

**Risk assessment for Simms Cross Primary School – January 2021**

COVID 19 risk assessment to mitigate against the spread of the virus.

The risk assessment is based on the government’s guidance on opening up the work place in a manner that is robust for all staff and site users. It covers all aspects of the Warrington Borough Council, Halton Borough Council and JCNC union risk assessments and checklists. This risk assessment has been developed by a WPAT working party with experts in their field using the latest possible national guidance from a variety of sources including Gov.uk, Public Health England, Department of Education and Health and Safety Executive.

Members of SMT have consulted on proposals with all staff, parents and a school based union spokesperson has walked the site. All issues raised have been addressed in order for us to gradually extend the on-site education offer.

It is recommended that the senior management team (SMT) in each school discuss this document with their staff, also asking them about specific concerns on returning to work so that the risk assessment can continue to be refined for the benefit of all sites.

The overall hazard considered by this risk assessment is **the spread of COVID 19.**

The people considered to be at risk in this risk assessment are **all WPAT staff, pupils, parents, SLA staff, contractors and visitors.**

|  |  |
| --- | --- |
| **TRUST:** | Warrington Primary Academy Trust |
| **SCHOOL:** | **Simms Cross Primary School** |
| **HEADTEACHER:** | Paula Warding |
| **NAME OF ASSESSOR/S:** | Business Manager and Site Manager with advice and support from Paul Ferguson and Nikki Edwards |
| **CONTACT DETAILS:** | **TEL: 0151 424 5031**  **EMAIL:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Controls Required** | **Additional controls** | **Action**  **By Who** | **Action**  **By When** | **Done** |
| Communication | The WPAT induction checklist will be discussed in detail and signed by every member of staff on their first day back on expanding opening.  There will be regular communications with staff, parents and children to keep up to date with all measures that the school is taking to protect against the risks from the coronavirus. Parent’s information will also be placed on the school website.  Warnings and sanctions for refusing to follow social distancing and putting other pupils or staff at risk will be enforced by SLT. Children will be refused entry into school if they do not adhere to the new processes within school.  Updated policy to reflect new structures and routines include  -Behaviour Policy  -SEND Policy  -Intimate Care Policy  -Safeguarding Policy and procedures  -E Safety Policy  Educational visits to be reviewed  School uniform to be reviewed  Breakfast and after school clubs to be reviewed  Remote education support for classes, groups or children who may need to isolate if there is a local lockdown within school protocol in place  All updated Covid risk assessments for full school opening in September will be shared on the school’s website  Vulnerable staff  Regular, additional communication on phone and weekly in school to alleviate concerns and anxieties and to discuss / review possibilities of working arrangements | Business Managers  Business Managers  SMT | Update by 4/09/20  Ongoing  Ongoing  Updated Jan 2021 |  |
| Travelling to school | The school to implement staggered arrivals and departure times for pupils.  Encourage parents to travel alone to school, avoid public transport if possible and stand two meters apart in the designated waiting area. Site Managers to police this daily. If public transport has been used to travel to school, face masks will have been worn. Face masks need to be removed, without touching the face, and masks disposed of in the lidded bin provided. Hands then need to be washed after removing the face masks.  Children to wash hands on entering the building in their designated toilets.  Hand sanitisation unit to be purchased for the school reception area where handwashing is not readily available | Headteacher  Maintenance Officer  Class teachers | Jan 4th 2021  ongoing  Jan 4th 2021  ongoing | Completed  Completed |
| Controlling access to the school | Signage will be displayed around the exterior to the building to remind people to keep their distance, including floor signs and railing distance markers.  Contractors to pre book to come onto the site preferably outside of the school day. Site managers to maintain social distancing whilst escorting around the building.  Assigned entrance doors to be propped open at access times to avoid touching. If the site is secure from external gates during the day, classroom doors can be left open to encourage the free flow of air. | Business Manager  Maintenance Officer  Business Managers/ Class leaders | Ongoing  Ongoing | Completed |
| Arrival of pupils | Each class comes straight into school from the playground on entry through the gates and washes their hands. One way system is in place for parents dropping the children off.  Each class will have the same member(s) of staff teaching them each day. Classes will not interact with each other, therefore being in their own bubble.  Separate entrances to be used where possible eg: straight into the classroom they will use for the day from the playground.  All pupils to wash their hands for 20 seconds with soap and water every time they enter the building and at regular (1 hour) intervals during the day.  The only movement around the interior of the school each day will be to access their classroom if there is no entrance/exit directly on to the playground and to visit the toilet. Where possible classes should have their own designated toilets.  Additional regular cleaning throughout the day has been implemented as different classes are to use the same toilets. This cleaning is carried out by a cleaner.  The cleaning regime frequency is driven by the number of potential users per toilet block. The cleaning regularity could potentially become constant throughout the day to also help monitor children’s social distancing, this is monitored by the headteacher. | Maintenance Officer  Headteacher  Class Leaders  Class Leaders  All  Maintenance Officer/ cleaning contractor  Headteacher | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |  |
| Shielded staff | The school will follow the up to date government advice on vulnerable groups working during the COVID 19.  Establish who is **extremely clinically vulnerable** (who has received a letter from NHS to shield) and should continue to follow the latest government guidelines. Individual Risk Assessments have been sent out to all staff.  Establish if anyone has an extremely clinically vulnerable person living in their house and work on a separate risk assessment to ensure social distancing can be maintained during the working day.  Establish any staff that are **clinically vulnerable** that are not shielded by the NHS. A separate risk assessment will be carried out for each person. | Head teacher  Head Teacher  Head Teacher | 4th Jan 2021  4th Jan 2021  4th Jan 2021  4th Jan 2021 | 4th Jan 2021  Completed |
| Hand washing | 20 second hand washing to be encouraged a minimum of hourly throughout the day. Soap and water is required, it does not need to be warm water.  In between hand washing, gel must be used. Large supplies will be purchased and located in the following locations if hand washing is not immediately available;   * Main entrance next to the entry system * In each class room   Mobile gel dispensers such as <https://www.amazon.co.uk/Best-Sellers-Luggage-Travel-Bottles-Containers/zgbs/luggage/11968022031> will be provided to all on site staff and refilled by them from the large gel dispensers each day.  The school will implement stringent hand washing for staff and pupils each time they enter and leave the building and working area.  The school will ensure they have adequate stocks of soap, paper towels, hand gel and moisturiser at all times. | All  Business Managers  Business Managers  Class Leaders  Business Manager | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |  |
| Cleaning | The school will ensure that the cleaning contractors carry out an extended clean of areas of the school used each day on all items. For example light switches, entry systems, door handles, toilets, chairs and tables.  The school will implement a further cleaning system to ensure that during the full working day the high-risk areas of the school are regularly cleaned by staff who have received the correct training to reduce the risk of cross contamination, eg handrails walking up and down staircases.  Flushing of all water outlets should be undertaken before unused classrooms are used again to ensure legionella will not be present.  All site RAG reports will be green for up to date inspection testing before extending opening further.  Pedal bins are provided in kitchen, toilets and offices. Bins will be emptied frequently and waste is disposed of safely. | Maintenance Officer  Maintenance Officer  Maintenance Officer  Maintenance Officer and Paul Ferguson | Ongoing  Ongoing  Ongoing |  |
| Staff welfare areas | The school have ensured that staff have suitable areas to go to for their welfare breaks. This will include the up to date government advice on social distancing. Lower Base/EYFS and KS1 in the conference room for break/lunch and KS2 in main staffroom.  The school will maintain staggered break times.  These areas will be regularly cleaned during the day a minimum of twice, potentially more dependent on flow of users.  Cleaning materials will be available for staff to use in the welfare areas if they would like to ensure the items they are using and touching are clean. All staff have been advised of safe use of these cleaning materials and risk assessments are in place.  Staff are encouraged to bring their own refreshments (eg drinks and lunch) in containers that can be kept in cool boxes or flasks to avoid using the fridge and microwave. This also gives flexibility for where welfare areas can be located. | Headteacher  Headteacher  Maintenance Officer  Maintenance Officer  Headteacher | Ongoing  Ongoing  Ongoing  Ongoing | 01/06/20 |
| Main office | The school will ensure that these areas are kept within the current social distance guidance.  Markings will be displayed inside and outside of the building to enforce social distancing eg floor markings, door signs.  Glass window is in place for school office. Desk placed at inside school access of office to limit people entering.  Where cash is paid over to school it must either be left in quarantine or handled securely to ensure there is no contamination of the work area. Handwashing must take place as soon as possible afterwards, avoiding touching doors. If hand washing is not available then hand gel must be used.  Only where absolutely necessary should paperwork be handed into the office. A series of trays are recommended to leave paperwork in quarantine for a minimum of 24 hours. If paperwork is needed to be handled immediately handwashing should take place as soon as possible afterwards.  Maintain a record of all visitors, including contact details. | Business Manager  Business Manager  Business Manager  Business Manager  Business Manager  Business Manager | Ongoing  Ongoing  Ongoing  Ongoing | 6th Jan 2021 |
| Classrooms | All unnecessary items must be covered or removed from the classrooms if a suitable storage space can be located. This will reduce cleaning and potential cross contamination.  The classrooms furniture to be set out to maintain the current government guidance.  Small lidded pedal bins have been put in every classroom to ensure that used hand towels and tissues are securely stored, there is a plentiful. These will be lined with a black bin bag and double bagged by cleaners at the end of every day. See separate cleaning risk assessment. The school will promote the ‘catch it, kill it, bin it’ approach.    Children’s coats will be stored in allocated areas in bubble groups  Bringing of bags will be discouraged.  Children will be allocated their own desk and sit at the same on each day. Each will have a resource wallet/box that will remain on their desk containing the learning materials they regularly use. Seating plans will be provided by class teachers.  Desks to be forward facing and positioned to allow, where possible for 2m social distancing between staff to pupils.    The class leader will wash their hands before and after handling any books.  Classroom windows will be open at break and lunchtime to ventilate the room and classroom doors are to stay open at all times.  Assemblies will not be undertaken in the hall. Assemblies will be undertaken via Teams.  Toys and play equipment that is deemed essential for use will be cleaned/ sanitised at the end of each day. See cleaning risk assessment.  Classroom iPads/Laptops to be wiped down before and after use. | Maintenance Officer  Maintenance Officer  Business Managers  Class Leader  Headteacher  Class Leader  Headteacher  Class Leader  Class teachers  Headteacher  EYFS Class Leader  Class teachers | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing | 4th Jan 2021  4th Jan 2021  4th Jan 2021 |
| Pupils lunch times | To maintain social distance guidance breaks will be taken at different times to other class bubbles.  Children are washing their hands before entering a new room including the dinner hall.  Lunchtime and outdoor play will be staggered. Only one bubble will be on each side of the playground at a time.  All children will eat dinner in the school halls – tables will be for set bubbles and wiped down before and after use.  Waste disposal areas (e.g. tied to railings bin bag) will be in each of the bubble zones. | Headteacher  Class Leader  Kitchen Staff  Kitchen Staff and MDAs  Maintenance Officer | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |  |
| Playground | Parents are allowed onto the playground to drop off and pick children up at their designated time. Areas on the playgrounds will be designated for parents to socially distance before and after school. Parents will need to be regularly reminded by the school.  Each bubble will have their own box of playtime resources to use on the playground during their allocated slot.  Each separate set of external play equipment must be sanitised at the end of each day. See separate cleaning risk assessment.  Opening and closing of the gates will be closely timed to enable external doors to be left open for air circulation. | Business Managers  Class Leaders  Maintenance Officer  Maintenance Officer/SLT | Ongoing  Ongoing  Ongoing  Ongoing |  |
| Social distancing | Adults, like children, not in the same class bubble will socially distance at all times.  There will be set times for each class to enter and exit school.  As many doors as possible should be wedged open during the day to avoid the need to touch them, but only if there is no risk of direct access by members of the public. Site security must be maintained. The fire doors must not be propped open. | All  Headteacher  Maintenance Officer and Class Leaders | Ongoing  Ongoing  Ongoing |  |
| First aiders and fire wardens | SLT will ensure that when creating the staff lists that adequate first aiders and fire wardens are on site at all times.  A fire drill must be undertaken once a term, keeping classes socially distant from each other on the designated gathering areas.  In a real fire situation it would be very difficult to maintain social distancing. In those circumstances social distancing is unlikely to be maintained and would not be expected to hinder swift exit. However whilst we do fire drills we will ensure social distancing. Class Leaders will know in advance if there is to be a fire drill. | Headteacher  Headteacher  Class Leader | Ongoing  Ongoing  Ongoing |  |
| The use of PPE | Government guidance will be strictly followed regarding the use of PPE in schools. PPE is not recommended for the normal school day.  PPE is only needed in a very small number of cases including:   * Children 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. * If a child becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.   Any potentially infected items of PPE equipment or clothing will be placed in a lidded bin and/or double bagged to be either disposed of in the usual way or stored for a minimum of 72 hours before being taken out and washed on a normal washing machine cycle.  Normal use of gloves are required when carrying out cleaning as per the current cleaning risk assessment.  Ensure adequate stocks of PPE in the school and a daily stock check must be carried out.  A face mask and gloves will be required if using a spray disinfectant, see separate risk assessment and COSHH training. | Class Leaders  All  Maintenance Officer  Cleaning contractors  Business Manager  Paul Ferguson | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |  |
| Symptoms of COVID 19 | If any member of staff or child becomes unwell, as per the government’s guidelines, they will be sent home and follow the stay at home guidance.  Parents will be regularly reminded that pupils showing symptoms of COVID 19 should not be sent into school. If a child develops symptoms during the day they will be escorted, socially distant, to the designated medical room until they are picked up. A window should be left open if possible.  If the person displaying symptoms needs to visit the toilet the area should be cordoned off until it can be cleaned.  If it is subsequently confirmed that the person has COVID 19 they should remain off school for 14 days and all areas that the person has been should be cleaned as normal.  If there is an area that has been heavily contaminated following a suspected or confirmed case, such as visibly bodily fluids, use protection for eyes, mouth and nose, as well as wearing gloves and an apron.  The current guidance on dealing with cases is here and will be adhered to at all times:  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>  Notices for the door to ensure staff are aware not to use the medical room or toilet facility if it has been used by someone to isolate who is covid symptomatic – the notice should make other aware not to use as the room is awaiting a thorough cleaning  If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.  Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):  1.Should be put in a plastic rubbish bag and tied when full  2.The plastic bag should then be placed in a second bin bag and tied  3.This should be put in a suitable and secure place and marked for storage until the individual’s test results are known  If two or more confirmed cases or there is a high reported absence which is suspected to be COVID-19 related, ring Public Health England NW on 0344 2250562 immediately and email the LA designated person Halton guidance page 4 and Warrington guidance page 6. They will decide of an Outbreak Control Team (OCT) will be formed.  All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent Adele Partridge– who will report onto the HSE on the behalf of school or advise appropriate next step  [**See HSE guidance re RIDDOR and Coronavirus (COVID-19)**](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm) | Business Manager  SLT  SLT  SLT  Headteacher | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |  |
| Mental health support | SMT will continue to promote mental health and wellbeing awareness to staff relevant to the COVID 19 outbreak and will offer various options for support.  Regular documented telephone calls will be made between school management and home workers.  Should management become aware of any mental health issue with an individual, they will be referred to suitable Occupational Health support.  Confidential Occupational Health telephone support is available to all staff.  For children the school may wish to provide:   * opportunities for pupils to talk about their experiences of the past few weeks. * opportunities for conversations with trusted adults. * some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe. | Headteacher  SLT  SLT | Ongoing  Ongoing |  |

M Drive COVID 19/Expanding on site education risk assessment May 2020