

## WEST BOROUGH COVID RE-OPENING Risk Assessment – Staff

Location / Site	WEST BOROUGH PRIMARY SCHOOL
Activity / Procedure	<b>STAFF RE-OPENING</b> SEPTEMBER
Assessment date	2.11.20
Assessment serial number	RORASv3
Relevant Guidance	Links to all relevant documentation can be found within this document <a href="#">Guidance for full opening: schools</a>

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	<ul style="list-style-type: none"> <li><b><u>Lack of social distancing around the school resulting in direct transmission of the virus</u></b></li> </ul>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> <li>Almost all staff will be allocated class (in the main) and extended to year group bubbles (for certain times)</li> <li>Adults working in classrooms as much as is possible keep 2m social distancing between themselves</li> <li>Staff stay with children most of the day, organising breaks within their year group, however, ensuring staff and children in different year groups do not mix - staggered playtimes</li> <li>LSA allocated to classes and year groups for lunchtime cover</li> <li>Staff allocated to set staff rest areas and social distancing to be adhered to when in rest area</li> <li><i>Additional space of Atrium can be used if necessary</i></li> <li>Communication between staff and office carried out using class phone and physical visits to the office must be only if essential</li> <li>First Aid bag with each classroom. Allocated first aider for each class where possible</li> <li>Children's medicines stored in office fridge. If child needs medicine child take to medical room and staff go to office and office staff will come and administer medicine.</li> <li>Movement of staff around the school is to be minimal and no unnecessary movement not made</li> </ol>		

11. Staff to use staff toilet closest to their work area
12. Only 2 staff members working in the PPA room at a time and one person using photocopier – adhering to 2 metre distancing with door open. If photocopier in use wait in corridor to the right - 2 metres apart.
13. Office staff to limit 2/3 staff working in the office at one time
14. When talking to each other ensure there is 2 metres distance between each other and in ventilated space – not in a corridor and in offices
15. Classroom windows cracked open at all times
16. Office windows cracked open at all times
17. Staff not to stop and chat in corridors (as confined space)
18. *All appropriate doors propped open – pupils external toilet doors, internal classroom doors. Classroom external doors to be open (weather depending). When too cold, rooms to be ventilated for 5 minutes every hour. External doors to be opened whilst children are outside for play/lunchtime*
19. *Meetings with parents carried out on the phone as much as possible. If absolutely necessary, when a face to face meeting must take place, parents will wear a face covering and be in an airy room with door and windows open (Lodge).*
20. Hand gel provided at entrance to the school for staff and visitors
21. Hand gel to be used before and after using photocopier and computers in PPA room. Alcoholic wipes also to be used to wipe down keyboards and mouse before and after use.
22. When adults are in for meetings, any tables used will be wiped down after use
23. If staff not able to attend school – staff in year group or team group to cover the class where possible to reduce the introduction of outside supply staff to the school and also reduce the contact of school staff across the school.

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <li>• <b><u>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</u></b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Toilets and their touch points to be cleaned at lunchtime by CD/SS using anti-virus anti-bacterial spray</li> <li>2. Toilets cleaned at the end of the day by cleaning staff</li> <li>3. Sufficient soap in all toilets and checked daily</li> <li>4. Staff to use the toilet nearest to their work area and where possible use the same toilet</li> </ol>			

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <li><b><u>Lack of social distancing during lunchtimes and breaks and contact from surfaces – resulting in direct and indirect transmission of the virus</u></b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> <li>3 staff rest areas set up (staffroom, atrium and meeting room)</li> <li>At end of break/lunch one person wipes down table with anti-bac spray</li> <li>Staff sit 2 metres apart where possible</li> <li>Hand gel provided in staff room to used after using shared utensils</li> <li>Children to eat packed lunch in their classrooms at desks – tables wiped down by TA/LSA/teacher with anti-bac spray before and after use.</li> </ul>			

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <li><b><u>Contact of shared resources resulting in indirect transmission of the virus</u></b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>Staff have own resources when working with children and in office and do not share – own pencil case</li> <li>Staff do not use the children’s resources – each child will have own resources except in Year 1/ R/N where they are shared on a table</li> <li>Hand gel available in all classrooms. Staff to wash hands or use hand gel at least once an hour if not more regularly.</li> <li>Soap available in all classrooms and running water</li> <li>Hand gel to be used before and after using laptop if shared with other staff and interactive white board. Pointer to be used if possible for interactive whiteboard</li> <li>Office staff to use own equipment, including keyboards and mouse. Area cleaned after use and phone wiped at the end of the day</li> <li>If using a shared resource like the cutter, laminator – use hand gel before and after use or wipe down with alcoholic wipes</li> </ol>			

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <li><b>Emotional distress of the staff – including anxiety</b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>SLT meeting agenda item to ensure support in place</li> <li>Sharing of support helplines – Staff Care Services</li> <li>SLT available for staff to share concerns</li> <li><i>OH referral made or HR advice sought where necessary</i></li> <li>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>PPA time covered by same members of staff – to reduce sharing of resources and also should make transferring of info easier</li> <li>Responsibilities clarified for all staff</li> </ol>			

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <li><b>Risk of spreading virus due to close contact with children – I:I and restraint resulting in direct transmission of the virus</b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>Individual risk assessments for children with behaviour difficulties – that might need restraint and display spitting, biting etc.</li> <li>All EHCP, those needing intimate care and non-compliant children will have a COVID risk assessment which includes the families, staff, SENCO and leaders</li> <li>PPE used for intimate care – PPE put on before use so children get used to it. (PPE = gloves, mask (if appropriate) and apron.) Disposing of PPE in nappy bin.</li> <li>Office staff to monitor levels of PPE and order more if needed</li> <li>All children not complying with new class charters over time will have individual behaviour plan based on THRIVE profile and alternative recognition system created and agreed time for SLT involvement</li> <li>If staff need assistance re aggressive behaviour that may result in restraint – call made to SLT will attend with PPE pack</li> <li>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff and other children are put at risk</li> <li>First aid administered in class or on the playground or in play area. If further assistance needed to call office staff, who will support with PPE pack.</li> </ol>			

Disposable ice packs used across the school. If child needs to go home or be assessed by first aider and safe to do so they can be brought to medical room and office staff will attend.

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <li><b><u>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</u></b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>Hand gel in all classrooms</li> <li>Hand gel order in large quantities</li> <li>Handwashing PHSE lessons, songs, videos and rhymes for children</li> <li>Extra soap dispensers and re-fills in each classroom</li> <li>Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>Washing hands posters replaced in all washing areas</li> <li>Bins in all classrooms and staff rest areas – to be used and emptied in at lunchtime and the end of the day</li> <li>Tissues in all classrooms – checked by cleaners every day to ensure there are tissues in every room every day.</li> </ol>			

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <li><b><u>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</u></b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>All surfaces, touch points, toilets and shared equipment will be cleaned each day</li> <li>PPE (gloves/apron) will be worn by all cleaning staff</li> <li>Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission – Year R and Year I</li> <li>Soft / cloth toys will be removed from use in classrooms</li> <li>Half term deep clean before the school re-opens</li> <li>Staff rest areas and toilets cleaned every day and soap dispensers checked daily</li> <li>Office desks cleaned every day</li> <li>Hand gel, anti-bac spray, tissue and soap levels will be checked by site manager every day</li> </ol>			

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<ul style="list-style-type: none"> <li><b><u>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</u></b></li> </ul>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to complete individual staff risk assessment – adding individual hazards and control measures to this risk assessment.</li> <li><i>From 5.11.20 to 2.12.20 those deemed clinically extremely vulnerable are not to come to work but work from home where possible</i></li> <li>Those who are clinically vulnerable or clinically extremely vulnerable – to adhere to strict 2 metre social distancing from colleagues and children (where possible re children)</li> <li>Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute</li> <li>All staff recommended to clean their clothes on returning to home and shower before contact with family member</li> </ol>			

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<ul style="list-style-type: none"> <li><b><u>Risk of illness by child or staff member exhibiting symptoms by direct transmission</u></b></li> </ul>			
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>Acorn Room set for children needing serious first aid (or medical room), or showing any symptoms of Coronavirus – temperature, new continuous cough or loss of taste or smell go directly to Acorn Room. Staff escorting child with COVID symptoms to wear PPE (Mask/face shield/gloves/apron in office) and if possible keep 2 metres apart and instruct others to keep their distance.</li> <li>If temperature is taken – non-touch thermometer used</li> <li>Office staff call parents if temperature is high (<b>above 37.8 degrees</b>) or continuous cough and ask for child to be collected. Siblings also to return home.</li> <li>Parent instructed and given leaflet concerning getting child tested for COVID and share result with school</li> <li>Disposable PPE in first aid bin, face shield left for cleaning and could be re-used if not contaminated. (extra PPE is available)</li> <li>Members of staff supporting child with symptoms – wash hands thoroughly and can return to work (if child coughed and sneezed on adult and no PPE then contact SLT member before returning to work, and keep 2 metres apart from other members of staff)</li> <li>If Acorn Room is used for suspected COVID – not used again and closed sign used to indicate. Cleaned as soon as possible by site manager or cleaners</li> <li>If positive case – School contact PHE and take advice – parents of children in that class there has been a positive case in the class informed so they can</li> </ol>			

make choice re attendance

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>OVERALL level of risk</b>		Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
<b>NOT REDUCED THE OVERALL RISK</b>		<b>REDUCED THE OVERALL RISK TO SOME DEGREE</b>	<b>CONSIDERABLY REDUCED THE RISK</b>
<b>Assessor's comments</b>		Insert comments relevant to findings as appropriate	

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Kevin Beamon		

<b>Headteacher's comments</b>	Insert comments relevant to assessment as appropriate

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Name of Headteacher	Signature of Headteacher	Date
Ashley Crittenden	<i>A.S. Crittenden</i>	31.8.20 2.11.20

<b>Risk assessment review 1</b>	
<b>Date</b>	After day one
<b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 2</b>	
<b>Date</b>	After day 3
<b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>	



Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 3</b>	
<b>Date</b>	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 4</b>	
<b>Date</b>	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 4</b>	
<b>Date</b>	After forth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 5</b>	
<b>Date</b>	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

<b>Risk assessment review 6</b>	
<b>Date</b>	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

Who was involved in the Review	
Signature of those involved in the Review	

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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