

Risk Assessment Form- Springvale COVID (1st June extension)



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| School name | Springvale Primary School |
| Date of Assessment | 13/05/2020 and reviewed weekly |
| Manager / Event Leader responsible for the Basic Activity | L McClure/R Fearn/H Kelly/all staff and GB |
| Lead Risk Assessor for the Basic Activity (If applicable) | LM/GB (DC) with an external review 1.6.20 |

Activity covered by this risk assessment: Over view of the strategic approach to the return to school for pupils on the 1st of June following schools closure due to the Covid-19 Pandemic in March 2020.

Risk Assessment Status

| Revision | Date | Description | Amended By |
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| 1 | 20/05/2020 | Revisited including new sections with headings and individual staff role/key pupil considerations | LM/DC |
| 2 | 27/05/2020 | Revisited following a working party meeting to consider different staff roles (inc. SMSA) and wellbeing of pupils | LM/DC |
| 3 | 30/5/2020 | Final adjustments and external review before sharing a working document for staff/parents from 1 st June | LM/DC |
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| Infection and transmission of Covid-19 | | | | |
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| Hazard | Risks | Control Measures | Actions Required | Responsible person / Target Date(s) |
| Persons coming from home environment carrying Covid-19. | Other pupils become infected. Staff become infected. Spread of the virus. | Staff are to monitor pupils entering school for visual signs of symptoms of Covid-19, any signs such as sneezing / coughing person shall not enter school. Staff to take temperatures of pupils immediately after they enter school. Staff are to advise Headteacher ASAP if they are showing any symptoms of Covid-19 and not attend school. Ensure all staff and parents know the school's planned control measures. All contact details are up to date. | Parents advised that if child has been near to another person who is known to have been infected or is personally showing symptoms of the virus, as per current guidelines and symptoms, the child is not to attend school. School to be informed if the child is at home when symptoms begin. Parents to be advised that if a member of their family are showing signs then they are to observe isolation procedures as per government guidelines and school to be informed ASAP. School to follow agreed bubble control measures. School office are to collate the persons within the bubble who are directly showing symptoms or member of the family who is showing symptoms for tracking and tracing purposes. | LM/RF/HK All staff 1 st June Ongoing |
| Unplanned numbers of children attend school on June 1 st leaving school unprepared and without capacity to admit children safely. | Inadequate staffing and spaces for children. Safeguarding issues. | Identify likely numbers of pupils one week ahead of returning, firm up numbers 4 days before return and agree required staffing resource and approach and liaise with staff. Update staff to final numbers and names. Staff to organise groups appropriately. Prioritise Nursery, F2M Y1 and Y6 in that order if staff compliment is not available. Put in place measures to check staff wellbeing (including that of leaders). | Plan content and timing of communications to parents and pupils. Communications to include attendance expectations and other specific issues that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection). Pupil and parent audience communications prepared and shared. Parents to confirm who is attending by set date each week to allow numbers to be planned into space allocations. Confirm staffing based on those who are fit to attend and contact staff who have been shielding to confirm which category of shielding they are in. Are they extremely clinically vulnerable and shielding, shielding on medical advice saying they should not attend? Identify staff who can't return to school at this point and why? Plan how they can work from home (for example, supporting remote education). | LM/RF/HK All staff 1 st June Ongoing |

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| <p>Poor social distancing of parents/ guardians and children during taking to and collection from school.</p> <p>Reports of non-compliance with Home School Agreement.</p> | <p>Increased risk of transmission of Covid-19 between persons including pupils, parents and/or staff.</p> | <p>The school shall implement a clear time schedule to which persons delivering and collecting from school must strictly adhere to. This shall control numbers in the drop off / collection points.</p> <p>Five entrances / exit points to be used for respective year / criteria bubbles.</p> <p>One ways system for parents to be implemented.</p> <p>2m signs and taped/painted distances to be erected, marked or fitted to indicate distances.</p> | <p>Original plan to be reviewed during early days of week commencing 1st June to ensure that the principle works with bubbles and time schedules. Gradual growth in numbers allows us to test out the timings and systems.</p> <p>Headteacher, deputy head and H/S lead to monitor at drop off and collection area.</p> <p>Plan and schedule to be communicated to staff & parents/ guardians. Include timings on daily register and ensure that staff/pupils are prepared for collection earlier than planned.</p> <p>Distance markers and signs to be fitted within the drop off and collection areas and around the route of the one-way system.</p> <p>Clarity on Home School Agreement about removing places if social distancing is not adhered to. Staff to set a good example.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |
| <p>Inadequate social distancing due to numbers in school / classes and other areas.</p> | <p>Transmission of Covid-19 between pupils and staff. Transmission of Covid-19 to families of pupils and staff.</p> | <p>Organisation of small class groups, as described in the 'class or group sizes' in DfE guidance. PFI checks and guidance also adhered to.</p> <p>Organisation of school, classrooms, and other learning environments to limit cross contamination tables 2m seating arrangements unless EYFS children are present etc.</p> <p>Plan which lessons or classroom activities could take place outdoors to reduce numbers within school building.</p> <p>Review and plan which lessons can be delivered with children at the 2m social distancing recommendation without the need for close group activity. Consider position of staff.</p> | <p>Maximum number of persons within each area of school to be assessed and marked on a plan of building to assist the planning of bubbles within the school and allocation of areas for learning. 2m distance would be 9 pupils per class, 7 accounting for clear exits at 2m distance from any child. Government guidance states 15. 13 desks can be spread across a classroom at 1.5m squared. This is assessed as the safe number based on the DfE guidance whilst providing an adequate number of pupil places with a significant space between each person.</p> <p>Communicate the school plans to staff and parents and welcome feedback for staff with regular reviews of teaching areas, suggested curriculum and timetables alongside pupil numbers. Share risk assessment and updated policies with all staff and seek their views. Provide thorough information, training and support before starting the bubbles. Playtime/lunches staggered as well as entrance/exit times.</p> <p>Use a clear timetable and selection of classrooms or other learning area to reduce movement around the school or building when numbers in an area will exceed the maximum permitted to maintain social distancing. Keep bubbles to one indoor space</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |

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| | | <p>Review how play equipment is used. Ensuring it is appropriately cleaned between groups of children using it. Ensure that multiple groups do not use the equipment simultaneously. Most of the resources will be removed. See playground games ideas from DR and PE guidance from NEx/LMc.</p> <p>Assess the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach.</p> <p>Control numbers of staff and pupils within each bubble. Have flowcharts and plans for reaction to symptoms presenting or confirmed cases (see flowcharts and examples on INSET training).</p> <p>Schedule within each bubble sequences to access and egress the classrooms and area within schools.</p> <p>Items for copying etc. to be emailed to admin desk and then left on tray outside of classroom to reduce the number of persons in transition areas, and reduce persons in the photo copier room.</p> | <p>unless absolutely necessary. When a different space is used, apply the 2m spacing rule and ensure that the space is cleaned before and after.</p> <p>Ensure that only essential visitors are permitted to enter the building. They must sign in, complete a visitor health check, have their temperature taken by a Senior Leader and have a full safety briefing. Chris Schofield in weekly but not supporting any other bubbles all week thus following 7 day guidance between groups. GW (ICT) to work in isolation due to number of schools visited.</p> <p>Ensure that the transiting of staff and pupils between areas are well monitored to ensure social distancing in corridors. Limit and avoid the use of corridors. When they are used, stay left. All extra furniture has been removed to make best use of the space available.</p> <p>Two staff working at home and leading home learning projects. They will be called in from isolation if we have staffing issues but, initially, the TA will take on a larger role for any short time absence with support from SLT/teacher working remotely if safe to do so.</p> <p>Class rooms to be accessed from outside whenever possible to reduce the numbers of internal transition areas. Classrooms should be well ventilated at all times.</p> <p>EYFS groups controlled and week-by-week and kept small, this is due to higher likelihood of close pupils interaction.</p> <p>Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</p> <p>Use outdoor space for exercise or breaks. Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Ensure staff are clear on timings, consider transitions and things like hand washing and toilet breaks.</p> <p>Staggering lunch breaks - children and young people should clean</p> | |
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| | | | <p>their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables will be cleaned between each group. There will be a premises check at 8am daily, a mid-morning and mid-afternoon clean of hotspots and toilets, a lunchtime clean of all learning spaces during lunchtime play and a deep clean in the evening.</p> <p>EYFS will have an extra deep clean on Friday PM in preparation for a new group of pupils attending the following week.</p> <p>Designated person on admin duty to undertake works and leave in tray outside classroom if safe to do so. All plastic resources to be wiped down. Minimise use of paper- use electronic systems and email for communication.</p> | |
| Transmission of Covid-19 via materials/clothing/surfaces, etc. | Staff and pupils become infected with Covid-19. | <p>All pupils within the bubble to have own stationary in own boxes and not be allowed to share. Emergency group members have their own box. This is removed for part time pupils on their non-attendance days.</p> <p>Staff to be instructed where possible not to hold the backs of chairs or touch the pupil's tables. Workbooks will only be handled by children. Staff will feedback verbally or give the child a stamp on their work to avoid contact.</p> <p>Table, chairs and other surfaces to be regularly wiped down with sterile wipes etc. Extra cleaning in place all day. All staff and children are to regularly wash hand for 20 seconds with warm, soapy water.</p> <p>Hand sanitisers to be regularly used where required.</p> <p>Keyboards and touch screens to have</p> | <p>Staff training to be undertaken 1st June or 2nd June.</p> <p>Ensure that all classrooms and teaching areas have lidded bins. Extra bins provided that are yellow and are double bagged for any clinical waste. This will protect ENGIE staff.</p> <p>Engie to ensure that the bins are emptied on a regular basis. Staff to monitor every two hours. Remove as much refuse as possible. Bodily fluid based waste to be disposed of straight away.</p> <p>Materials and PPE for when wiping down to be monitored and replenished as needed.</p> <p>Materials, soft toys, shared resources restricted or removed.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |

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| | | <p>limited use and only used by one member person before wiping down.</p> <p>Wipes and hand disposable towels to be disposed of in bins with lids on. Foot pedal controlled for key materials.</p> | | |
| Transmission of Covid-19 via breath and air. | Staff and pupils become infected with Covid-19. | <p>Rooms are to be well ventilated at all times.</p> <p>Staff are to approach students from back and not get at face to face level whenever possible.</p> <p>Any persons with cough or sneezing are to be removed from the room and taken to holding area in accordance with flow chart procedure.</p> | <p>Staff to ensure that the windows in the classroom are open to maintain the maximum number of air changes within the class room or area via natural ventilation. Pupils and staff informed to dress for such conditions.</p> <p>All staff are to be trained on the flow chart procedures and best practice for approaching a child.</p> <p>School procedures to be communicated to parents and guardians with collection requirements in case of child showing signs of Covid-19. Parent and pupil friendly letters.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |
| Level of hygiene is not adequate. | Increased risk in transmission of infection. | <p>Ensure that sufficient handwashing/ hand sanitising facilities are available and adequately stocked/monitored for replenishment.</p> <p>Promotion of personal hygiene routines and displays around school/in each class.</p> <p>Ensure that help is available for children and young people who have trouble cleaning their hands independently.</p> <p>Ensure children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. <u>Clean</u></p> | <p>Regular monitoring of hand washing materials to ensure adequate supplies are in stock at school and is available.</p> <p>Review the guidance on hand washing.</p> <p>Staff training on hand washing and assemblies for pupils online. All assemblies and story times will be online via secure virtual meeting platforms- password protected.</p> <p>Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. All classrooms have working sinks and water at appropriate temperature plus adequate bins with lids.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal or</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |

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| | | <p>their hands on arrival at the setting, 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 for tissue waste ('catch it, bin it, kill it').</p> <p>Ensure that bins for tissues are emptied throughout the day.</p> | <p>removed where they are deemed high risk (e.g. soft materials or small/fiddly).</p> | |
| <p>Members of staff and/or pupils show signs of infection.</p> <p>Infection spreads through staff and pupils.</p> | <p>Workforce and children are infected, bubble(s) required to close and/or school cannot continue to operate.</p> | <p>SLT to be informed as soon as possible.</p> <p>Flowchart for staff and pupils showing signs of infection to be followed by all staff members.</p> <p>Specific room is allocated for member of staff and or pupil showing symptoms (POD area) advice all displayed.</p> <p>Room to have a deep clean after person showing symptoms leaves building.</p> <p>PPE to be available for persons attending person showing symptoms.</p> <p>Continued assessment of staff and pupil infection rate and governing body and head in conjunction with local authority to confirm if school is to be shut down for any time period.</p> | <p>Instruct all staff including SMSA staff on the isolation and informing parents procedures pre-school start briefing/training on 1st June.</p> <p>Specific room to be designated and signed. Door to be lockable to prevent unauthorised use, key to be kept in agreed place to prevent unauthorised use.</p> <p>Staff to be trained in donning and removing PPE safety and lidded bins with disposable bags to be in place. Bins to be emptied post room use.</p> <p>Stock levels of PPE to be monitored and ensure available for use in all classrooms and communal areas. Never fall below estimated fortnightly need levels.</p> <p>Follow implementing protective measures in education and childcare settings.</p> <p>Staff to be inducted as to infected person leaving school procedure.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |

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| | | Member of staff or pupil to leave school via specific entrance to minimise contact with others. | | |
| Contamination of person whilst administering first aid. | Spread of Covid-19 to person or persons coming into close contact with others. | <p>PPE, Masks, Gloves, face shields and disposable aprons to be available and must be used by person administering first aid.</p> <p>All surfaces which person or persons have come into contact with must be wiped down immediately after first aid administer.</p> <p>All first aid treatments and incidents must be recorded with names of persons who came into close contact with injured/infected parties.</p> | <p>School to ensure that all PPE is readily available and reserve stocks acceptable to cover usage whilst new supplies are obtained.</p> <p>Revised 1st aid procedures are to be advised at staff briefing pre-school opening.</p> <p>HK to prepare and share first aid kits- easy to manage and wipe down. One per bubble to address issues with spreading/cleaning need.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |
| Close proximity to persons due to head injury or similar. | Transmission of covid-19 between persons. | <p>Ice packs are to be removed from staff room freezer and placed in cool boxes at break times and located in designated areas prior to start of break- easier to locate/use.</p> <p>At end of breaks all ice packs are to be wiped down prior to putting back into freezer.</p> <p>Member of staff to be allocated task of distributing and collecting the ice packs to prevent unnecessary movement of person down staff room corridor.</p> | <p>Procedure for dealing with ice packs and rota of staff members to be established pre-school start.</p> <p>School to ensure enough cool boxes etc. available for use.</p> <p>SA to organise ice packs on arrival and before leaving.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |
| Several adaptations | Mixing groups, risking | Staff room changed- maximum | Only 5 seats set up in the staff room- at a 2m distance. No extra | LM/RF/HK |

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| <p>made to a normal school day for staff. Need to develop their approach and ensure bubbles don't mix.</p> | <p>infection amongst pupils or staff.</p> | <p>capacity now.</p> <p>Bubbles in place and rooms allocated Office restrictions in place.</p> <p>Drinks, coats and personal belongings allocated to personal spaces.</p> <p>Wipe-down boxes for any shared resources.</p> <p>Server storage protected by two staff- equipment wiped down before and after.</p> | <p>capacity. This includes only one person accessing the sink area. Additional facilities for Nursery staff and Community Room- 1 person at a time in kitchen areas.</p> <p>Do not mix bubbles in any areas- photocopying, resources, rooms. Wipe down resources.</p> <p>Office spaces (general/LM) not used by any staff other those required to be there. 2 maximum in each office space. Email/phone communication where possible.</p> <p>Staff and pupils to use one area for personal storage coats, bags, phones, etc. Use a space in your teaching/working area.</p> <p>A wipe down box for shared resources, thermometers, etc will be in place- everything must be wiped before passing on safely.</p> <p>Server tape swapped by JG Monday to Thursday and ECh on Fridays- wiped down before and after use.</p> | <p>All staff JG/ECh</p> |
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| Planning and communication | | | | |
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| Hazard | Risks | Control Measures | Actions Required | Responsible person / Target Date(s) |
| Poor communications leading to lack of clarity around agreed procedures. | <p>Cross contamination and increased risk of infection.</p> <p>Badly organised arrival or departure.</p> <p>Children ill prepared.</p> | <p>Ensure staff communications are clear and understood. Staff to be brought in, in advance of pupils returning is necessary.</p> <p>Staff training to be delivered to implement the changes the school plans (for example, risk management, curriculum, behaviour, safeguarding).</p> <p>Co-ordinate with other school based-provision as necessary (for example, nursery, SEN unit) to ensure policies and procedures meet with their requirements.</p> <p>Advise the parents and young people their allocated drop off and collection times and the process for doing so. Advise the protocols for minimising adult to adult contact (for example, which entrance to use). Staff informed where to be, by what time. Family drop off times agreed and communicated.</p> <p>Ensure that parents understand that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment,</p> | <p>Agree any flexible working arrangements needed to support the changes to staff usual working patterns (for example, staggered start/end times).</p> <p>Agree with staff their workload expectations (including for leaders). And monitor to ensure this is not excessive or they are struggling with the changes etc. Clarify PPA arrangement and expectation.</p> <p>Advise and discuss with staff the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p> <p>Reminder email/text about what to bring day before respective groups begin. All groups known and attendance checks the day before.</p> <p>FAQ letter for parents, emotional support, Home School Agreement and pupil friendly letter about return to school sent out by 28/05/20.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |

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| | | which should be conducted safely). Senior staff to monitor at drop off and collection. | | |
| Staff are not familiar with registers to log attendance. | Attendance is not logged correctly. Risk of incident with lost child or whereabouts not known for fire drill. | Training around all attendance sheets and context sheets for all staff. CR/ECh training on new DfE codes. | No hard copy registers. All emailed to office and headteacher. Records kept. | LM/RF/HK All staff 1st June Ongoing |

| Child welfare | | | | |
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| Hazard | Risks | Control Measures | Actions Required | Responsible person / Target Date(s) |
| Children attend school with emotional and wellbeing issues. | <p>School not able to provide support needed, or assess children affected.</p> <p>Pupils not ready to learn. May need close support risking infection to staff.</p> | <p>Pastoral or wider wellbeing support for children returning to school (for example, bereavement support) to be implemented with staff given clear role and training support.</p> <p>Enlist were possible local authority to secure additional support and early help for example, around anxiety, mental health, behaviour, social care, or changes to mobility. Use of school counsellor or SEND services.</p> <p>All staff to monitor pupils who have not been known to have emotional issues and report back to safeguarding and pastoral team.</p> <p>Monitor needs for additional staffing levels dependent on caseloads and staffing levels including school leaders and key staff such as designated safeguarding leads and first aid providers</p> | <p>Support to be provided from all staff, leadership and identified counsellor/pastoral TA and teams for identified Children. Additional PSHE learning to support children in their understanding of the current situation. JIGSAW and One Decision resources shared with all staff.</p> <p>Assess what staff training (either delivered remotely or in school) is required to implement any support the school may need, for example, risk management, curriculum, behaviour, safeguarding, mental health, bereavement, anxiety. And time scales to provide such training to ensure child's needs are met. Training planned over March-June period already carried out including specific training.</p> <p>Implement provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies. Engage and enlist school partners to provide support, for example, local authorities.</p> <p>Review behaviour policy to ensure they reflect the new rules and routines necessary to reduce risk and communicate this to school staff, students and parents and advise uniform expectations. Behaviour policy will be followed as normal with some margin given for situation. Parents to be informed of any concerns or support needs. Attendance policy relaxed but codes logged daily.</p> <p>Review safeguarding updates on training day and refer to all daily staffing updates. Key pupils covered linked to LA vulnerable trackers and school trackers including staff, pupils and families. Review all dietary pupils and medical needs.</p> <p>Y1 pupils will have superhero teddy bears. To be delivered to non-</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |

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| | | | <p>attending Y1 pupils for confidence boost/support. Must be personalised slightly so that others don't touch. Other year groups to consider age appropriate support.</p> <p>Home learning- including PE and wellbeing ongoing.</p> | |
| No or inadequate school meal provisions for number of pupils and staff. | Children are unfed in absence of adequate provisions. | <p>Work with your catering supplier to ensure meals are available for all children in school.</p> <p>Ensure arrangements for those year groups still out of school and eligible for benefits related free school meals issue of vouchers etc.</p> <p>Ensure catering providers are prepared for the restart catering provision on 1st June, and advise expected numbers. If not, alternative options be explored with catering provider to ensure that meet their contractual needs.</p> <p>Agree with catering provider what level of catering is needed (hot meals, grab bags, etc.</p> | <p>Ensure FSM meal children are catered for as priority and those not in school receive a voucher each week.</p> <p>Review meal delivery to classrooms approach to ensure social distancing is maintained during production, storage and delivery stage and that there is adequate time for cleaning of areas between eating and play.</p> <p>Move to whole class snack time. Ensure hand washing it done by all children prior to eating. Only appropriate snacks to be brought in. No nuts. Consider all allergies at initial briefing.</p> <p>Implement meals being taken to classroom on trolley and allocated SMSA are available to assist within the classroom. Parents informed to ensure that food is easy to open and eat- reduce risk of SMSA in close proximity.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing</p> |
| <p>Close contact with children</p> <p>SMSA (Dinnertime staff and other staff assisting with meals)</p> | Infection of staff with covid-19 | <p>Parents to be asked if sending packed lunches to ensure child can open packages to prevent staff having to handle.</p> <p>SMSA's and other staff helping with meals and snacks are to wear face shields.</p> <p>All surfaces to be regularly wiped down as per guidelines.</p> | <p>All dinner time staff to have training as part of new induction pre-receiving children into school.</p> <p>PPE training to be given and support/guidance ongoing.</p> <p>Lidded bins to be available for PPE.</p> <p>Promote school lunches in all year groups to reduce food items coming in. Monitor lunchboxes from a far and ensure food is prepared/easy to eat and that containers are regularly cleaned.</p> | <p>LM/RF/HK All staff</p> <p>1st June Ongoing SD- ISS KH-ISS</p> |

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| | | <p>All children and staff are to wash hands for 20 seconds in warm water prior to eating.</p> <p>Staff are to approach child from rear and avoid having face at same level of child's face.</p> <p>Children are to be encouraged to dispose of any food or packaging in the lidded bins without staff having to handle.</p> <p>Non-uniform every day- nails short, hair short and tied back where possible. Clothing washed.</p> | <p>Water bottles to be used all day, cleaned, topped up safely. All water bottles to be named. Taken home daily and wiped down on arrival and before leaving for home.</p> <p>No other treats/food to come in or other foreign objects. Make parents aware for things like birthdays, etc.</p> <p>ISS risk assessment adopted. Monitor and review weekly. Liaise with KH on progress and concerns.</p> <p>If no water bottle in school, school will provide one and charge parents via school money online.</p> <p>Pupils may require support with clothing if growing and parents can't access or afford new clothing or footwear. LM to communicate support for this. Consider a sensitive approach if parents fall behind on lunch payments- weekly reminders and conversations where debts build up more than £20 as per policy.</p> | |
| No crossing patrol for pupils and families. | Road Safety concerns and potential risk of injury or death. | Inform parents that there is no crossing patrol. Ensure all Y6 have clear guidelines on walking to school and home and use of mobile phones on day one. | <p>Parents informed 28.5.20</p> <p>Y6 reminded via social media and text message.</p> <p>Assembly about road safety for all pupils and groups on their first day.</p> <p>Member of staff to monitor children leaving school.</p> <p>Speak to parents if we have concerns about safety and level of independence. Online safety advice shared. Children to lose option to bring phone if it is misused.</p> | LM/RF/HK All staff |

| School Premises and services | | | | |
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| Hazard | Risks | Control Measures | Actions Required | Responsible person / Target Date(s) |
| Water services in unused classrooms not regularly used. | Possible legionella within pipework. | Engie to regular run off water from taps as per their building management procedures. | All running off of tape etc. to be recorded for inspection. | LM/RF/HK All staff Engie JK 1 st June Ongoing |
| Contractors attending site possible carriers of Covid-19. | Infection of staff and pupils with Covid-19. | <p>If Engie contractor Engie are to administer pre-site attendance covid-19 questions.</p> <p>If ENGIE appointed contractor arrives at school to administer covid-19 questionnaire.</p> <p>All contractors are to wash hands as per current guidelines on entering the building.</p> <p>Work area is to be kept clean and any surfaces touched shall be wiped down with solution to disinfect.</p> <p>All tools needed for task are to be kept to a minimum.</p> <p>Where possible contractors are to attend school out of school normal hours to reduce number of contact with others.</p> <p>Contractors risk and method statements to be specific as to how they are to maintain social distancing and hygiene.</p> | <p>Adopt ENGIE risk assessment.</p> <p>Engie to monitor.</p> <p>School to monitor.</p> <p>LM/DC to liaise and evaluate regularly.</p> | <p>LM/RF/HK Engie/JK Cleaning Team DC- GB All staff 1st June Ongoing</p> |

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| Poor cleaning post school day or lack of time/staff to complete deep clean. | Infection of staff and pupils with covid-19 from surfaces. | Engie to implement enhances cleaning procedures and regular monitoring within all classrooms, toilets etc. Seek additional staffing if required. | School staff to monitor and to report back to Headteacher and/or GB. Monitor safety and wellbeing of Engie staff. | LM/RF/HK Engie JK/KH All staff 1 st June Ongoing |
| Inadequate ventilation within rooms. | Spread of virus within occupants of rooms. | All opening windows are to be checked for functioning and opening. Any extract system is to be checked for ventilation rates compared to design date to ensure compliance. | Engie to follow their standard maintenance procedures. School to confirm with Engie if mechanical ventilation rates have been checked recently and results. Chase up improvements and appropriate visit times if required to address any issues. | LM/RF/HK All staff Engie JK 1 st June Ongoing |
| Mandatory safety systems don't work: Fire alarms Smoke detectors Emergency lighting | Poor / unsafe evacuation of school. | Engie to ensure that all safety systems are checked to ensure compliance with mandatory requirements. | School to undertake periodic checks on Engie's records. Weekly whole school fire drill and new/adapted plans logged on weekly updates and diary sheets. 1 more week of blockwork in school ongoing- no issues with fire access. First day for new groups- evacuation practice. JK to mark spaces on the playground that are 2m apart for congregation. | LM/RF/HK All staff Engie JK 1 st June Ongoing |
| New school operating procedures affect emergency evacuation procedures. | Persons unable to egress building in emergency leading to possible loss of life | All fire exits are to remain clear at all times to be reviewed with new classroom furniture layouts to maintain 2m social distancing Regular checks to ensure that mandatory safety signs are not obscured by new signs regarding Covid-19 | Review of all emergency evacuation procedures Regular fire drills to ensure existing procedures are still relevant Staff briefings to re-iterate the school emergency evacuation procedures | LM/RF/HK All staff Engie JK 1 st June Ongoing |
| One way system now in place. | Parental safety, lack of understanding/signage. | Ensure one way system is communicated, modelled and staff on hand to support. | JK set up all arrows and marking on fence and path. Communicated via parents and shared on social media. All staff aware of where to position themselves. | LM/RF/HK All staff Engie |

Springvale Primary School- Risk Assessment- Created May 2020 / Ratified 15.05.20 at GB and shared weekly with all staff and Governors. The final copy before 1/6/20 will be published online with any personal/sensitive references to individual pupils, families and/or staff removed.

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| | | <p>Markings support one way system and social distancing.</p> | <p>Parents encouraged to contact school via email or phone rather than stop to give a message.</p> <p>FM area used- must be kept unlocked, clean and tidy. Ensure that staff know that school gates aren't secure until 9.30am and after 2.45pm. Do not sue outdoor areas during these times as all gates are open and parents on site.</p> <p>Staff at the front of school.</p> | <p>JK</p> <p>1st June</p> <p>Ongoing</p> |
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General notes not covered so far:

1. *All staff roles/environments have been clearly risk assessed as referenced above. 'Shielding staff' and pregnant staff will continue to work at home. 'At risk' staff who feel safe enough to work, and where assurances of risk being carefully managed, can work and, where needed, have their role adjusted.*
2. *No clubs due to mixing of bubbles. Childcare bubbles to be restricted to emergency group- reviewed weekly- keep bubbles closed. This is stop larger numbers of cross-contacts for pupils and staff. 3 pupils using wraparound services who have working parents/key worker status as per since 23rd March 'reopening' to smaller group. These provisions have been risk assessed for their own management of bubbles and the children are accessing the emergency group.*
3. *Sun cream- staff cannot apply sun cream. Parents must give/already have permission. Staff to target outdoor provision in AM on very hot days and then use a shaded, safe area or indoor environments as the effect of sun cream wears off later in the day. Pupils can bring their own cream if they are old enough to self-apply. It must be named, stored in a safe packaging and it must be wiped down before and after use.*
4. *The school's existing safeguarding/collection policy is null and void for the time being. Pupils must be collected by a member of their own household or a previously agreed and communicated wraparound provider.*
5. *Staff, pupils and all visitors to have their temperature taken (all pupil scores logged alongside attendance register and meal choice first thing each morning. This allows us to note any increase if someone started to feel unwell or display symptoms of Covid-19. Temperatures will be taken using a thermo-gun from a safe distance. KS2 pupils will have their temperature measured as a matter of routine (after an initial talk/explanation) but Y2 and younger will play a quick game of 'Blast Off with Buzz Lightyear' while we take the temperature and record it.*
6. *Back up plans in place for staffing issues re: SMSA, catering and cleaning. Engie and ISS involved. Plan to open and offer food/clean spaces in place even with staff illness.*

| Manager's / Event Leader Assessment Acceptance Statement | |
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| I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales. | |
| Manager's / Event Leader Signature: | Date: |
| L W McClure | 30.05.2020 |