

Risk assessment for: Working safely during COVID 19 (Opening the whole school in September 2021) Additional controls in blue will be reintroduced should we meet the DfE threshold for an outbreak	Assessment date:	13/09/21
	Name of assessor:	R Worthington/T Beech

Date of assessment	Review reason	Additions/amendments
13 th September 2021	Document made	
18 th October 2021	Reintroduce additional controls	Face masks in communal areas
4 th January 2022	Amend to reflect updated government advice	<ul style="list-style-type: none"> - Monitor the readings on CO2 devices – record reading everyday before playtime - Staff informed immediately if a positive case is in their class and strongly advised to administer LFD tests for the next 7 days - Liaise with families if a child in their year group tests positive – urging them to administer LFD tests for the next 7 days - Fixed toilets for each year group to prevent spread
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What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Staff Pupils Parents	<ul style="list-style-type: none"> • Staff informed to follow social distancing where possible. • Staff can wear face coverings/shields if they choose to • Teacher box can still be used if staff choose to do so or if school are directed by Walsall PH to use this measure • Work areas have been assessed to ensure staff able to socially distance in shared spaces 	<ul style="list-style-type: none"> • Staff informed during September INSET. • form bubbles and the school should identify the number of pupils within each 	M	1. SLT 2. Sept 21 3. Sept 21

		<ul style="list-style-type: none"> • Physical barriers have been put in place to promote social distancing such as playground zones, allocated dining tables • Notices and marker tape are present in circulation areas to encourage social distancing • Staff use allocated staffrooms and printers only and to not socialise in corridors to reduce contacts • No parents are allowed to enter the school building without pre-arranged appointments and completing the track and trace questions • No unnecessary school visitors 	<p>bubble dependant on considerations including the physical nature of the space and the pupils themselves</p>		
<p>Staff and parent interaction. (Including meetings)</p>		<ul style="list-style-type: none"> • Parents notified that they are to inform the school of an outcome of a child's test as soon as possible • Parents are not allowed in the school building without a pre-arranged appointment • One way system is in place in school. Parents enter the school grounds via the Pinfold Street Extension entrance and leave via the Moxley Road gate • Parents must complete track and trace information when signing in at the school office • Staff are available on the playground at the end of the school day to encourage any contact to take place in the open air • If meetings are required with parents they are done, where possible, using ICT systems in the first instance. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed • If meeting in school, tables/surfaces are wiped down after use with antibacterial wipes • Only absolutely necessary participants should attend meetings and should maintain social distancing throughout • Avoid any sharing of work equipment including pens/paper etc. • Using floor signage and posters to ensure that social distancing is followed • A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them 	<ul style="list-style-type: none"> • SEND meetings with parents electronically in the first instance 	<p>M</p>	<ol style="list-style-type: none"> 1. HT 2. Sept 21 3. Sept 21

Staff and Staff interaction		<ul style="list-style-type: none"> • Staff members are instructed to adhere to social distancing guidelines • Staff are encouraged to use face shields or face coverings • Social distancing reminders are placed around schools • Some break times/lunch times are staggered for all staff to make social distancing easier • Staff have their own staffroom or tables within the staffroom to eat and print work from • Antibacterial wipes are available and staff are encouraged to wipe down tables/photocopiers after use 	<ul style="list-style-type: none"> • SLT to monitor staff interactions and remind staff of the expectations • Wearing a face covering will be compulsory 	M	<ol style="list-style-type: none"> 1. DHT 2. Sept 21 3. Sept 21
Contamination on surfaces including toys and equipment		<ul style="list-style-type: none"> • Staff have been given classroom guidance – this includes keeping surfaces clutter free and the removal of soft furnishings where required • All surfaces and shared resources are suitably sanitised regularly and cleaned after use • Pupils reading books are placed in a de-contamination box for 48 hours 	<ul style="list-style-type: none"> • Re-issue classroom guidance • Pupils and staff having individual equipment provided where possible including paper and pens. 	M	<ol style="list-style-type: none"> 1. DHT 2. Sept 21 3. Sept 21
Lack of effective cleaning		<ul style="list-style-type: none"> • Cleaning programmes have been reviewed to ensure that all areas are sanitised at least twice a day, in two slots, once before lunch and once after lunch. • Regular cleaning schedule after school remains as normal. • Maintaining enhanced cleaning of all facilities throughout the day and at the end of each day • Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects, surface and touch points regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day • Class teachers to adhere to the classroom guidance, ensuring a clutter free classroom • Bathrooms must be cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home • Additional cleaning in place if used by a person who tests positive 	<ul style="list-style-type: none"> • Cleaning team given own cleaning resources - CW 	M	<ol style="list-style-type: none"> 1. AHT 2. Sept 21 3. Sept 21

		<p>or is displaying symptoms in school</p> <ul style="list-style-type: none"> Children have their own high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 			
Lack of effective ventilation		<ul style="list-style-type: none"> Ensure that all systems are set to provide the maximum fresh air supply Ensure all work spaces have a suitable fresh air supply Doors and windows are opened at the start of the school day to allow maximum ventilation in school Blow heaters can be on in classrooms, so long as windows and doors are open to allow for ventilation Monitor the readings on CO2 devices – record reading everyday before playtime (4-1-22) 	<ul style="list-style-type: none"> Opening of windows factored into site managers every day tasks 	M	<ol style="list-style-type: none"> Site manager Sept 21 Sept 21
Personal Hygiene, toilet,		<ul style="list-style-type: none"> Handwashing facilities are available to all staff and pupils. Hand sanitisers have been made available at a variety of locations around the school Hand wash conga to take place in classes particularly when the children enter the school in the morning, come in from break and go for lunch Signs and posters are used around the school (particularly in the toilets) to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm Signage is pupil friendly Staff provide regular reminders to maintain hygiene standards Hand sanitiser is available in multiple locations in addition to washrooms/bathrooms Classrooms have been issued with tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it' Enhancing cleaning for busy areas takes place as part of our cleaning routines (twice daily) Provided more waste facilities (bins) and more frequent rubbish collection. Each classroom now has an additional bin. 	<ul style="list-style-type: none"> Increase the handwashing/ sanitising frequency throughout the day 	M	<ol style="list-style-type: none"> SLT Sept 21 Sept 21

		<ul style="list-style-type: none"> Where shower and changing facilities are required, set clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean, clear of personal items, and social distancing is achieved as much as possible Provided paper towels as an alternative to hand dryers in handwashing facilities Fixed toilets for each year group to prevent spread (4-1-22) 			
Staff at increased risk from the virus		<ul style="list-style-type: none"> Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed HT to regularly check the medical updates for new conditions and share with staff Staff members who are clinically vulnerable may be able to work at school but social distancing measures should be in place and medical advice should be followed in each case People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace Providing support for workers around mental health and wellbeing. This could include advice or telephone support. Staff have identified a contact person as part of the last round of appraisals. Staff to follow measures in RA section for staff to staff interactions. Staff informed immediately if a positive case is in their class and strongly advised to administer LFD tests for the next 7 days (from 4-1-22), in line with Walsall PH guidelines. Twice weekly LFT testing is strongly encouraged and staff have access to plentiful tests in school. 	<ul style="list-style-type: none"> CV and ECV staff to talk with and liaise with SLT on a case by case basis Request additional LFD testing 	M	<ol style="list-style-type: none"> AHT Sept 21 Sept 21
Pupils at an increased risk from the virus		<ul style="list-style-type: none"> Pupils who are clinically vulnerable – medical advice should be followed to identify what controls need to be implemented in school. Measures put in place by the school to limit the risk, include: playtime zones, limiting mixing with other year group bubbles, staggered lunchtimes, clear signage around school to promote hand washing, hand wash conga, liaising with families if a child in their year group tests positive – urging them to administer LFD tests for the next 7 days (from 4-1-22) 	<ul style="list-style-type: none"> Regular reminders for children regarding measures in place to keep them safe. 	M	<ol style="list-style-type: none"> SLT/class teachers Sept 21 Sept 21
Visitors and contractors		<ul style="list-style-type: none"> Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS 	<ul style="list-style-type: none"> Stop all unnecessary visitors in school 	M	<ol style="list-style-type: none"> SLT/office staff

		<ul style="list-style-type: none"> • Visitors are limited where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect social distancing measures • At interaction locations a physical barrier is in place for any deliveries • Sanitation and hand washing is available for all visitors • School provide clear guidance on hygiene and COVID control measures to people on arrival • Initial contact with school office is behind a physical barrier • All contractors asked to attend at staggered times to limit interactions with staff • All contractors asked to wash/sanitise hands on arrival • All contractors/visitors must wear a face mask at all times (provided by the Office staff) • If any visitor/contractor feels unwell, they must inform SLT and leave the site immediately. Guidance sought from Walsall PH. • Staff who receive deliveries to wash and sanitise hands after handling. • A record of all visitors is kept and cooperating fully with the Test and Trace service in the event of an outbreak 			<p>2.Sept 21</p> <p>3.Sept 21</p>
Staff with symptoms of the virus		<ul style="list-style-type: none"> • Staff are asked to complete a Lateral Flow Test regularly. Staff will undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed • Staff who have any classic symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice. This will include booking a PCR test. • Staff with classic symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services • Government guidance for staff with symptoms will be followed: this can be found at: Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk) • In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice 	<ul style="list-style-type: none"> • Share this information with staff 	M	<p>1.CW/EY</p> <p>2.Sept 21</p> <p>3.Sept 21</p>

		<ul style="list-style-type: none"> The school will follow its contingency plans (sometimes called outbreak management plans) The school may be contacted by 'Test and Trace' and will cooperate fully with them 			
Pupils with Symptoms of the virus		<ul style="list-style-type: none"> If a student starts to show classic symptoms of COVID 19, they will be sent home immediately and advised to book a PCR test. They will not be allowed back in school until we see a negative result. Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room (scallywags building) where a window can be opened to provide fresh air If they need to use a bathroom they must use one dedicated bathroom (scallywags building) and this must be thoroughly sanitised following the use Suitable PPE including apron, goggles, moisture resistant face mask and gloves to be used by staff members engaging with the pupil Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hands immediately following the min washing of 20 seconds and using the correct technique Government guidance for pupils with symptoms will be followed: this can be found at: Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk) In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice The school will follow its contingency plans (sometimes called outbreak management plans) The school may be contacted by 'Test and Trace' and will cooperate fully with them 	<ul style="list-style-type: none"> Share information with parents 	M	<ol style="list-style-type: none"> SLT Sept 21 Sept 21

Access and Egress		<ul style="list-style-type: none"> • Staggering arrival and departure times at work/ school to reduce crowding into and out of the workplace • Reducing congestion, for example by having more entry points to the school and entry points dedicated to single groups if possible • Is there a direct entrance into the learning area from outside to reduce the need for moving around within the building • Providing handwashing (or hand sanitation where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building • Providing alternatives to touch-based security – corridor doors wedged open • Providing more storage for employees for clothes and bags • Using markings and introducing one-way flow at entry and exit points • Making sure that people with disabilities are able to access lifts and other areas of the building 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.
Common areas		<ul style="list-style-type: none"> • Break times/lunch times are staggered to reduce pressure/congestion on places to eat and playing spaces • Using protective screening for staff in the office area and for hearing readers • Social distance marking and reminders are used for other common areas such as toilets, and in any other areas where queues typically form • Social distance marking is used in the dining hall • Social distance marking is used outside the school gates to encourage parents to maintain a safe distance • Using outside play zones to space out year groups and allow them to have more space to mix or distance • Encouraging workers to bring their own cutlery and tea/coffee • Encourage all personal items to be stored in lockers • Staff encouraged to use their lockers to store personal belongings and not bring in anything unnecessary to school 	<ul style="list-style-type: none"> • Identify specific toilet areas for specific groups • 	M	<ol style="list-style-type: none"> 1. SLT 2. Sept 21 3. Sept 21
Moving around the building		<ul style="list-style-type: none"> • Reducing movement by each year group having a dedicated play zone, lunch/break time, break out room • Reducing job and equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member • Introducing more one-way flow through buildings. Specific year 	<ul style="list-style-type: none"> • 	M	<ol style="list-style-type: none"> 1. SLT 2. Sept 21 3. Sept 21

		<p>groups have their own entrance/exits and sets of stairs to use in the school</p> <ul style="list-style-type: none"> Year groups have their own areas to stand in when dismissing children at the end of the school day Sandwiches are eaten in year group class rooms and each year group has their own dedicated table in the dining hall when eating hot lunches 			
Work places and work stations (School Office/Safeguarding Office)		<ul style="list-style-type: none"> Workstations allow staff to maintain social distancing Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene Layouts have been reviewed to let employees work further apart from each other Signage is displayed encouraging social distancing and regular hand washing/sanitising Where possible, promote avoiding employees working face-to-face. For example, by working side-by-side or facing away from each other with social distance between them Using screens to create a physical barrier between people 	<ul style="list-style-type: none"> Check every room has a screen 	M	<ol style="list-style-type: none"> Office/SG staff Sept 21 Sept 21
Meetings		<ul style="list-style-type: none"> Only absolutely necessary participants should attend meetings and should maintain social distancing throughout. Each year group has been assigned their own table for staff meetings and must sit with their year group colleagues, avoiding any mixing with other year groups Avoid any sharing of work equipment including pens/paper etc. Essential meetings are held in a ventilated room (the school hall) with both fire doors and the access door open A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed 	<ul style="list-style-type: none"> Where possible, use remote working tools to avoid in-person meetings 	M	<ol style="list-style-type: none"> SLT Sept 21 Sept 21
Accidents, incidents and emergencies		<p>(In emergencies, social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <ul style="list-style-type: none"> The number of first aiders, fire marshalls and Evac chair operators has been reviewed. Each year group now has their own first aider 	<ul style="list-style-type: none"> Site Manager to check servicing record/dates for fire safety equipment, evac chair 	M	<ol style="list-style-type: none"> EY Sept 21 Dec 21

		<ul style="list-style-type: none"> • First aid and fire safety provision and equipment is adequate for the new working environment. Each year group has their own zone to evacuate to during a fire drill/emergency • Adequate PPE is available for use of staff in all emergencies including first aid and fire • Enhanced cleaning are in place when equipment such as evac chairs, grab bags have been used E.g. equipment cleans for Evac chairs, radios, etc. • Adequate means of escape have been maintained even with the COVID RA in operation • One way systems that have been put in place may have to be abandoned in the event of fire • Site Manager has checked whether servicing of fire safety equipment is due or has been missed • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival 			
Parents queuing outside school		<ul style="list-style-type: none"> • Parents queue outside the Pinfold Street Extension when dropping off children or waiting to collect children. Outside markers and posters have been provided to encourage social distancing • Parents have been encouraged to collect children on their own to reduce the numbers of people on the playground • Implemented markers to identify the social distance spacing in waiting areas outside the school and follow the one way arrows 	<ul style="list-style-type: none"> • Parents informed of the one way system in a newsletter • Widen the stagger to improve distancing amongst parents 	M	<ol style="list-style-type: none"> 1. SLT 2. Sept 21 3. Sept 21

		<ul style="list-style-type: none"> to leave the site When staff open and close gates they sanitise and wash hands before and after touching the gates 			
Transport to and from school		<ul style="list-style-type: none"> Pupils encouraged to travel to school via walking, cycling or private vehicles Pupils walking or cycling to school have been advised to socially distance at all times Parents are encouraged to follow the parking restrictions in place on Pinfold Street Extension and park away from school to ensure that the street is safe for the arrival of children in the mornings and after school During pick-ups social distancing should be observed using the markers provided. Pupils wait with their class teacher behind a white line on the playground, away from other year groups and away from parents Face coverings have been encouraged with parents and staff when outside on the playground before and after school Hand wash conga in place. On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method. They should sanitise at points throughout the day and wash hands before lunchtime/eating 	<ul style="list-style-type: none"> 	M	<ol style="list-style-type: none"> SLT Sept 21 Sept 21
Communication of control measures to staff, pupils and parents		<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using the school communication systems RA has been shared with all staff members and is available on our website All staff are aware of relevant policies procedures including, but not limited to, the following: Health and Safety policy, Infection Control policy, First Aid policy, Behaviour Policy The relevant staff receive any necessary training that helps minimise the spread of infection Parents notified of the risk assessment plan and shared on school website School provide regular, clear and consistent communications with parents via the communication channels 	<ul style="list-style-type: none"> RA is made available on the school website 	M	<ol style="list-style-type: none"> SLT Sept 21 Sept 21

		<ul style="list-style-type: none"> • Provided clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email • Provided clear, consistent and regular communication to improve understanding and consistency of ways of working. • Engaged with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. • The latest government guidance has been considered in the development of the risk assessment: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p>			
PPE provision		<ul style="list-style-type: none"> • PPE is provided as identified within the risk assessment • Should there be a shortage in supply this is highlighted with the senior leadership team and additional supplies are sourced from other departments within the council • If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken • Provided an emergency PPE kit and spare stock, to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school • PPE is provided free of charge • Staff have a choice if they want to wear a face mask or face visor, unless specific guidance is given by Walsall PH following an outbreak 	<ul style="list-style-type: none"> • Request the use of face masks over visors 	M	<ol style="list-style-type: none"> 1. SLT 2. Sept 21 3. Sept 21
Teaching pupils with SEN		<ul style="list-style-type: none"> • Specific arrangements have been risk assessed and agreed with staff on an individual basis • Each individuals risk assessment has been reviewed to ensure that suitable controls are in place • Provided additional PPE for personal care • Additional advice should be sought from outside agencies where appropriate in relation to moving and handling (occupational therapy etc) 	<ul style="list-style-type: none"> • 	M	<ol style="list-style-type: none"> 1. EY 2. Sept 21 3. Sept 21

		<ul style="list-style-type: none"> • Allocated dedicated staff to care for individual children where personal care is needed • Individual plans should be understood, shared and followed consistently by all staff working with those pupils • Prepare additional social stories to support pupils with autism highlighting changes to the classroom environment and procedures • All teachers have introduced a visual timetable to support pupils • Children have been assigned a key worker to support their needs • Ensured that personal care environment and equipment is thoroughly sanitised following each use • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual • Domestic educational visits may resume. These trips may include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.) The controls in relation to the COVID 19 should be considered within the Educational visit risk assessment • (Additional school specific controls should be identified here) 			
Educational Visits		<ul style="list-style-type: none"> • In the first instance, make use of outdoor spaces on the school grounds or in the local area to support delivery of the curriculum • As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure that they can be done safely • As part of this risk assessment, consider what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice on visiting indoor and outdoor venues 	<ul style="list-style-type: none"> • Suspend these activities 	M	<ol style="list-style-type: none"> 1. EY 2. Sept 21 3. Sept 21

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks