are attending extra-curricular clubs, only water bottles, packed lunch boxes, glasses and reading book/record will be allowed.</li> <li>14. Water bottle on desks or under desk to remove need of children moving around classrooms</li> <li>15. <span style="color: red;">Children to be provided with individual equipment, which is not shared with others</span> and is wiped down at the end of each day.</li> <li>16. Doors and windows to be left open where possible to allow for ventilation – in the nursery, temporary stair gates will be fitted.</li> <li>17. No singing assemblies or lessons.</li> <li>18. Outdoor sports will be prioritised.</li> <li>19. Any child or adult showing symptoms to be removed from the group and taken to library, SLT to be notified and <span style="color: red;">follow gov guidelines around self-isolation for individual and entire group.</span> If it is the member of staff showing symptoms, <span style="color: red;">no other adult will be asked to teach that group, the entire group, children and adults must self-isolate for 14 days.</span>  <b>School to notify relevant bodies and will participate in NHS Test and Trace.</b>  <b>Staff to be vigilant of children with SEND as they may have an impaired ability to communicate if they're feeling unwell</b> </li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Teachers to be vigilant of who they are sending to the toilet – try to take whole bubble to toilet at same time so that the toilets can be cleaned between bubbles.</li> <li>Children only allowed to use the toilets at their capacity – if toilets are full, children to be told to wait on the lines if another child in the toilet and only move into the toilets when there is space.</li> <li>Allocated toilets for different groups of children – KS2, KS1 and Reception.</li> <li>Importance of washing hands after visiting the toilets revisited with teachers and/or TA.</li> <li>Extra signs in toilet re washing hands.</li> <li>Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>Wedges for the toilet external toilet doors if not fire doors to stop the constant touching of them.</li> <li>Toilets to be included in the high touch points cleaning regime – see cleaning schedule.</li> <li>Continue to monitor the quality of cleaning.</li> <li>Extra soap ordered to ensure we do not run out – Mr Maddy to monitor and let SLT know if stock diminishes more quickly than anticipated.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Markers on the playground for the children and parents to wait 1 metre apart. Although guidance now states that this is not necessary, we will continue to encourage social distancing where possible.</li> <li>Allocated different gates for children to arrive and leave from.</li> <li>Only parents of Nursery/Reception to enter grounds in the mornings, parents allowed onto site for pick up.</li> <li>Instructions shared re social distancing with parents and children.</li> <li>Signage for parents and children displayed outside the classroom, on school noticeboard and on the playground.</li> <li>HT, DHT, Mrs Smith to be on duty to supervise.</li> <li><b>Staggered drop off and pick up times for different year groups.</b></li> </ol> <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>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. <b>Staggered playtimes</b> and allocated play area for each bubble.</li> <li>2. <b>Reduced playtime equipment – to be cleaned after use see cleaning action plan.</b></li> <li>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).</li> <li>4. Staff supervision throughout – actively encouraging social distancing.</li> <li>5. Staff to continue to encourage social distancing where possible.</li> <li>6. Children to wash their hands before and straight after playtimes.</li> <li>7. Snacks to be eaten in class after washing hands and before going onto playground, adults to use gloves to hand out fruit.</li> <li>8. Children to line up at 1m distance using the markers on the playground as a guide before coming back into school.</li> <li>9. Children re-enter at playtimes through class door, reducing number of pupils travelling through corridors.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children eat in their classrooms up to Year 2, KS2 to eat in the hall, 4 children per table.</li> <li>2. Children in the hall will be staggered to allow for some social distancing.</li> <li>3. If cups and cutlery needed, an adult wearing gloves will place these on tables so children are not touching crockery.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Children staying in their classroom and accessing outside from classroom door where possible.</li> <li>Staff to be vigilant as to who is going to the toilet and when. Try to encourage bubble to visit toilet at the same time.</li> <li>Staff to ensure that they stagger toilet breaks for bubbles to avoid crowding in corridors.</li> <li>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.</li> <li>Staff to email how many hot dinners/school sandwiches.</li> <li><b>Exit and enter routes during breaktimes via classroom doors except when going into hall for school dinner.</b></li> <li>Agree instructions with children concerning going and returning to toilet.</li> <li>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.</li> <li>More than one entry and exit points for children and staff.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during breakfast club or after school clubs</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Breakfast club and Annexe will run in separate key stage bubble, taking the form of a small, consistent group.</li> <li><b>Zoned areas within the hall to prevent the mixing of bubbles.</b></li> <li>After school clubs will be available for a specific key stage, run by staff who only work in that key stage.</li> <li><b>Reduced equipment to be used</b> and only shared within their key stage bubble– to be cleaned after use see cleaning action plan.</li> <li>Games which encourage social distancing – non-contact games only.</li> <li>Staff supervision throughout.</li> <li>Staff to continue to encourage social distancing where possible.</li> <li>Children to wash their hands on entry to breakfast club, before any snack at Annexe and after any sporting activity.</li> <li>No parents to enter the facility, to wait in foyer when dropping off or picking up.</li> <li>Staff will clean the entrance buzzer each time parents have dropped off or picked up a child.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## REDHILL PRIMARY ACADEMY HEALTH & SAFETY

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b><u>Existing level of risk</u></b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. <b>Children to be allocated individual items of stationery</b> to use for the time they are in school and placed in trays.</li> <li>2. Equipment to be wiped down weekly.</li> <li>3. Tubs of resources for individuals if needed – maths cubes etc. but to be cleaned after use.</li> <li>4. Shared, central resources washed in Milton after use and placed back in central area.</li> <li>5. Tables, door handles and other surfaces cleaned by cleaners every morning/ TAs to complete during the day (see cleaning schedule).</li> <li>6. Lessons planned so resources are individual as far possible, if shared resource they will need to be cleaned before further use.</li> <li>7. Resources on tables ready for lesson where possible.</li> <li>8. Plastic polypockets used for individual resources.</li> <li>9. Pupils are discouraged from sharing any frequently used equipment and cutlery or food.</li> <li>10. All cutlery 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.</li> <li>11. Staff to ensure all equipment used by themselves is wiped down after use.</li> <li>12. Lidded bins in each classroom which are opened with foot pedal.</li> <li>13. Children and adults to wash hands regularly throughout the day.</li> <li>14. Doors and windows to be left open where possible to allow for ventilation</li> <li>15. When completing PE sessions, these need to involve non-contact games. After each session the equipment will be cleaned (see cleaning schedule). You will need to take this into consideration when thinking about timing.</li> <li>16. School will discourage children bringing items into school, other than packed lunches, glasses, reading book/record or medication. When packed lunches are in school, they will be stored on a shelf until they are needed.</li> <li>17. Soft furnishings and items with intricate parts to remain out of classrooms.</li> <li>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.</li> </ol>			
<b><u>Remaining level of risk</u></b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Teams transition meetings between staff.</li> <li>2. Teams transition class meetings with new teacher before end of term.</li> <li>3. Class picnics before the end of term, allowing children who haven't been in school and opportunity to come back in and see old teacher and meet new.</li> <li>4. Children to have new class teacher and own class TA in September.</li> <li>5. Time spent getting to know children in first few weeks as transition activities have not completed usual move up days.</li> <li>6. Pastoral provision available for children who are distressed.</li> <li>7. Emphasis on English, Maths, PSHE and RSE curriculum during first two weeks to support children's well-being – slowly increasing the cognitive load.</li> <li>8. 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).</li> <li>9. Individual risk assessments for children with special educational and behavioural needs.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures.</li> <li>2. Staff meetings – virtually – to discuss concerns and shared control measures.</li> <li>3. Sharing of support helplines – DR sent out list.</li> <li>4. SLT member of staff available on site every day for staff to share concerns with.</li> <li>5. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible.</li> <li>6. Staff areas to be on rota to ensure social distancing e.g. staff room two people at a time, office only one person.</li> <li>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.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to close contact with children, 1:1 and restraint</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>DR/SL completed individual risk assessments for children re support for children with intimate care and behaviour difficulties that might need restraint and display spitting, biting etc. See individual RA..</li> <li>SSAs will be provided with a screen so that children are not in such close contact.</li> <li>Regular handwashing or sanitising for SSAs.</li> <li>Masks and goggles– see guidance re cleaning/reuse – issued to individuals for first aid and intimate care.</li> <li>Extra disposable aprons ordered – to be worn for first aid.</li> <li>Extra gloves ordered – to be worn for first aid.</li> <li>Nappy bins to be ordered for safe disposal of masks.</li> <li>Lidded bins in each classroom which are opened with foot pedal.</li> </ol> <p>Note the Government guidance states “Wearing face coverings or face masks is not recommended”</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>Soap order in large quantities.</li> <li>Extra soap dispensers and refills in each classroom.</li> <li>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.</li> <li>Hand gel inside of all classrooms for adult use (no less than 60% alcohol).</li> <li>Hand gel order in large quantities.</li> <li>Tissues to be made available to children in classrooms.</li> <li><b>Robust hand and respiratory hygiene.</b> Children hand wash on entry to school, before/after break, before/after lunch, using the toilet, after any sporting activity and any time they cough or sneeze.</li> <li>A mobile handwashing station to be available on each playground.</li> <li>Washing hands posters in all washing areas and displayed around school.</li> <li>Reminders how to wash hands properly – videos and posters.</li> <li>Procedure agreed for children to wash hands so thorough hand washing.</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>Explicit teaching &amp; posters on how to cough/sneeze into the bend of your arm and then catch it, bin it, kill it.</li> <li>Mr Maddy to monitor stock levels regularly and report any diminishing of stock to SLT.</li> <li>Staff to wash hands before/after entering the staff room due to the amount of people using this room</li> <li>Lidded bins in each classroom which are opened with foot pedal.</li> <li>Bins to be emptied regularly when high touch points cleaned.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and any shared equipment will be cleaned each day using Milton.</li> <li>2. Gloves will be worn by cleaning staff, masks to be worn when dealing with first aid involving bodily fluids.</li> <li>3. High touch points incl. tables used in shared areas, photocopiers, trimmers etc to be cleaned as and when used –see cleaning schedule.</li> <li>4. Pens, pencils and any other individual equipment used by children to be wiped down weekly.</li> <li>5. Soft furnishings and soft/cloth toys have been removed from use in classrooms.</li> <li>6. Displays to be designed to engage children but not encourage touching – so decoration above the children’s heads and class doors to be left clear.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>Note from 1 August, you’ll be advised you could go out to more places and see more people, for example, the advice is: you can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can.</b> Guidance states,</p> <p><i>“Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for those who are clinically-vulnerable, including pregnant women, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19”</i></p> <ol style="list-style-type: none"> <li>1. A Risk Assessment for pregnant workers will be carried out.</li> <li>2. Pregnant staff members to be on a reduced day where they enter school 10 mins before the school day and leave after the children.</li> <li>3. No additional adults who are not part of the bubble to enter this bubble.</li> <li>4. Screen provided for member of staff to reduce contact with children and be seated at a 2m distance to any child.</li> <li>5. Managers will carry out an Individual Risk Assessment for Potentially Vulnerable Workers with BAME employees.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>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)</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>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.</li> <li>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). Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub. They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Headteacher to complete the school notification form and send to HealthProtectionHub@telford.gov.uk.</li> <li>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. If the person with symptoms needs the toilet, they will use the disabled toilet in the office area, it will be deep cleaned afterwards.</li> <li>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.</li> <li>Headteacher must follow NHS Track and Trace protocols, through engaging with the Health Protection Hub at Telford &amp; Wrekin. Following the process that has been provided to schools and use the notification form provided to advise of any confirmed or suspected cases of staff or pupils within the school.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Where a child is unable to attend school because they are complying with clinical and/or public health advice, school will immediately offer them access to remote education. We will monitor engagement with this activity.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of management of school premises due to partial closure of school</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>Generally, school buildings that have been completely or partially closed, should be recommissioned as you would normally do at the end of the school summer holiday period.</b></p> <ol style="list-style-type: none"> <li>1. A member of staff should be identified for managing premises - KM</li> <li>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.</li> </ol> <p>The guidance draws particular attention to:</p> <ul style="list-style-type: none"> <li>➤ Water systems: chlorinating and flushing water systems may not be necessary if the system has remained operational through routine flushing. You should contact your school's legionella competent person who will advise on the action required. If a full system flush is required but not immediately available seek advice from your competent person on alternative options.</li> <li>➤ 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. In these circumstances, you should supply bottled drinking water until a thorough flushing and chlorination can be undertaken by a water treatment specialist.</li> <li>➤ 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.</li> <li>➤ Ventilation: Good ventilation is essential at all times in classrooms and particularly during this period. Schools should ensure all systems are working in their normal operating mode. Natural ventilation via windows or vents should be used as far as possible and where available occupied room windows should be open. Where centralised or local mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air, if this is not possible systems should be operated as normal. Where ventilation units have filters present ensure enhanced precautions are taken when changing filters. See HSE guidance HSG53: Respiratory protective equipment at work.</li> <li>➤ Fire safety: fire safety management plans should be reviewed and checked in line with new operational changes; Fire drill to be carried out twice in first week back.</li> <li>➤ check all fire doors are operational;</li> <li>➤ weekly checks of fire alarm system and emergency lights have been tested and are fully operational;</li> <li>➤ carry out regular hazard spotting to identify escape route obstructions</li> <li>➤ Carry out emergency drills as normal (following social distancing as appropriate and practise it in the first week back when more pupils return</li> <li>➤ Cleaning: New cleaning arrangements in line with coronavirus (COVID-19) preparations should also include regular systematic checks: on 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. Where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working. Recommission all systems before re-opening, as would normally be done after a long holiday period.</li> </ul> <p>This includes:</p> <ol style="list-style-type: none"> <li>1. gas</li> <li>2. heating</li> <li>3. water supply</li> <li>4. mechanical and electrical systems</li> <li>5. catering equipment</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>


## REDHILL PRIMARY ACADEMY HEALTH & SAFETY

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of awareness of policies and procedures</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		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"> <li>1. The Academy's infection control procedures in relation to coronavirus shared via email to staff and governors.</li> <li>2. Staff contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>3. Headteacher must follow NHS Track and Trace protocols.</li> <li>4. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department for Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> <li>- HSE</li> </ul> </li> <li>5. 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.</li> <li>6. 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. <b>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. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/</a> ). 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 <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a> .</b></li> <li>7. Confidentiality is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> <li>8. All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details,</li> <li>9. Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>10. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>11. 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.</li> <li>12. 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.</li> <li>13. 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.</li> <li>14. Remove sign in system for visitors/contractors – office to hold a written log. Staff use cards so no touch needed.</li> <li>15. All contractors/visitors to wash hands either prior to or on entry to the school site.</li> <li>16. Contractors and visitors are directed to specific/designated handwashing facilities.</li> <li>17. Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> <li>18. If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building.</li> <li>19. Surfaces to be cleaned after any deliveries have been made.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**REDHILL PRIMARY ACADEMY HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of partial closure or full closure of school</b> due to spike in infection rate			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All staff and parents will participate in the NHS Test and Trace system by notifying the headteacher of symptoms of COVID-19. Headteacher organises testing through the necessary routes.</li> <li>2. Education will be provided for those children who are not in school through a blended learning approach: academy to develop an online learning platform, and/or send work via email, and/or provide Teams lessons.</li> <li>3. Regular phone calls home to parents and children to check on well-being.</li> <li>4. Regular communication to parents around supporting their child's learning and well-being whilst not in school.</li> <li>5. Minimise contact with staff and pupils</li> <li>6. Maintain social distancing</li> <li>7. Employ supply staff if not enough staff to deliver face-to-face sessions.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Name of assessor</b>	<b>Date</b>
Lydia Cartwright Claire Whiting	9.7.2020

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Simon Topper (TTMAT)		20 July 2020

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate
This risk assessment complies with advice offered by the DfE relating to COVID – 19. The measures taken will significantly reduce the risk of Covid 19 infection but the measures taken are not able to eliminate the risk entirely.	

<b>Risk assessment reviews</b>	1 <sup>st</sup> August 2020 1 <sup>st</sup> September 2020 1 <sup>st</sup> October 2020
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