



Midsomer Norton
Schools Partnership

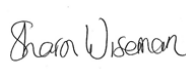


HIGH LITTLETON CHURCH OF ENGLAND PRIMARY SCHOOL

RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

Date of Risk Assessment: 08.07.20

Signed (Headteacher): 

Signed (Chair of Governors): 

This risk assessment is based on Guidance for Full Opening: Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings*. This risk assessment is for teaching and support staff and should be adapted by each of MNSP schools. Specialist staff, eg site and cleaning staff, will have a separate risk assessment. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of outdoor play equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

Prevention

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

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

8) Engage with the NHS Test and Trace process.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

Risk topics	Additional Controls	Action by whom?	Action by when?	Done
Building safety Risk: The school is unable to re-open in September due to health and safety issues.	The site team will continue to support the school with all compliance checks (fire safety etc). Competent Contractors will continue to carry out specialist testing Site team will carry out and record flushing for water outlets not having normal use. Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.	MNSP	Sept 2020	

	Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required. We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible.	GG/IG	Sept 2020	
Isolation Risk: If anyone at school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia).	If anyone has symptoms, they must be sent home and they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the test was taken. Isolation zone will be the main reception area. Learning Zone will need to be available for our Covid Catch-up programme. Lock the front door until the parent arrives to pick up. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.	GG/IG All staff All staff	From Sept 2020 From Sept 2020 From Sept 2020	

	Staff to be at least 2m away if at all possible. PPE to be worn if this cannot be the case. All staff to be aware of Test and Trace procedures. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.			
Staff working Risk: All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.	Headteacher will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed. Advice for those who are clinically-vulnerable, including pregnant women, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.	All staff	From Sept 2020	
First Aid Risk: Sufficient qualified First Aiders on site to manage potential accidents	First aider list will be prominently displayed. First aiders will be briefed on handling suspected Covid-19 illness that occurs in school. PPE will be available for first aiders including face masks and gloves. These will be available from the school office.	NP GG First Aiders	Ongoing July 2020 Ongoing	

	The cleaning team will be briefed on cleaning arrangements following First Aid and suspected Covid 19 illness.	GG	Ongoing	
Hand Washing Risk: Transmission of virus by touching equipment and other hard surfaces	Hand washing facilities with soap and water will be in place. Stringent hand washing will be taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands will be with disposable paper towels rather than dryers https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms. Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. There will be support for pupils who have trouble washing their hands independently.	SL All staff SB All staff	Ongoing Ongoing Ongoing Ongoing	
Cleaning		GG/IG	Ongoing	

Risk: Transmission of virus touching equipment and other hard surfaces	We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance			
	There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.	All staff	Ongoing	
	Headteacher to check that cleaners are aware of guidance and have an appropriate regime	GG	Ongoing	
	Where possible, Headteacher will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.	GG/GM	Ongoing	
	Cleaning equipment to be provided for each classroom. Wipes to be provided for every office/shared space. Set times in the day to wipe down surfaces across the school. All staff made aware of expectations	SB	Ongoing	
	Prepare a checklist which can be ticked and monitored by the senior leader responsible.	GG/NP	Ongoing	

Social Distancing for staff Risk: Staff not complying with recommended social distancing guidelines therefore increasing the risk of transmission of the virus. Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.	To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance	GG/IG	Ongoing	
	Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	All staff	Ongoing	
	We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.	GG/IG	From Sept 2020	
	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	All staff	Ongoing	
	Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.	SB/NP	Ongoing	
	Management checks will take place to ensure this is adhered to.	GG/IG	Ongoing	
	As far as possible, desks, telephones and computers will not be shared. If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.	All staff	Ongoing	
	Breaktimes and lunchtimes will be staggered – see time table Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-	GG/IG SB/NP	From Sept 2020	

	line visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. Support staff will be guided by SLT and class teachers to support with a range of tasks. The school has a timetable which reduces contact between individuals. All staff and visitors reminded of social distancing guidelines. The school has a physical glass barrier to reduce transmission. Staff meeting to take place following social distancing guidelines or by Google Meet. Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.	GG/IG GG/IG All staff All staff All staff All staff	Ongoing From Sept 2020 Ongoing Ongoing Ongoing Ongoing	
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Social Distancing and reduction of mixing – pupils Risk: Children not adhering to guidelines therefore increasing the risk of transmission of the virus.	We will follow the guidance set out in Coronavirus (Covid-19): implementing protective measures in education and childcare settings.	GG/IG	Ongoing	
	Social distancing will be encouraged and expected. Where it is not possible, mitigating steps will be taken such as regular hand washing and children kept in <i>bubbles</i>.	All staff	Ongoing	
	Social distancing for young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.	All staff	Ongoing	
	Children will be in class <i>bubbles</i>. These <i>bubbles</i> will be led and supported by a member of staff.	GG/IG	From Sep 2020	
	Children will remain in these <i>bubbles</i> throughout each school day and until further notice.	All staff		
	Children in these <i>bubbles</i> will only mix with children in their group as far as possible.	All staff		
	Children will have limited access to the usual school equipment and toys.	All staff		
	Children will be given a pack of individual resources/stationery which only they will use.	All staff		
	Children will have staggered playtimes within their <i>bubbles</i>. Children will have their lunch with their <i>bubble</i> in class and not in the dining hall.	All staff		
	Children will stay in designated areas and the site will be demarcated with markings, barriers and signage.	All staff		

	Parents will not be able to congregate in the carpark or speak to teachers at the gate. Children's start and finish times will be staggered. Social distancing will continue to be promoted at all times whenever possible; inside the building, the classroom and outside. Children will be seated in rows, facing forward towards the teacher. Children will not change seats during the school day so that the school can support the Track and Trace if necessary. Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. We will encourage parents/carers to reinforce these messages at home, by asking them to remind their children. Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.	GG/IG GG/IG All staff All staff GG/IG		
Attendance Risk: Children not being present at school and therefore missing out on education and falling behind	Attendance will be mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including: • parents' duty to secure that their child attends regularly at school and they are of compulsory school age; • our responsibilities to record attendance and follow up absence The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. GG to liaise with parents who may have concerns. Support from EWO in the event of non-attendance.	GG/EWO	From Sept 2020	

	using the toilet. (Otter/Deer class will use gender specific toilets therefore crossover will occur). Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work.	All staff	Ongoing	
Use of outdoor space Risk: Increased transmission of virus from large numbers and/or use of outdoor equipment	Outdoor space will be staggered and timetabled to reduce transmission. Some equipment will be out of bounds. Areas such as: the garden, pond, sandpit, mud kitchen monkey bars, balance beams will be in use. The bikes and wiggle vehicles will be available for children to use. Hazard tape will be used to demarcate the areas that children can/cannot use. Children will be within their bubbles and will not come into contact with any other bubbles on site.	OPAL team	From Sept 2020	
PPE Risk: Individuals not using PPE correctly and therefore increasing the risk of transmission.	Public Health England does not (based on current evidence) recommend the use of face coverings in schools. We will also have a process for removing face coverings when children and staff who use them arrive at school and communicate it clearly to them. Children must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all children), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	GG/IG First Aiders	From Sept 2020	

	Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc. Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus. PPE face masks/gloves will be available if required from the school office.			
Shielding measures for children Risk: Children do not receive high-quality learning opportunities	From September, there will be far fewer children advised to shield therefore, the majority of children will be able to return to school. Headteacher to liaise with parents who may have concerns. Ensure that some children who need to remain off school are given support through good-quality remote learning.	GG All staff	From Sept 2020	
Bubbles Risk: Transmission of virus from increased contact with large numbers of people	Consistent bubbles as much as possible - see timetable. Remind children of social distancing and hand washing where this is not possible (breakfast clubs, after school clubs). It is acceptable for staff to work across bubbles (TAs, outside agencies) but to reduce transmission by social distancing and regular hand washing.	All staff	Ongoing From Sept 2020	
Gatherings Risk: Greater risk of transmission and crossing of bubbles	Ensure that collective worship, assemblies as well as Parents' evening are held remotely. Collective Worship/Celebration will be held remotely on Monday (10:10am) and Friday (2:45pm)	GG All staff	From Sept 2020	
Classrooms		All staff	Ongoing	

Risk: Transmission of virus through crossing of bubbles and/or use of shared areas/equipment	Ensure that wherever possible children use the same classroom with a thorough cleaning of the rooms during the day and at the end of the day. Ensure that children are sat in the same chair each day to ensure that if we have a confirmed case within a classroom, we can easily identify those children who may be at greatest risk. All children have their own items - these are not shared. No home pencil cases will be required. Classroom-based resources to be regularly cleaned/wiped. Staff to be aware and to ensure that shared resources between bubbles are also cleaned prior/after use or left for at least 48 hours between use.	FB All staff		
Symptoms of Covid-19 – staff Risk: Staff member shows symptoms of Covid-19	Ensure that staff and other adults do not come into the school if they have COVID-19 symptoms, or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home. We must follow this process and ensure all staff are aware of it. If a staff member becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	GG/IG All staff	From Sept 2020	

Symptoms of Covid-19 – pupils Risk: Pupil shows symptoms of Covid-19	If a child becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	GG/IG	From Sept 2020	
Confirmed Covid-19 and Riddor reporting Risk: An incident at work as led to possible or actual exposure to Covid-19	SLT will seek advice prior to making Riddor reports. If reports are needed these will be made on our behalf through B&NES.	GG/IG	Ongoing	
Transport arrangements Risk: Transmission and/or contamination whilst travelling to/from school.	NP will communicate arrangements with local taxi company and discuss how they will mitigate the risk.	NP	July 2020	
Communications Risk: All stakeholders not being aware of school and Trust procedures	The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school. Trust CEO communicates regularly with parents and staff SLT to write to all parents to communicate arrangements. We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.	CEO GG/IG SB/NP	Ongoing July 2020	
Face coverings Risk: Transmission of virus through coughing	Public Health England does not (based on current evidence) recommend the use of face coverings in schools.	All staff	From July 2020	

	Removal of face coverings when children and staff arrive at school and communicate it clearly to them. Children to be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.			
Visitors Risk: Transmission of virus from staff who work across a range of schools and settings	Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Ensure that outside agencies receive a copy of the school's RA and that there is a space for them to work alongside children. Agencies to follow the school's routines.	All staff	From Sept 2020	
Environmental issues Risk: Transmission of virus due to poor ventilation.	Natural ventilation is encouraged and windows should be opened where it is safe and appropriate. Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided) Windows and doors will remain open, unless SLT deem it to be a safeguarding risk.	All staff	Ongoing	
Mental Health Risk: The mental health and wellbeing of staff during the pandemic	SLT will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182) Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	GG/IG	Ongoing	

	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Regular communication of mental health information and open door policy for those who need additional support. SLT will refer to MAT Central HR team when in doubt.			
Managing outbreaks Risk: Individuals contract the virus and spreads through the school	SLT to be aware of government guidance and to work with PHE in the event of an outbreak.	GG/IG	Ongoing	
BAME Risk: There is an officially acknowledged high and disproportionate number of deaths of Black, Asian and Minority Ethnic (BAME) people due to COVID-19.	Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed. BAME document: https://drive.google.com/file/d/1qPXvwS9-HYfsm0Ae5qWHX2QX85f3QKF-/view?usp=sharing	GG/IG	Ongoing	
Lunches Risk: Cross-contamination of bubbles	Lunches to be provided in bubbles and served in classrooms. See staggered day timetable. NP to liaise with GM. FSM in other year groups to continue receiving e-vouchers during the summer holidays. Extra cleaning before lunch is consumed.	All staff	From Sept 2020	

Curriculum Risk: Children have missed at least 3 months of learning and require high-quality teaching to ensure that gaps are identified and addressed.	Staff to teach the curriculum as normal. Very quickly assess phonic knowledge for Years 1, 2 and 3 and ensure interventions are in place for children to catch-up. CE to begin Covid Catch-up programme. Ask EP to begin phonics catch-up at an earlier stage. Complete YARC (York Assessment for Reading Comprehension). Ensure that daily reading (individual, guided, whole class).	All staff CE GG/IG GG All staff	From Sept 2020	
Volunteers Risk: Transmission of virus into school.	Volunteers to be aware of the school's procedures and to have read the school's risk assessment. Social distancing and hand washing is recommended. Need to be aware of volunteers whose DBS has expired.	SB/NP GG/NP	From Sept 2020	
Behaviour policy and expectations Risk: Children do not adhere to school's expectations around social distancing and hand washing.	SLT to review behaviour policy and changes (if any) to be shared with staff. Stages of the policy may be bypassed if the child is not adhering to the requirements of the school.	GG/IG	July 2020	
External coaches Risk: Transmission between schools and bubbles.	External coaches will need to share their risk assessments with school. School to also share its risk assessment. Coaches to follow school's guidelines on handwashing, social distancing. Lessons held outside whenever possible.	GG/IG	Ongoing	

PE Risk: Possible transmission/contamination through sharing of equipment and physical contact	PE to be taught but staff to be aware of the need for equipment to be cleaned between uses.	All staff	Ongoing	
Remote Learning Risk: Sudden local lockdown means school must temporarily close.	Staff to be aware that remote learning will need to take place if the school needs to close or if children are asked to stay at home and isolate.	All staff	Ongoing	
Extra-curricular activities Risk: Possible transmission of Covid-19 between bubbles.	Liaise with Breakfast Club staff and extra curricular providers. Ensure that children and staff social distance as much as possible and regular hand washing occurs. External agencies to provide the school with a copy their own risk assessments. Small, consistent groups to continue regular hand washing and social distancing where possible.	GG/IG GG/NP All staff	July 2020 Sept 2020 Ongoing	
Swimming and Educational Visits Risk: Possible transmission of Covid-19 using public spaces.	All visits to be cancelled for Terms 1 and 2 and revised when further guidance is issued.	GG/IG/NP	Ongoing	