**The Spring Partnership Trust**

**Draft Risk assessment for stopping on site attendance of Spring schools in January 2021 – COVID-19 V3.1**

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| Completed by | CEO | Date | Week Beg 4th January |
| Reviewed by | CFO, COO and Head Teachers | Date | Week Beg 4th January |
| Approved by | TSPT Trust Board | Date | Week Beg 4th January |
| Consultation | Staff and staff union organisations | Date | Week Beg 4th January |
| Training | All staff with CEO or EHT | Date | Week Beg 4th January |
| Monitoring by | Central TSPT team | Date | Week Beg 4th January |
| Further update | CEO | Date | Week Beg 18th January |

Schools are expected to achieve the following controls as defined by the Department of Education in order to operate safely. The risk assessment has been written by The Spring Partnership Trust for Castlecombe, Dorset Road, Hayes, Leesons, Midfield and St Mary Cray primary schools. There is a separate risk register for the TSPT central office. Each site has an appendix at the end of the generic Trust risk assessment, including site or provision-specific risks and their treatments.

This risk assessment has been reviewed in the light of the most recent guidance from the DfE which was updated on 31st December 2020and can be found at <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children>

On Tuesday 4th January 2021 Central Government announced Tier 5 and the stopping of o- site attendance except for vulnerable and children of critical workers. The contingency plans were updated on January 1st 2021 and can be found here

https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities

**Prevention**

1. Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such detergents and bleach
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment

**Response to any infection**

1. Engage with the NHS test and trace process
2. Manage confirmed cases of COVID-19 amongst the school community
3. Contain any outbreak by following local health protection team advice

Numbers 1-4 must be in place in all schools all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

The risk assessment will be kept under constant review to incorporate any further information and ideas from staff members will help school leaders to adjust and improve the measures in place to reduce transmission of COVID-19 within the schools and their communities.

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| **Part A - How the school buildings will be kept safe** | | | |
| **Hazard 1**  Buildings not health and safety compliant | | | **Risk rating: LOW** |
| **Who and how might someone be harmed?**  Employees, pupils, parents, visitors and contractors could be injured due to lack of building safety where statutory compliance checks or health and safety checks have not been completed prior to opening | | | |
| **Measures in place to control risk**  The aim is to have a safe and legally safe building   1. Statutory compliance reviewed with the premises team. All statutory compliance has been met 2. The Trust COO has reviewed the site H&S compliance with this risk register on an INSET day in August or at some other time prior to opening 3. The school site and every room has been deep cleaned during closure and then locked if not in regular use 4. Cleaning regime has been increased 5. Handles, handrails and other touch points are cleaned first thing every morning | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| 1. New cleaning procedures for the premises team are being put in place including rota in place identifying who is going to clean which areas | | COO | 4th January |
| **Hazard 2**  Infection with Covid-19 due to close contact in classrooms | | | Risk rating: Medium |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**  NB: current guidance is that primary aged children are not expected to social distance or stay 2m apart   1. Groups of key worker of vulnerable pupils consist of no more than a class or year group size of pupils with consistent adults as far as possible 2. If adults have to work with small groups or different classes, ensure good ventilation and regular hand-washing 3. ) 4. KS2 pupils facing the front of the classroom, sitting next to each other on shared tables 5. Provide pupils with their own table space, chair and a box for their equipment (not EYFS). 6. Designated areas for staff breaks that maintain social distancing and enhanced hygiene management | | | |
| **What else is needed?** | | **Who and When?** | **Completed** |
| Could be added to during the consultation process i.e after staff have fed back to the CEO | | SLT | 4th January |
| **Hazard 3**  COVID-19 infection passed to others in corridors or stairs | | | Risk rating: Medium |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| 1. At Midfield, Castlecombe and Leesons use of stairs by pupils promoted in a controlled manner. There are no pupil stairs at Hayes or St Mary Cray. 2. Corridor floor markings down the middle to keep pupils on the left hand side of the corridor, in schools where they are particularly narrow such as Midfield. 3. All surfaces that people may come in contact with i.e. buttons, doors, hand rails cleaned regularly 4. Hand sanitiser units installed within and around schools at critical points 5. Internal doors remain open where possible 6. Cleaning records displayed to show record of frequency and time of cleaning each day | | | |
| **What else is needed?** | | **Who and When?** | **Completed** |
| 1. Floor markings and other signage relevant to new guidance to be kept in place for September | | Caretakers | 4th January |
| 1. Install door-guards to fire doors that are high use/high contact doors, (not in higher risk rooms such as plant areas and kitchen areas) | | Caretakers | 4th January |
| 1. Check all door-guard doors to ensure closing operation is working and replace batteries when required | | Caretakers | 4th January |
| **Hazard 4**  COVID-19 infection passed between people at the counter in the school’s reception area | | | Risk rating: MEDIUM |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. School offices should remain closed to the public/visitors during the lockdown 2. Parents reminded about office closure and use remote contact/payment wherever necessary 3. Hand sanitiser available at entrance/reception areas 4. Staff and visitor signing in screens at Midfield, Leesons and Hayes to be cleaned regularly with anti-bacterial wipes 5. School office workforce to work from home wherever possible | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| **Hazard 5**  Fear and concerns relating to COVID-19 infection as a result of poor air circulation inside the buildings | | | Risk rating: Low |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. Windows and doors are opened before the arrival of staff each day and left open where possible to encourage ventilation 2. Pupils encouraged to wear body warmers over school uniforms where necessary while classroom windows are open 3. Air conditioning systems turned off | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| This could be updated following the consultation process | | SLT | Ongoing |
| **Hazard 6**  COVID-19 infection passed between people as a result of office layout and space | | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. Office layouts rearranged where necessary to achieve 1 metre or more metre social distancing 2. All surfaces cleared in shared spaces 3. Leaders monitor usage of spaces regularly 4. Staff avoid sitting facing each other 5. Hand sanitisers in all office spaces 6. Staff members use own equipment only – any shared equipment is wiped between use | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| 1. For areas where regular meetings take place, use signage to help people maintain physical distancing | | SLT | 4th January |
| 1. Provide seating plans for each location | | SLT | January 4th |
| **Hazard 7**  COVID-19 infection passed between people as a result of a contaminated workplace | | | **Risk rating: MEDIUM** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**  NB: Refer to Infection Control section of the risk assessment for further information   1. Increased formal cleaning regime including contracted cleaners, premises team and all staff members on site 2. Key areas and touch points identified and part of cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.) 3. Hand sanitisers placed throughout the workplace 4. Hand wash available at all times in all toilets 5. Each classroom is well supplied with soap and tissue 6. The ‘System of controls’ including extra personal hygiene management (handwashing etc) is non-negotiable 7. Single-use handtowels or hand dryers only are used to dry hands 8. Confirmed cases of *work-related Covid-19* reported to the CFO (Verity Bolton) Contingency cleaning regime ready to use following Covid-19 case on site 9. Correct cleaning products in use for infection control Covid-19 | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| COO to ensure Head Teachers receive updated information surrounding cleaning regimes | | COO | 4th January |
| **Hazard 8**  COVID-19 infection passed between people as a result of a gathering, such as during an emergency evacuation | | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. 1 metre or more distances marked out around the buildings to help adults maintain physical distancing 2. No gatherings of people close to the building entrances permitted - remind groups if necessary while keeping a safe distance | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| 1. Signage to remain in place to remind staff about not gathering together too closely | | SLT | 4th January |
| 1. Revised fire evacuation strategy to be revisited during INSET in September at each school | | SLT | 4th January |
| 1. Revised fire evacuation strategy to be practiced at every school by pupils and staff at the start of term | | SLT | 4th January |
| **Hazard 9**  COVID-19 infection passed between people as a result of provision of first aid in buildings | | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**  NB: It is accepted that physical distancing cannot be maintained during the delivery of first aid   1. Review of first aid practice with COVID-19 restrictions in mind 2. First aid certificates have been extended where they have run out 3. Keep physical contact to a minimum when administering first aid e.g. pupils apply own cold pack, wipe, plaster where able to do so 4. Wear a face mask and disposable gloves and an apron when administering first aid 5. Wash hands after administering first aid and ensure the area is cleaned upon completion 6. Only one person can be treated in the first aid room at a time. Organise a waiting area 7. Where possible administer first aid outside 8. If daily medication is administered from 1st aid rooms, relocate this activity to reduce demand on space | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| Provide signage outside first aid rooms to remind people how to use these spaces safely | | SLT | 4th January |
| **Hazard 10**  COVID-19 infection passed between people as a result of interaction in shared kitchen and other staff areas | | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. Physical distancing in place for adults and signage in place to remind them of this 2. Taps and kettles to be cleaned before and after use with appropriate cleaning material/wipes 3. Staff to wash their hands before and after eating for at least 20 seconds 4. Staff to dispose of their food waste into the bins provided, clean cutlery and crockery and kitchen areas 5. Staff are encouraged to go outside during breaks 6. Increased cleaning regime in place for shared staff kitchen and staff room | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| 1. Order or create signage for shared kitchen and staff room | | SLT | 4th January |
| **Hazard 11**  COVID-19 infection passed between people as a result of provision of contract catering or lunchtime provision in the hall | | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**  NB:Contract catering services have also produced their own risk assessment. PPE masks are not appropriate in the kitchen as due to the nature of heat, steam, touching of face/masks results in poor hygiene standards   1. Physical distancing is in place for the kitchen staff 2. Number of kitchen staff required in the kitchen area at one time has been reviewed with Olive dining 3. Classes, key stages or year groups to have an allotted time to eat their lunch before the next group of classes enter the dining hall 4. Tables to be cleaned in between groups eating their lunch 5. Pupils to queue for lunch in their class, year group or key stage groups or be served food to avoid queuing 6. Staff and children will be encouraged to wash their hands before and after eating for at least 20 seconds and frequently during the day 7. Communication with contract cleaning services in place (Verity Bolton) to ensure that the school to be informed of any Covid-19 related staff sickness, without delay | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| This could be added to following the consultation process | | SLT | 4th January |
| **Hazard 12**  COVID-19 infection passed between people when using the toilet facilities | | | **Risk rating: LOW** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. Signage displayed to specify number of staff members who can safely use staff toilets at any one time. Limit use to one person at time in small toilet facilities 2. Staff to proceed with caution and be prepared to take a step back when entering small spaces 3. Wash hands for 20 seconds after using the toilet 4. Consider how and when to touch flushes, taps and door handles to avoid contaminating surfaces 5. There is an increased cleaning regime in these areas 6. Control system in place for pupil toilet areas. | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| Include toilet areas in the new cleaning rota | | COO | 4th January |
| Remind staff about use of foot or elbow door opening options to reduce hand touching surfaces/doors access egress points | | SLT | 4th Janaury |
| **Hazard 13**  COVID-19 infection passed between people when using meeting rooms | | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. Use virtual (WEBEX) meetings if possible or phone calls 2. During lockdown, if meetings are urgently needed, they should be held outside with as few people socially distanced as possible 3. Meeting room doors to remain open 4. Maintain the allotted numbers of people per room or outside 5. Avoid facing people directly in meetings 6. Do not meet in rooms that are poorly ventilated 7. Bring your own equipment to the meeting rooms and leave all surfaces clear 8. Hand sanitiser is available in meeting rooms 9. Establish meeting etiquette while entering and leaving to ensure distancing 10. Record meeting dates, times and attendance for potential tracking requirements | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| 1. Order door stops for all doors that are not fire doors. | | SLT | 4th January |
| **Hazard 14**  COVID-19 infection passed between people as a result of an attack by an intruder | | | Risk rating: LOW |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. Security policy reviewed to take into account use of multiple gates simultaneously 2. Be vigilant during extended start and finish windows 3. All perimeter gates to remain locked during the school day 4. Visitor entry controlled at front office 5. Risk assessments in place for each pupil with SEND including risk of pupil leaving the school unauthorised | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| This could be added to following the consultation process | |  |  |
| **Hazard 15**  COVID-19 infection passed between people as a result of letting the premises | | | Risk rating: LOW |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. ASC and BC closed to avoid spread of the virus between bubbles 2. Organisations providing clubs after school can only take pupils from the same Key worker bubble and no other pupils 3. Organisations providing clubs after school show a full risk assessment 4. Outdoor lettings to be prioritised 5. Caretakers check that control measures are in place | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| Check list to return to Business Development officer that all controls are in place | | BDO | 4th January |
| **Hazard 16**  COVID-19 infection passed between people as a result of using water fountains | | | Risk rating: LOW |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. Water fountains have been switched off 2. Pupils have their own water bottles to use in the classroom 3. Disposable cups made available for pupils without water bottles | | | |
| **What else is needed?** | | **Who and when?** | **Completed** |
| This could be added to following the consultation process | | SLT |  |
| **Hazard 17**  COVID-19 infection passed between people as a result of using swimming pools or therapy pools | | | Risk rating: LOW |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | |
| **Measures in place to control risks**   1. Swimming pool only open to critical worker and vulnerable pupil’s bubbles 2. Pool to be used by a limited amount of pupils per day 3. Only small groups of pupils from the same class bubble to enter the pool at one time 4. Swimming teacher to maintain distance from pupils 5. Changing areas cleaned between groups 6. Area reviewed for touch points, including shared equipment and commonly used equipment 7. Unnecessary equipment removed 8. Updated guidance for use of public swimming pools to be followed when available in September | | | |
| **What else is needed?** | **Who and when?** | | **Completed** |
| 1. Carry out health and safety inspection in preparation for reopening the pool | Midfield HoS | | 4th January |
| 1. Complete deep clean before reopening the pool | Caretaker at Midfield | | 4th January |

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| **Part B - How we will continue to control the infection** | | |
| **Hazard awareness**  People can catch the virus from others who are infected in the following ways:   * virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales * the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc * people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth | | |
| **Hazard 18**  COVID-19 infection passed between people as a result of close contact in classrooms | | Risk rating: LOW |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others. Transmission of the virusbetween staff and pupils and into the wider community | | |
| **Measures in place to control risks**  NB:DFE guidance states that primary aged children cannot be expected to social distance   1. Schools organise pupils into year group, key stage or class-sized bubbles 2. Physical distancing on site between adults e.g in staff room, offices etc. 3. Pupils in KS2 to sit facing the front of the classroom 4. Unnecessary furniture and equipment from classrooms to be removed to create more space 5. Staff to maintain a safe distance between each other as per current government guidelines 6. School reception areas risk assessed and controlled (including regular cleaning) for parent and other visitors 7. Areas currently marked out remain marked out to help people visualize and maintain physical distancing 8. Rooms remain as well ventilated as possible (open windows and doors that are not fire doors) 9. Provision planned so that if resources are shared between classes, they are cleaned before sharing 10. Learning outdoors for a portion of time every day for each class and group | | |
| **What else is needed?** | **Who and when?** | **Completed** |
| 1. Store excess furniture and equipment safely elsewhere in the building | SLT | 4th January |
| **Hazard 19**  COVID-19 infection passed between people as a result of poor infection control | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | |
| **Measures in place to control risks**   1. Pupils and staff remain in same class or intervention groups 2. Seat pupils at the same desk each day 3. If pupils are taught in different groups, the groups must be consistent (e.g. regular intervention groups of ‘sets’) 4. Pupils use the same classroom or area throughout the day, except for going to the toilet and learning outside 5. Where there is more than one Reception class, stagger use of outdoor area or cordon off separate areas and rotate if necessary each week 6. Stagger toilet times according to site layout to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time 7. Use direct access to rooms from outside where possible 8. Pupils and staff to wash their hands before eating 9. Tables to be cleaned in between different groups eating their lunch 10. Promote hand cleaning breaks 11. Rooms all contain a supply of soap and running water 12. Assessing specific individual support needed for pupils to follow these measures, for example, 1-1 support to guide, routes round school marked in braille or other meaningful symbols for Tree House pupils at Midfield, social stories to support pupils to understand why and how to follow rules 13. Timetable each class a portion of the day to learn outside 14. Stagger the use of staff rooms to ensure there is a limit on numbers. Keep to physical distancing in these spaces 15. Where possible avoid sharing resources between classes and if necessary, clean between use 16. Communicate with transport providers at Tree House, Midfield to ensure they follow hygiene rules 17. Plan in place for ‘safest movement’ around the school buildings 18. Allocate each class, year group or key stage their own gate where possible 19. Remove soft toys and furnishings 20. Quarantine books or other resources loaned to pupils for 72 hours after pupils return them to school and before loaning them to another family | | |
| **What else is needed?** | **Who and when?** | **Completed** |
| 1. Pupils to wash hands before going out to play on equipment and when they come back indoors | SLT | Ongoing |
| 1. EYFS resources to be rotated (with 72 hrs break) and cleaned regularly | SLT | Ongoing |
| 1. Provide facilities for hand washing outside | COO | 4th January |
| 1. If staff have to work in other classes, ensure they wash hands before entering, keep a safe distance from pupils and keep the room well ventilated | SLT | 4th January |
| **Hazard 20**  COVID-19 infection passed between people as a result of poor hygiene | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | |
| **Measures in place to control risks**   1. Hygiene control non-negotiable, e.g. hand washing and cleaning 2. Handwashing facilities are available in every classroom and in outdoor handwashing stations in all schools. Hand sanitiser is provided in rooms with no sinks 3. Additional cleaning of surfaces that children touch more regularly. 4. Normal detergents will remove traces of the Covid-19 virus. There are supplies of detergent in classrooms 5. All adults and children must:  * Frequently wash their hands with soap and water for 20 seconds and dry thoroughly * Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing * Are encouraged not to touch their mouth, eyes, and nose * Use a tissue or elbow to cough or sneeze and use bins with lids for tissue waste  1. Promoting the ‘catch it, bin it, kill it’ control in group discussion, internet videos, posters 2. Ensure that help is available for children who have trouble cleaning their hands independently 3. Encourage young children to practise these habits through games, songs, and repetition 4. Bins for tissues are emptied throughout the day 5. All spaces should remain ventilated using natural ventilation (opening windows) 6. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 7. Store cleaning products away from pupils 8. Soap and hand towels are regularly topped up at all washing stations 9. Rubbish bins for hand towels are regularly emptied 10. Caretakers to regularly clean the hand washing facilities 11. Hand sanitiser is located at the school entrance and should be used by everyone when entering and leaving 12. Tissues are provided for classrooms and are topped up daily 13. Toilet facilities include antibacterial hand wash 14. Stock levels for hand soaps, hand sanitisers, tissues and other cleaning products are checked regularly by caretakers | | |
| **What else is needed?** | **Who and when?** | **Completed** |
| This could be added to during the consultation process | COO and SLT | Ongoing |
| **Hazard 21**  COVID-19 infection passed between people as a result of inadequate cleaning | | **Risk rating: Low** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | |
| **Measures in place to control risks**  See also risk assessment from contract cleaning staff for assurance on social distancing and methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc   1. Cleaning schedule for school buildings covering frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc and ensuring these are thoroughly cleaned and disinfected regularly 2. Thorough cleaning of rooms at the end of the day 3. Hard surfaces to be cleaned using standard cleaning products and disposable cloths/paper towels throughout day (this can be completed by school staff, including non-cleaning staff – check allergy to cleaning products first) 4. Follow manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants 5. Hand towels and hand wash are checked and replaced as needed by premises or cleaning staff 6. Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush 7. Only use cleaning products supplied by the school/contract cleaners   **When cleaning a contaminated area**  Cleaning staff (trained cleaning staff) to:   * Wear disposable gloves and disposable apron * Wash hands with soap and water once they remove their gloves and apron * Wear fluid resistant surgical mask if splashing likely * Dispose of cloths and mop heads used * Wash hands with soap and water for 20 seconds and dry thoroughly after all PPE has been removed * Double bag PPE then store securely for 72 hours before throwing away in the regular rubbish   NB: For a deep clean/disinfection (e.g. following a suspected/confirmed case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | | |
| **What else is needed?** | **Who and when?** | **Completed** |
| Ensure cleaning schedule contains the above information | SLT | Ongoing |
| **Hazard 22**  COVID-19 infection passed between people as a result of exposure due to close contact with inadequate PPE | | **Risk rating: LOW** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | |
| **Measures in place to control risks**  NB: Most staff in schools will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a safe distance of from others  PPE is only needed in a very small number of cases including:   * Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way * A child becomes unwell with symptoms of coronavirus while in the school setting and needs direct personal care until collected from home and you cannot keep more than 2m apart   See guidance: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>  PPE is required if a child or member of staff falls ill and requires direct personal care on site:   1. Fluid resistant surgical masks are available in the medical room and classrooms for supervising adults 2. Disposable gloves and disposable aprons are also available if necessary 3. Wear eye protection if there is a risk of splashing or droplet infection from coughing, spitting, vomiting 4. PPE is also available for the provision of intimate care 5. When supervising on the gate, staff should remain 1 metre or more away from adults. | | |
| **What else is needed?** | **Who and when?** | **Completed** |
| This could be added to following the consultation process | SLT | Ongoing |

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| **Part C – How we will continue to manage the risk to individuals** | | | | |
| **Hazard 23**  COVID-19 infection passed between people and infecting people with underlying medical conditions | | | | **Risk rating: LOW** |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others who become severely ill | | | | |
| **Measures in place to control risks**   1. Identify staff who are now classed as ‘clinically extremely vulnerable’/shielded or who live within someone ‘clinically extremely vulnerable’/shielded and discuss any concerns. From January 4th, Clinically extremely vulnerable staff should work from home and should not attend the workplace 2. Meet with staff who are pregnant and complete a risk assessment. Women who are 28 weeks pregnant or more and who have any underlying health condition should work from home and should not attend the workplace. 3. Heads to work with wellbeing teams to put in place measures to encourage good mental health in the workplace such as regular staff catch ups or staff meetings via Zoom or Webex. Leaders to keep in touch with staff, especially those isolating or living alone. 4. TSPT HR to be notified of individual cases and to give advice to Heads 5. Give parents and staff members the opportunity to talk about their concerns relating to attending school 6. Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19 and understand their needs/concerns 7. Ensure that parents and carers understand that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test 8. Update risk assessments for children with EHCPs and put controls in place 9. Identify pupils under the care of a specialist health professional and work with parents/carers to complete a risk assessment 10. Provide regular contact and home learning for pupils not able to attend school due to advice from specialist health professional 11. Plan to resume taking attendance registers as normal | | | | |
| **What else is needed?** | **Who and when?** | | **Completed** | |
| 1. Family workers, SENDCOs to carry out risk assessments on any pupils under the care of a specialist health professional | SLT | | Ongoing | |
| **Hazard 24**  Lack of appropriate levels of staffing so that the school site and the pupils on site cannot be safely managed | | | Risk rating: LOW | |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors are the victim of accidents due to lack of supervision | | | | |
| **Measures in place to control risks**   1. Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key roles such as first aiders and DSLs is maintained. 2. Non-class based leaders and support staff to provide cover if necessary 3. Designated safeguarding leads, first aiders, fire wardens and premises staff on site every day 4. Ensure everyone understands new arrangements from September for the reorganisation of the school day/week 5. Decisions on staffing levels are dependent on numbers and needs of pupils present in school. Review weekly 6. Options such as partial closure may be required in event of severe staff shortages | | | | |
| **What else is needed?** | **Who and when?** | | **Completed** | |
| This could be added to following the consultation process |  | |  | |
| **Hazard 25**  A member of staff or a pupil becomes ill with Covid-19 symptoms whilst on site at school | | | **Risk rating: Medium** | |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | | |
| **Measures in place to control risks**   1. If a child or staff member develops symptoms compatible with Covid-19, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days 2. Whilst the pupil is waiting to be collected by a parent or carer, they should be supervised from outside a well-ventilated room by one of the adults from their group. This adult will need to wear a disposable mask, gloves and apron 3. All staff and pupils who are attending school have access to a test if they display symptoms of Covid-19 and will be asked to get a test in this scenario 4. Following the incident, schools must then follow the COVID-19 cleaning of non-healthcare settings guidance [Decontamination in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) 5. If the pupil or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation. 6. Where the pupil or staff member tests positive, the rest of their group should be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms 7. As part of the national test and trace program, 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 the school on the most appropriate action to take. In some cases, a larger number of other children 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 school will not generally be necessary | | | | |
| **What else is needed?** | **Who and when?** | **Completed** | | |
| This could be added to following the consultation process |  |  | | |
| **Hazard 26**  COVID-19 infection passed between people as a result of work related travel and being in close proximity to people infected with Covid-19 for an extended period of time | | **Risk rating: Medium** | | |
| **Who & how might someone be harmed**  Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others | | | | |
| **Measures in place to control risks**   1. Minimise non-essential travel 2. Midfield to work with Tree House transport provider and families on safe travel risk assessment 3. Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face 4. Avoid public transport as much as possible – consider walking or cycling options 5. Avoid travelling at the busiest times 6. Follow government advice on face coverings 7. Only complete off site visits if you can safely walk to the location | | | | |
| **What else is needed?** | **Who and when?** | **Completed** | | |
| 1. Staff members to flag up with team leaders if they are concerned about their journey to work 2. Team leaders to support staff members to find the safest journey to work Leaders and staff members to adopt a flexible approach to start times while staff members are working out a new route to work | SLT | Ongoing | | |
| **Hazard 27**  High volume of change in a short period of time and related communication and training | | **Risk rating: MEDIUM** | | |
| **Who & how might someone be harmed**  Employees may experience stress and anxiety as a result of the volume and level of change experienced | | | | |
| **Measures in place to control risks**   1. Provide clear consistent and regular communication to improve understanding for all staff throughout the changing scenarios of the pandemic 2. Reduce workload through sharing as much advance planning, assessment preparation and other regular school duties as possible throughout the Trust 3. Cut back number of staff meetings in school to a minimum, providing power points or other on line learning to be carried out at home 4. Work across the Trust to share workload, e.g. Trust subject leader planning, monitoring and review 5. Follow Trust feedback policy which incorporates changes to written feedback expectations 6. Providing information as early as possible before any changes to working practices 7. Keep all risk assessments/changes in risk updated as government guidance is updated and consult with staff 8. Provide information to staff on changes to work environment and procedures in advance of those changes 9. Consider those employees who may be at increased risk in the planning of work activities 10. Direct staff to Government, NHS, PHE and resources:  * NHS guidance, [how to wash your hands video](https://www.nhs.uk/video/pages/how-to-wash-hands.aspx) (20 second rule) * NHS [advice on CV19](https://www.nhs.uk/conditions/coronavirus-covid-19/); risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs * Information posters displayed at key points and throughout premises * Hygiene requirements (handwashing etc.) and practise of social distancing * Government track and trace information | | | | |
| **What else is needed?** | **Who and when?** | **Completed** | | |
| 1. Plans for all subjects and year groups reviewed regularly by teachers 2. Planning meetings continue to take place weekly across the Trust so that remote learning practice improves and where practice is strongest, this has impact more widely | EHT | Ongoing  4th January | | |
| **Hazard 28**  Stress and anxiety concerning full opening of schools | | **Risk rating: MEDIUM** | | |
| **Who & how might someone be harmed**  Concern relating to catching virus may cause stress and anxiety affecting the body and leading to physical and/or mental illness | | | | |
| **Measures in place to control risks**   1. Leaders to have individual risk assessments for staff who are Extremely clinically vulnerable or pregnant. 2. Line managers to identify staff with stress or anxiety and work with TSPT HR to refer to occupational health as per Trust policy 3. Provide staff with opportunities to talk and share their experiences and fears 4. Give staff language to talk about their fear/anxiety – normalise it 5. Provide clear communication between all staff relating to:  * Agreed work activities * Calls/contact time * Access to resources e.g. Employee Assistance Programme (EAP) | | | | |
| **What else is needed?** | **Who and when?** | **Completed** | | |
| This could be added to following the consultation process and as guidance on shielding is updated |  |  | | |

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| Part D – How we will manage the long term risk of the lock down on pupil’s wellbeing and academic attainment | | | |
| **Hazard 29**  Concern relating to the second lock down+ or trauma during lock down may cause stress and anxiety affecting children’s bodies, leading to physical and/or mental illness | | | **Risk rating: MEDIUM** |
| **Who & how might someone be harmed**  Pre-statutory school aged and statutory school aged pupils | | | |
| **Measures in place to control risks**   1. Leaders to have individual risk assessments for pupils known to be vulnerable, 2. Leaders have control measures in place in case positive handling is necessary 3. EHCPs are reviewed and updated in line with risk assessments 4. Each school has a plan in place to communicate with parents/carers of new Reception children and an induction plan 5. Each school has a plan for transition so pupils have an opportunity to communicate with their new Attendance officers and Family workers to track attendance daily with SLT and communicate with parents/carers who are anxious 6. Trust in-house professional counselling available for pupil referral by SENDCo 7. Close and regular communication between school and parents/carers 8. Pupils have access to ‘listening ear’, ‘worry box’ or similar facility 9. Jigsaw ‘recovery’ PSHE curriculum timetabled for at least 1 hour per week and ideas discussed with pupils 10. At least one session of outdoor learning timetabled for each class per week 11. More PE and non-contact sports lessons wherever possible 12. Every school to introduce ‘the daily mile’ for pupils and staff | | | |
| **What else is needed?** | **Who and when?** | | **Completed** |
| This could be added to following the consultation process | SLT, Family worker, SENDCo | |  |
| **Hazard 30**  Pupil’s gaps in knowledge in core subjects inhibit new learning and cause anxiety | | | **Risk rating: HIGH** |
| **Who & how might someone be harmed**  Pre-statutory school aged and statutory school aged pupils | | | |
| **Measures in place to control risks**   1. Regular diagnostic assessment for reading, mathematics, spelling and grammar. Outcomes used to plan tutor groups and track catch-up progress every six weeks. Tracking used to report to parents (verbally on the phone) in lieu of normal parent meetings 2. Pupil survey to find out how children feel about the lessons they have missed/pressure to ‘catch up’ 3. Nursery and Reception curriculum adapted to focus on speech and language 4. Year 1 and 2 curriculum adapted to revisit phonics and embed early reading skills through read, write Inc 5. White Rose and PiXL resources used in Mathematics, spelling and grammar lessons to revisit key elements of the curriculum missed in the Spring and Summer terms 6. Diagnostic assessment used to form the curriculum for tutor groups 7. Staff to consider running ½ hr tutor groups 3Xtimes per week after school for pupils most in need of catch up/FSM pupils 8. Additional teaching staff allocated to Year 6 cohort in all schools 9. Senior leaders allocated teaching time to support pupils close gaps | | | |
| **What else is needed?** | **Who and when?** | **Completed** | |
| This could be added to following the consultation process | SLT, EHT, CEO |  | |

**Key**

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| **Level of risk** | **Suggested action** |
| **LOW** | Control measures are adequate but continue to monitor and review to ensure that they remain satisfactory and appropriate |
| **MEDIUM** | Control measures need to be introduced within a specified time period. Continue to monitor and review |
| **HIGH** | Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended |

If you have health and safety questions or concerns contact Jo Brinkley [jbrinkley@springpartnership.co.uk](mailto:jbrinkley@springpartnership.co.uk)

Alternatively the lead Health & Safety practitioner in the Trust is Verity Bolton [vbolton@springpartnership.co.uk](mailto:vbolton@springpartnership.co.uk)

**Annex A – Specific risks identified in XX Primary School**

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| **Hazard 1** | | | **Risk rating:** |
| **Who & how might someone be harmed** | | | |
| **Measures in place to control risks** | | | |
| **What else is needed?** | **Who and when?** | **Completed** | |