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RISK ASSESSMENT – Canon Sharples CE Primary School

Location: Primary Schools.

Assessor: LA

Signed: J. Woodcock

Date of Assessment: 12th May 2020

Review Date: OPEN

Activity: COVID-19: Primary School - Preparing for a phased Wider Opening of School Services.

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>On the 20th March 2020 the UK Government in response to the coronavirus pandemic, designated by the WHO as COVID-19, introduced a lock-down of the working population except for key workers as a medical control measure to reduce the spread of the virus and allocate resources to supporting those who are infected and maintain minimal services for running the country. Schools remained open for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction in the use of the premises and staff implementing alternative working patterns, including educational support to the pupils being educated at home under the supervision of their parents.</p> <p>Now that the UK has made sufficient progress in reducing the transmission of the coronavirus, the government has directed subject to scientific advice, to start a phased reopening of the school to welcoming back pupils in the nursery, reception, year 1 and year 6 classes alongside the existing priority groups of the children.</p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school. The period of closure and/or partial use of the premises has been for a period of two months.</p>					
<p><u>Building Safety</u></p> <p>Deep Clean of all areas of the school</p>	<p>Compliance with current hygiene standards published by the UK Government.</p>	<p>All Building Users</p>		<p>It is important that arrangements remain in place to ensure that pupils and staff are safe.</p> <p>Contact your cleaning contractor or inhouse staff to plan and undertake a thorough clean and disinfect of all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Discuss any additional cleaning requirements and agree cleaning schedules and additional hours of work.</p> <p>Consider hand gels or wipes to be located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.</p>	<p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>The standard to be followed will be the GOV-UK guidance COVID-19: cleaning of non-healthcare settings guidance</p>

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Fire Management	Compliance with the RR(FS)O BB100	All Building Users	<p>Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff.</p> <p>Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> • Physically test the fire alarm system and emergency lights are operational. • Carry out weekly checks of alarms systems, call points and emergency lighting. • Carry out regular hazard spotting to identify escape route obstructions. • Check that all fire doors are operational. • Fire drills should continue to be held as normal. • Review, update and test individual named PEEP's 	
Legionella Management	Compliance with HSG 274	All Building Users	<p>Domestic hot water services This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water) Continue hot water generation servicing in line with your legionella maintenance schedule.</p> <p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274.</p> <ul style="list-style-type: none"> • If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. • If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system • Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. <p>Re-opening after a lengthy closure Before resuming normal operation and where necessary, discuss with your water hygiene contractor to carryout appropriate checks and flushing of the complete system for all hot and cold water pipes (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening.</p>	Discuss with your Water Hygiene Contractor.

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Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users		It is unlikely that you have had any maintenance or alterations to the building during the closure or reduced occupancy of the building. However, inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.	
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users		Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm Required - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.		Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus. <ul style="list-style-type: none">• Open windows and doors in classrooms to promote through ventilation.• If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.	DoE BB101 Ventilation in schools.
Access Control to and from the building.	HSWA 74	Pupils, staff and visitors		To comply with the Governments guidance for social distancing the 2 metre rule must apply by all visitors attending the school building. To encourage segregation and if external space allows. <ul style="list-style-type: none">• Create a one way pedestrian system using the pathway from gate to the main building as the in-route and a second exit route separated by distance as from the building entrance to the highway.• If the car park is used Prohibit movement of vehicles.• Width of the footpath to allow the use of a double buggy.• Mark the floor with lines 2 metre apart.• Display signage for social distancing at the gate entrance and along the route to the office.• Display signage for the way out to the public highway.	GOV.UK Guidance. Follow the social distancing guidelines
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.		<ul style="list-style-type: none">• Contact your maintenance provided or preferred list of contractors and suppliers that will need to prepare to support the school for re-opening, regarding the cleaning, catering, food supplies, hygiene suppliers, inspection and maintenance of equipment.• Discuss with cleaning contractors and/or in-house staff the additional cleaning schedule requirements and agree the	

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				<p>additional hours for this to be completed.</p> <ul style="list-style-type: none"> Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc. <p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> Observe good hygiene practice. Contractors to sign in and out as is normal practice Consider times when contractors can complete work within the school day/before or after school. 	
Communicating with parents on changes		Pupils, staff and parents.		<ul style="list-style-type: none"> Inform pupils and their, parents/carer's, not to enter the school if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection) Inform parents that if their child needs to be accompanied into school, only one parent should attend. Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use) Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment. Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located. 	<p>GOV.UK Guidance – Implementing Protective Measures in Education. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>
Communication with Staff	Protection against infection	Staff		<p>Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <ul style="list-style-type: none"> Avoiding contact with anyone with symptoms of COVID-19 Continue frequent hand cleaning and good respiratory hygiene practices Frequent cleaning of all room hard surfaces, furniture, toys, etc. Minimizing contact and mixing with others. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Daily updates as require. <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p>	<p>GOV.UK Guidance. Staying alert and safe (social distancing) Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>In regards to violent pupils and restraint contact your TESS officer for support advice.</p>

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“	Social Distancing		<p>Maintain as much as possible, the 2m distance rule. However, it is acknowledged that social distancing within the school for very young children will be harder to maintain.</p> <p>To help ensure that the risk of virus spread for both staff and pupils is as low as possible, implement:</p> <ul style="list-style-type: none"> • Inform children, parents, visitors including suppliers, not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19) • Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport. • Ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible. Max 15 pupils • Remove unnecessary furniture to open up the classroom. • Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering. • Stagger school timings of classes starting and finishing. • Discourage parents from gathering at school gates. • Display signage at all entrances into school and along corridors to raise awareness of social distancing. • Where possible – Class groups to be allocated an entry and exit point to and from the building. • Mark off the playground floor where pupils will line up prior to reentering the building. • In enclosed spaces where the 2m rule cannot be applied, consider holding meetings in a large room or in a quiet area outside. <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	<p>GOV.UK Guidance. Follow the social distancing guidelines</p> <p>Face covering are not recommended for use in schools</p>
“	PPE	Pupil and Staff	<p>Wearing a face covering or face mask in school is not recommended. Except PPE that they would normally need for their topic work.</p> <p>Staff and pupils are not required to wear face coverings.</p>	Government Guidance
“	First Aid Support to others	Pupils, staff and Visitors	<ul style="list-style-type: none"> • The number of first aiders to be available within school for the general population has not changed. In regards to Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. If after your best endeavors a PFA is not available, then you must ensure someone with First Aid at Work or emergency PFA is on site and carry out a written risk assessment. <p>If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the pupil/person is necessary, then</p>	<p>GOV.UK Guidance https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p>

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				gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	
Early Years classes	Nursery and Reception			<p>Early years groups in school should:</p> <ul style="list-style-type: none"> • Keep small groups of children together throughout the day to avoid mixing with larger groups. • Ensure play equipment that is used is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. • Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • PFA cover – see first aid section above 	If due to the design of the building or circumstances of the school which means the government guidance to maintain small groups cannot be achieved, the management should discuss options with their local authority or trust.
Classes	Year 1 and 6			<ul style="list-style-type: none"> • Organize the classes into smaller groups of not more than 15 pupils who would work and stay together as in a bubble. • Refresh the timetable: <ul style="list-style-type: none"> • Decide which lessons or activities will be delivered, how and when. • Change the layout of the classroom to separate pupils • Consider which lessons or classroom activities could take place outdoors and when. (Subject to weather) • Use the timetable and selection of specialist facilities to reduce movement around the building. • Stagger class assemblies. • Stagger break times (including lunch), so that not all pupils are not moving around the school at the same time. Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk. • Stagger drop-off and collection times of classes. • Plan parents' drop-off and pick-up protocols that minimize adult to adult contact. 	The schools behaviour policy and pupils code of conduct remains in force.

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Classroom Management	Staffing	Pupils and staff		<ul style="list-style-type: none"> The size of the class should be no more than 15 pupils per small group and one teacher (plus, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Utilise any unused rooms as additional class settings. Change the layout of the classroom to separate pupils. If a pupil who is unwell or shows symptoms of COVID-19 to be removed from the group and inform the parents. Everyone to clean hands more often than usual - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach Clean frequently touched surfaces using standard detergents products. Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray. <p>To minimize unintended use and continual cleaning, any room or facilities that are not required to be in use, I would recommend that the room is thoroughly cleaned and then locked, except for a daily inspection and for ventilation.</p>	
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff		<ul style="list-style-type: none"> Review your security access to the play areas and level of control. Allocate areas for play and quiet activities to small groups under the supervision of a member of staff with line of sight. Prohibit the use of the fixed play equipment to maintain as much possible social distancing. 	
Employee Wellbeing	Anxiety	School Staff and their families		<ul style="list-style-type: none"> Employee Assistance Programme can help provide support, advice and information. Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues. 	Wigan Council EAP service provider on 03303 800 658 (calls charged at local rate).
<p>Further Information: The guidance issued by the Government may change as we move forward to a full reoccupation of the school premises and/or resulting from new scientific advice. Such new or amended guidance can be found on the GOV.UK web site.</p>					

ADDITIONAL INFORMATION:

Contact points.

- Canon Sharples CE Primary School
- Police, Fire and Rescue, Ambulance

01942 776188
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01942 827857

- Health and Wellbeing Team