



Midsomer Norton  
Schools Partnership



## HIGH LITTLETON CHURCH OF ENGLAND PRIMARY SCHOOL

### RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

Date of Risk Assessment: 17.05.20

Signed: *Gareth Griffith*

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

Risk topics	Additional Controls	Action by whom?	Action by when?	Done
<b>Building safety</b> <ul style="list-style-type: none"> <li>• The site team (or mobile team) will continue with all compliance checks (fire safety etc).</li> <li>• Competent Contractors will continue to carry out specialist testing</li> <li>• Site team (or mobile team) will carry out and record flushing for water outlets not having normal use.</li> <li>• Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.</li> </ul>	<p>HT will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>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.</p> <p>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.</p>	<p>GG</p> <p>SL</p> <p>GG</p>	<p>01.06.20</p> <p>01.06.20</p> <p>08.06.20</p>	<p>Completed</p>
<b>First Aid</b> <p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list will be prominently displayed First aiders will be briefed on handling suspected Covid19 illness that occurs in school.</p> <p>PPE will be available for first aiders including face masks and gloves. These will be available from the school office.</p>	<p>GG</p> <p>GG</p>	<p>01.06.20</p> <p>01.06.20</p>	<p>Completed</p> <p>Completed</p>



available including in classrooms, reception, staff rooms	<ul style="list-style-type: none"> <li>There will be support for pupils who have trouble washing their hands independently</li> </ul>			
<b>Cleaning</b>  We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>  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.	Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime  Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.  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  Prepare a checklist which can be ticked and monitored by the senior leader responsible.	GG  GG  GG/SB  GG/NP	01.06.20  01.06.20  01.06.20  01.06.20	Completed  Completed  Completed  Completed
<b>Social Distancing for staff</b>  Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency	To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice -	GG	01.06.20	Completed

<p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>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.</p> <p>We will take steps to review work schedules including start and finish times where this is possible for teaching staff.</p> <p>Staff who are able to fulfil their duties from home will be encouraged to do so.</p> <p>We will take steps to review work schedules including start &amp; finish times where this is possible for support staff. As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternative space to relocate the work</p>	<p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials will be displayed prominently</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Checks need to be carried out by site managers, Business Managers or other senior leader.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks will take place to ensure this is adhered to.</p> <p>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.</p> <p>Breaktimes and lunchtimes will be staggered – see time table</p> <p>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</p>	NP	01.06.20	Completed
		GG	01.06.20	Completed
		GG	Ongoing	
		GG	Ongoing	
		All staff	Ongoing	Completed
		GG/IG	Ongoing	Completed
		All staff	01.06.20	Completed

Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.	be expected and reminded ahead of their visit that social distancing arrangements will be in place.	SLT	From 01.06.20	
Social distancing also to be adhered to staff room and during any rest breaks.	Support staff will be guided by SLT and class teachers to support with a range of tasks.			
Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. 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.	The school has a timetable which reduces contact between individuals.	SLT	From 01.06.20	Completed
	All staff and visitors reminded of social distancing guidelines. The school has a physical glass barrier to reduce transmission.	SLT/NP	From 01.06.20	Completed
Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.	Staff meeting to take place following social distancing guidelines or by Google Meet.	SLT	From 01.06.20	Completed
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.	All staff to be reminded of this on a regular basis. Office staff to monitor.	SLT	From 01.06.20	Completed
No visitors to school sites except emergency services, social services or MAT personnel.	Office staff to monitor	NP/SB	Ongoing	



	<p>Children will be allocated an individual desk that will be set, wherever possible, at a 2m distance from another</p> <p>School uniform will not be required as pupils should change their clothing daily if at all possible.</p> <p>Lunches for Free School Meal children will be provided by the Trust catering team.</p> <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.</p>	<p>All staff</p> <p>GG</p> <p>NP to liaise with CHO</p> <p>All staff</p>		<p>Completed</p> <p>Completed</p> <p>Completed</p>
<p><b>Arrival at school</b></p> <p>To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school).</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>Timetable for KWVC, Reception, Year 1 and Year 6 to arrive in their bubbles.</p> <p>See school's Covid-19 response document</p>	<p>SLT</p> <p>SLT</p>	<p>01.06.20</p> <p>01.06.20</p>	<p>Completed</p> <p>Completed</p>



<p><b>Movement around the school</b></p> <p>Lessons will be planned to reduce the movement around the school.</p> <p>We will avoid queues (e.g. outside of classrooms)</p>	<p>Staff to be reminded when planning work for the children that children should as much as possible remain at their desks to reduce possible transmission.</p> <p>Where we cannot eliminate the need to queue we will put up signage or mark the floor to delineate distance to be maintained. Staff and children should be reminded of their personal responsibility not to queue.</p>	<p>SLT</p> <p>All staff</p>	<p>From 01.06.20</p> <p>Ongoing</p>	<p>Completed</p> <p>Completed</p>
<p><b>Use of toilets</b></p> <p>Toilet use will be staggered and restricted to one group/one set of toilets at a time. Toilet use will be monitored to ensure social distancing insofar as it is possible. All children will be required to wash hands for 20 seconds after using the toilet.</p>	<p>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.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Completed</p>
<p><b>Use of outdoor space</b></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children.</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p>	<p>Outdoor space will be staggered and timetabled to reduce transmission. Equipment will be out of bounds.</p> <p>Hazard tape will be used to demarcate the areas that children can/cannot use.</p> <p>Children will be within their bubbles and will not come into contact with any other bubbles on site.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>From 01.06.20</p> <p>From 01.06.20</p> <p>From 01.06.20</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>

Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas			From 01.06.20	Completed
<p><b>PPE: gloves</b></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><b>PPE: Face masks</b></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>PPE face masks/gloves will be available if required from the school office.</p>	<p>SLT</p> <p>First Aiders</p> <p>NP/SB</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
<b>Symptoms of Covid-19 – staff</b>				

<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Staff who work in our schools are eligible for testing and this should take place when appropriate. Here is the guidance to access testing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>SLT will maintain regular contact with staff members during this time. Government guidelines will be followed in relation to return to work.</p>	<p>SLT will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Staff showing symptoms will be isolated immediately, and required to take a test for Covid 19 before returning to school. If the member of staff tests positive, they must isolate for 7 days. The parents of the children in that learning bubble must also be informed, and must all isolate for 14 days.</p>	SLT	Ongoing	
<p><b>Symptoms of Covid-19 – pupils</b></p> <ul style="list-style-type: none"> <li>• The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19</li> <li>• Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe).</li> <li>• Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</li> <li>• Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others</li> </ul>	<p>The Learning Zone will be the school's designated space if a child/member of staff needs to be isolated.</p> <p>Children showing symptoms will be isolated immediately, and required to take a test for Covid 19 before returning to school. Their siblings living in the same home will also be sent home. If the child tests positive, they and their family members must be isolated for 14 days. The members of the child's learning bubbles' parents must also be informed, and must all isolate for 14 days.</p>	SLT	Ongoing	
<b>Confirmed Covid-19 and Riddor reporting</b>				

<p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> <li>• An incident at work as led to possible or actual exposure to Covid-19</li> <li>• A member of staff has Covid-19 caused by exposure at work</li> </ul>	<p>SLT will seek advice prior to making Riddor reports. If reports are needed these will be made on our behalf through B&amp;NES.</p>	<p>SLT</p>	<p>Ongoing</p>	
<p><b>Transport arrangements</b></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. <i>(We await the issuing of Government guidance on this topic).</i></p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and SLT will liaise with local authority regarding transport arrangements.</p> <p>NP will communicate arrangements with local taxi company and discuss how they will mitigate the risk.</p>	<p>CEO</p> <p>SLT</p> <p>NP</p>	<p>Ongoing</p> <p>From 01.06.20</p> <p>Ongoing</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
<p><b>Communications</b></p> <p>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.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>SLT to write to all parents to communicate arrangements.</p>	<p>CEO</p> <p>GG/IG</p>	<p>Ongoing</p> <p>w/b 18/05/20</p>	<p>Completed</p> <p>Completed</p>

<p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p>	<p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>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.</p>			
<p><b>Environmental issues</b></p> <p>Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>Windows and doors will remain open, unless SLT deem it to be a safeguarding risk.</p>	<p>SLT</p> <p>All staff</p>	<p>Ongoing</p>	<p>Completed</p>
<p><b>Mental Health</b></p> <p>Management 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)</p> <p>Other guidance:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> </p>	<p>SLT will oversee this. 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.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p>	<p>SLT</p>	<p>Ongoing</p>	<p>Completed</p>