

## JUNE / JULY COVID RE-OPENING Risk Assessment – Staff

<b>Location / Site</b>	Insert location and site where activity taking place
ASPIRE federation – primary schools	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
<b>STAFF RE-OPENING</b> SEPTEMBER	
<b>Assessment date</b>	Insert date when assessment is being carried out
17 <sup>th</sup> July 2020 reviewed 15th October 2020	
<b>Assessment serial number</b>	Insert local serial/identification number for future reference

<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 around the school</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>1. All most all staff will be allocated class (in the main) and extended to key stage/ two class bubbles (for certain times ie phonics )</li> <li>2. Adults working in classrooms as much as is possible keep 2m social distancing between themselves – consider allocating sides of the classroom</li> <li>3. Staff stay with children/ in bubble most of the day - staggered playtimes Staff allocated to two sittings for lunchtime cover</li> <li>4. Staff allocated to set bubbles and social distancing to be adhered to when in staff room</li> <li>5. Communication between staff and office carried out using email and physical visits to the office must be only if essential</li> <li>6. Disposable ice packs used and stored in staff room</li> <li>7. Children’s medicines stored in staff room fridge. If child needs medicine child to go to office and office staff to administer</li> <li>8. Movement of staff around the school is to be minimal and no unnecessary movement not made</li> <li>9. Staff to use staff toilet only</li> </ol>			

10. Only one person using photocopier – adhering to 2 metre distancing. If photocopier in use wait in corridor to the right - 2 metres apart.
11. Only 1 person in the store cupboard at one time – wait outside 2 metres apart if someone is in the stock room
12. When talking to each other ensure there is 2 metres distance between each other and in ventilated space
13. Corridor windows open at all times
14. Classroom windows open at all times
15. Office windows open at all times
16. Staff to pass using 2m distancing when passing in corridors – do not stop and chat in corridors (as confined space)
17. Meetings with parents carried out on the phone as much as possible or social distanced outside.
18. Hand gel provided in offices and staff room and photo copier area.
19. Hand gel to be used before and after using photocopier. Wipes also to be used to wipe down keyboards and mouse before and after use.
20. Adults in for meetings where 2 metre social distancing cannot be adhered to re confidentiality face masks will be supplied and worn by members of staff and visitors – plastic chairs used for visitors and wiped down after use with wipes
21. If staff not able to attend school – staff in bubble to cover the class where ever possible to reduce the introduction of outside supply staff to the school and also reduce the contact of school staff across the school.

<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>1. Toilets cleaned at the end of the day using disinfectant</li> <li>2. Sufficient soap in all toilets and checked daily</li> <li>3. Staff to use the toilets for adults only</li> <li>4. Hands to be washed regularly</li> </ol>			

<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 during lunchtimes and breaks and contact from surfaces</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	
<ul style="list-style-type: none"> <li>● Staff room - Staff sit 2 metres apart</li> <li>● Signs in staffroom concerning 2 metre distancing and cleaning expectations</li> <li>● Hand gel provided in staff room to used after using shared utensils</li> <li>● Staff to use their own mug and crockery, containers etc if at all possible and take home and wash to reduce contact</li> <li>● Table cleaned at end of the day with disinfectant</li> <li>● Staff to eat in bubbles wherever possible</li> <li>● Children to have a staggered lunch break and eat and play in two sittings</li> <li>● Staff to stay socially distanced from children</li> <li>● Children to be seated within bubble groups</li> <li>● Max of 4 children on a dinner table – one at either end and two either side but not directly opposite each other</li> <li>● Where classrooms are used for lunch – two children side by side at a table - tables left facing forward</li> </ul>			

<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 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><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. Children and staff staying in their classroom for majority of the time and accessing outside from classroom door</li> <li>2. Messages to office via one pupil or email</li> <li>3. When moving class around the school – 1 metres between children – one adult at back insisting the distance is maintained – regular practice this in the first few days Staff to keep at least 1 metre from children (2 m if possible when moving around school)</li> <li>4. Cloakroom areas cleared and used for passing areas – COVID LAYBYS!</li> </ol>			

<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>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>1. Staff have own resources when working with children and in office and do not share – zippy bag each with name on – acquire zippy bag from office</li> <li>2. Staff do not use the children’s resources – each child will have own resources</li> <li>3. Hand gel available in all classrooms. Staff to wash hands or use hand gel at least once a session if not more regularly.</li> <li>4. Soap available in all classrooms and running water</li> <li>5. Hand gel to be used before and after using laptop if shared with other staff and interactive white board.</li> <li>6. Office staff to use own equipment, including keyboards and mice. Area cleaned after use</li> <li>7. If using a shared resource like the cutter, laminator – use hand gel before and after use or wipe down with alcoholic wipes</li> </ol>			

<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>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><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. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Online coaching for any staff who requests it – heads of school and NAHT well-being resources</li> <li>3. Staff meeting – virtually – to discuss concerns and shared control measures</li> <li>4. Sharing of support helplines</li> <li>5. At least one SLT member of staff on site every day for staff to share concerns</li> <li>6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>7. PPE masks offered to staff working with children</li> <li>8. PPA time covered by same members of staff – to reduce sharing of resources and also should make transferring of info easier</li> </ol>			

<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>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct 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><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. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</li> <li>2. All EHCP, those needing intimate care and non-compliant Children will have a COVID risk assessment which includes the families, staff, SENCO and leaders</li> <li>3. PPE used for intimate care and close contact with children – PPE put on before use so children get used to it. (PPE = gloves, disposable face shield, mask and apron.) Disposing of PPE (except face shield in yellow bin.</li> <li>4. Office staff to monitor levels of PPE and order more if needed</li> <li>5. All children not complying with routines and expectations over time will have individual behaviour plan.</li> <li>6. If staff need assistance re aggressive behaviour that may result in restraint – call SLT</li> <li>7. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff and other children are put at risk</li> </ol>			

8. First aid administered in class or on the playground or in play area. If further assistance needed – send message to office staff – who will bring PPE

<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</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. Hand gel dispenser in all classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Handwashing PHSE lessons, songs, videos and rhymes for children</li> <li>4. Extra soap dispensers and re-fills in each classroom</li> <li>5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>6. Washing hands posters replaced in all washing areas</li> <li>7. TISSUE PEDAL BINS in all classrooms and staff rest areas – labelled and medical waste bags (green) to be used and emptied in medical waste every night</li> <li>8. Tissues in all classrooms – checked by cleaners and TA every day to ensure there are tissues in every room every day.</li> </ol>			

<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 shared equipment will be cleaned each day using disinfectant</li> <li>2. PPE will be worn by all cleaning staff</li> <li>3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission – Year R and Year 1</li> <li>4. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>5. Staff room and toilets cleaned everyday using disinfectant and soap dispensers checked daily</li> <li>6. Office desks cleaned every day</li> <li>7. Hand gel, anti-virus spray, tissue and soap levels will be checked by cleaners every day</li> </ol>			

<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>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><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. 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 complete individual staff risk assessment – adding individual hazards and control measures to this risk assessment.</li> <li>2. Those who are clinically vulnerable or clinically extremely vulnerable–to adhere to strict 2 metre social distancing from colleagues and children (where possible re children)</li> <li>3. Agree if staff are allowed to wear PPE when in school if they wish</li> <li>4. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute</li> <li>5. All staff recommended to clean their clothes on returning to home and shower before contact with family member</li> </ol>			

<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>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Risk of illness by child or staff member exhibiting symptoms</b> by direct transmission			
<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. FIRST AID area set up– for children needing serious first aid, or showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to FIRST AID area Staff escorting child with COVID symptoms to wear PPE and if possible keep 2 metres apart and instruct others to keep their distance.</li> <li>2. If temperature is taken – non-touch thermometer used</li> <li>3. Office staff call parents if temperature is high (<b>above 37.8 degrees</b>) or continuous cough and ask for child to be collected. Siblings also to return home.</li> <li>4. Parent instructed to get child tested for COVID and share result with school</li> <li>5. Disposable PPE in yellow bin, face mask and visor left for cleaning and could be re-used if not contaminated. (extra PPE is available)</li> <li>6. Members of staff supporting child with symptoms – wash hands thoroughly and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff)</li> </ol>			

7. Update - October 2020 -new policy from DFE - staff member who has been in isolation with pupil showing symptoms, may also need to isolate even if wearing PPE. Contact DFE helpline for advice.
8. If positive case – School contact PHE and take advice – see flow charts

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<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	
<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>OVERALL level of risk</b>		Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
<b>NOT REDUCED THE OVERALL RISK</b>	<b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>	<b>CONSIDERABLY REDUCED THE RISK</b>	
<b>Assessor's comments</b>		Insert comments relevant to findings as appropriate	

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate
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<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>



**Risk assessment review 1**

**Date**

After day one

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

**Risk assessment review 2**

**Date**

After day 3

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

**Risk assessment review 3**

**Date**

After first week

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

**Risk assessment review 4**

**Date**

After second week

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

**Risk assessment review 4**

**Date**

After forth week

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

**Risk assessment review 5**

**Date**

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

**Risk assessment review 6**

**Date**

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Signature of those involved in the Review

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate

Name of assessor	Signature of assessor	Date

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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