

RISK ASSESSMENT – OLD EARTH SCHOOL

COVID 19 – School General Risk assessment proforma

Date of Risk Assessment : 12th August 2020

This risk assessment should be completed in line with Government guidance for the particular challenges of your school and reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded. All documents should be version controlled and saved each time they are revised rather than over-typed. This will enable easy retrieval of the relevant document applicable at any material time if required in future for an investigation.

The risk assessment is about demonstrating your school is reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice. If the guidance cannot be achieved after plans have been put in place then the school has to consider whether that activity or part of the school should be open.

This proforma may assist you in documenting your practical arrangements and ensure you are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety consultant/adviser.

**Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 11/05/2020). The risk assessment will be updated in line with further updates as and when they arise.*

*** To be published on school website*

The Activity What are the Hazard;	Who might be affected?	What additional control; have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
General control; to prevent risk of infection.	Staff, visitors, Pupils	General Control measures and instruction to staff throughout the school: <ul style="list-style-type: none"> - Children allocated classrooms and remain in their allocated groups to prevent mixing wherever possible. - Increased cleaning regime - Enhanced and more regular cleaning throughout the day – see hygiene procedures checklist to be circulated by team leaders - “USE IT,CLEAN IT” – adopted by <u>all</u> staff - Clear guidance from staff to children re good respiratory hygiene. “catch it, bin it, kill it” - “No touching” rule - Avoid touching eyes, nose and mouth with unwashed hands - Hand washing facilities in place and pupils encouraged to use these. - Staff or pupils who may become symptomatic to be reminded to stay home and self isolate for 14 days. - Non-fire safety doors can be propped open to allow ventilation. - 	<ul style="list-style-type: none"> - Regular cleaning throughout the day- - Reminders of regular hand washing & supervision of hand sanitiser use - Further reminder to parents and staff of symptomatic people or those in the household of someone who is symptomatic are not to attend school. Follow Calderdale Public Health guidance (August 27th update) - Parents informed of the procedures in relation to COVID19. Updated Parents’ checklist September 20 - Ensure sufficient soap, cleaning materials, PPE and gel dispensers in stock. 	PR ED KB and TD Team leaders; All staff	Prior to opening	

		<ul style="list-style-type: none"> - Windows to be opened each morning to allow adequate ventilation. - Adherence to advice issued by the SAGE Environment and Modelling Group, issued on 23 October 2020 and the CIBSE Covid Ventilation advice v4, issued on 23 October 2020. <p><u>Rooms with no windows:</u></p> <p>Try to avoid multiple occupancy in rooms with no windows.</p> <p>Keep the door open as much as possible.</p> <p>Keep occupancy to the minimal number of people</p> <p>Where there is multiple occupancy, use the room for the minimal amount of time.</p> <p><u>Rooms where there are windows that open:</u></p> <p>Where possible and depending on the size of the space, a window(s) should be partially opened for as much of the day as possible to introduce some fresh air into the space. Where possible, these should be higher windows as this is likely to reduce the risk of draughts and minimise thermal discomfort.</p> <p>It is preferable for more windows to be open a smaller amount, than less windows opened more widely.</p> <p>Consider, based on the weather, whether windows are</p>	<p>September 20 Staff Training session prior to wider re-opening for <u>all</u> children</p> <p>Updated Operational plan September 2020 and November 2020</p> <p>Ventilation is important however it does need to be balanced with other factors such as thermal comfort, noise, energy use and potential pollutants from outside.</p> <p>Heating should be switched on to maintain a comfortable environment recognising that it may need to be on more to maintain thermal comfort.</p>			
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		<p>opened before classes start and during breaks; 15 minutes before occupation is recommended.</p> <p>Consider the lunch time arrangements, where students are eating in classrooms, to allow for airing where possible.</p> <p>Consider whether draughts are created and whether furniture can be moved to minimise the time spent in such places.</p> <ul style="list-style-type: none"> - Staggered times (playtime/lunchtime) for staff to use staff room and facilities and chairs removed to ensure social distancing - School has gel dispensers at main entrances and exits- to be used on entry to school, after playtimes and lunchtimes - All children and staff to clean hands immediately on entry to school – plus regularly as identified on class timetables - Staff will be issued with personal hand gel bottles which can be refilled, gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment - Gloves and gel available on teachers' tables - Regular & enhanced cleaning of key touch points such as door handles, light switches, handrails, bannisters, chairs, photocopiers, telephones, sinks, taps, equipment & teaching materials, play equipment, toilets, kitchens and classroom surfaces etc – will be continually done by staff during the day. - See updated Operational Plan- September 				
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		<p>20/ Nov 2020</p> <ul style="list-style-type: none"> - Any equipment passed between teachers will be cleaned thoroughly before use- use of sanitising aerosol sprays for some equipment - Limit to materials being taken home by pupils or brought in to mitigate the risks - Resources and equipment such as sports, art, science should be cleaned frequently and meticulously, and always between groups using them - Return to usual school uniform- with a mindful approach to non-compliance in the case of parents with financial pressures 	<p>Parents to be made aware uniform do not need to be cleaned any more often than usual with normal cleaning products</p> <p>Parents to be informed that extra layers are to be encouraged and allowed under uniform whilst colder weather/temperature</p>			
<p>Clinically vulnerable staff and extremely critically vulnerable staff</p>	<p>Staff</p>	<ul style="list-style-type: none"> - Clinically vulnerable and clinically extremely vulnerable individuals will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. 	<p>Back to work meetings, prior to Sept start with RK/AH /JB and PJ</p> <p>5th Nov 20 updated guidance re national lockdown measures and guidance – return to work meeting with PJ at end of ‘National lockdown’ 2.12.20</p>	<p>PR</p>		

<p>Clinically vulnerable and extremely critically vulnerable children</p>		<p>Parents have been advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place.</p>	<p>ZH and SN – appropriate discussions and adjustments with Parents</p>	<p>ED RF</p>	<p>From 5th Nov to 2nd Dec</p>	
<p>SEND planning and provision</p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> - Individual conversations and risk assessments will take place for some children (EHCP) prior to and at the start of September - SEN 1:1 staff will work in consistent groups where possible - Timetables to include increased time for social and emotional support for pupils 	<p>External visiting specialist staff to support SEND children will follow procedures as per this risk assessment inc track and trace recording, meticulous hygiene measures</p> <p>Use of PPE as per professional's own risk assessment eg Chroma therapy</p>	<p>RF ED JH</p>		
<p>Use of Classrooms and learning spaces</p>	<p>Staff, Visitors, Pupils</p>	<ul style="list-style-type: none"> - Classroom furniture reorganised to allow for appropriate social distancing in classes where social distancing is achievable -no blocks of tables to ensure forward facing - Whole class pupils plus 1 teacher and 1 TA. (1:1 SEN SA if app) <p>Windows are opened every morning for good ventilation. Parents to be made aware uniform do not need to be cleaned any more often than usual with normal cleaning products</p>	<p>September Staff Training session prior to re-opening To focus on empathy, intensity, high expectations</p> <p>Guidance for parents and staff prior to September wider re-opening Updated operational plan and</p>	<p>PR All staff ED</p>		

		<ul style="list-style-type: none"> - Classes to be consistent with regular staff and pupils to prevent mixing and contact where possible to still allow broad and balanced curriculum - Classrooms to be regularly cleaned. - Social distancing to be promoted while in class groups where possible. - Classrooms that can be accessed/egressed from playground to use these access points instead of going through school. - Phones & IT Equipment – wiped down after every use. - Classroom -based resources like books and games can be used and shared within a group. They must be cleaned meticulously and regularly, as you would do with regularly cleaned surfaces - PE lessons -outdoor only at present, to be non-contact and equipment to be cleaned between use - Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between consistent student groups and paying scrupulous attention to cleaning and hygiene and using maximum fresh air ventilation through either opening doors and windows or ventilation systems. - Don't allow very frequently used equipment like pencils and pens to be shared. - Updated behaviour policy and pastoral 	<p>Parents' checklist</p> <ul style="list-style-type: none"> - Completion daily of track and trace document (trying to avoid any incidences of close contact) 			
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		<p>systems (Consistent, insistent and calm)</p> <ul style="list-style-type: none"> - “No touching” policy adopted - School will have gel dispensers at main entrances and exits to be used on entering the building - staff maintaining distance from pupils and other staff as much as possible 				
Provision in Early Years	Staff, Pupil Visitors	<ul style="list-style-type: none"> - EYFS ratios still to be met - Groups organised with regular staff and pupils to prevent mixing. - ###Personal contact cannot be avoided in such setting### - All soft furnishings, toys & equipment have been returned as per guidance. 	September Staff Training session prior to wider re-opening	JT		
Use of Corridors	Staff, pupils, visitors	<ul style="list-style-type: none"> - Children will not use corridors unnecessarily - Children can pass in corridors as this is low risk but where possible this is to be avoided. Where possible establish a one-way system to prevent crossing on the corridors. - Staff to ensure 2m distancing if possible <p>Single file walking Keep left Pastoral / SLT staff assist with movement around the school making sure all personnel are distancing and as appropriate using the one way/single file procedures</p> <p>From 5.11.20 Staff to wear masks/visors in all communal spaces</p>	September Staff Training session prior to re-opening	All staff		

<p>Use of toilets and cloakrooms</p>	<p>Staff, pupils, visitors</p>	<ul style="list-style-type: none"> - Available hand washing facilities with encouragement to use these facilities regularly and prior to eating. - Cloakrooms segregated or stagger use by the groups of classes to prevent mixing. - Hand driers have been isolated in all toilets and hand towels provided - Chn supervised to ensure correct handwashing and no ingestion of hand sanitiser - Handwashing and hygiene check timetables for each class 	<p>September Staff Training session prior to re-opening</p>	<p>KB All staff</p>		
<p>Use of the playground and outdoor play equipment</p>	<p>Staff, Pupils, Visitors</p>	<ul style="list-style-type: none"> - Stagger break/ lunchtimes and segregate into different 'bubble' areas playgrounds/areas - Continue to promote social distancing where possible. Ensure cleaning regime includes the playground equipment and it is cleaned between different groups or taken out of use if necessary. Sanitising sprays and cloths are available adjacent to play equipment - Toys and equipment should not be shared, if possible and equipment cleaned in-between use. - Activities limited to non contact and ones with easily cleanable equipment - Staff and children to use gel dispensers at main entrances after accessing playground and play equipment 	<p>Sanitising sprays and cloths to be available adjacent to play equipment</p> <p>"YOU USE IT, YOU CLEAN IT"</p> <p>PE team to check equipment and share ideas for safe 'outdoor' use at staff meeting/training session</p> <p>September Staff Training session prior to re-opening</p>	<p>KB All staff PE Team</p>		

<p>Drop off/collection areas with parents;</p>	<p>Staff, pupils, visitors, parents</p>	<ul style="list-style-type: none"> - Parents/ carers informed of their pick up/ drop off times and points. - Stagger starting/ finishing times to avoid overcrowding at gates and reduce contact between pupils - Open gates to utilise playground space to prevent adult to adult interactions - Senior staff to supervise gates and yards to maintain 2m separation Outdoor Ticker sign to re-iterate the social distancing message - Staff to wear masks/ visors outside for drop off and collection times 	<ul style="list-style-type: none"> - Establish a plan for collection and drop off, inc times <p>“Drop and Go” “Collect and Go” 1 parent drop off and collections</p> <ul style="list-style-type: none"> - Communicate this info to parents – newsletter and Parent mail - Updated September Parents’ checklist and operational plan for staff - September Staff Training session prior to re-opening <p>Newsletter articles to parents Nov 20: Encouraging parents to wear masks on site</p>	<p>PR ED JH</p>		
<p>Catering and use of existing food hall</p>	<p>Staff, pupils, Visitors</p>	<ul style="list-style-type: none"> - Deliveries to be contactless where possible. - Hygiene standards to be maintained - Staggered lunchtimes for each class – collecting own food and taking back to their own pod/diner - MDS in pods to supervise, collect trays and return to kitchen - Social distancing measures for catering staff and MDS - Enhanced cleaning regime in between serving times - Use of appropriate PPE inc visors and gloves 	<p>Communicate with relevant staff September Staff Training session prior to re-opening</p>	<p>PR SM All staff</p>		

Reception area	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> - No entry to school – all communication via email / phone - The design of the reception area creates a barrier between front facing staff and others. - Children to enter the school via other entrances other than reception if possible. 	<p>Communicate these expectations to staff and parents</p> <p>September Staff Training session prior to re-opening</p>	<p>SRF</p> <p>PR</p>		
Staff contingency arrangements	Staff, pupils	<ul style="list-style-type: none"> - A plan is in place to have a suitable and sufficient staff ratio to pupils. - Autumn term staff meetings to address well-being and workload, as well as educational provision regarding 'recovery curriculum' expectations 	<ul style="list-style-type: none"> - Ensure staff are aware of the reporting procedure to highlight if they have any COVID symptoms. - Sept training day 	<p>PR</p> <p>SRF</p>		
Area for isolation/first aid and separate toilet	Staff, Pupils,	<ul style="list-style-type: none"> - The Welfare Room has been Identified as an appropriate area in which will be used for first aid and maintain cleaning standards and clean after each treatment. - Room also used for isolation. Window to allow supervision without contact. - 'Safe' route out of school when parents come to collect symptomatic children, - Adjacent toilet. 	<ul style="list-style-type: none"> - Communicate protocols and Public health flow charts with staff and parents - September Staff Training session prior to re-opening 	<p>PR</p> <p>SRF</p>		
Symptomatic staff or pupils	Staff, visitors, pupils	<ul style="list-style-type: none"> - The Welfare Room is available for anyone who is symptomatic so they can wait for a parent to collect. - Area in which symptomatic people are awaiting requires to be cleaned after use. - Staff and Children can be eligible for testing. - PPE available for staff dealing with symptomatic children - Procedure in place for isolating staff and 	<ul style="list-style-type: none"> - September Staff Training session prior to re-opening - Read and explain most up to date guidance from Public Health Calderdale v1.2 (27th August) page 41/46/49 flowcharts 	<p>PR</p> <p>ED</p> <p>SRF</p> <p>All staff</p>		

		<p>pupils who are symptomatic.</p> <ul style="list-style-type: none"> - Staff referred for testing if they have been in contact with a person diagnosed with COVID or if they display symptoms - Testing arrangements shared with staff - Track and tracing systems will be put in place to monitor: Direct close contact = face to face with an infected person for any length of time, within 1 metre including being coughed on, face to face conversation or unprotected physical contact (skin to skin) Extended close contact within 1 to 2 metres for more than 15 minutes Travelling in a small car with an infected person - Contingency plans are in place responding to Covid 19 outbreaks inc the offer of immediate remote education for all pupils at home - School received 10 home test kits, to be offered in exceptional circumstances. (To be stored between 5-22 degrees Celsius) - Staff understand how to follow updated Parent guidance = "If your child is identified as a close contact of someone who has tested positive for coronavirus (COVID-19) and is asked to self-isolate, you and other members of your household (including any other children in the same school) do not need to self-isolate unless your child, who is self- 	<p>Testing is available locally, to book: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Essential workers can book at https://www.gov.uk/apply-coronavirus-test-essential-workers</p> <p>Addition of a COVID 19 CPOMS lozenge to record and alert all staff re children's information October 2020</p> <ul style="list-style-type: none"> - In case of a POSITIVE test: Need to notify Public Health England Yorkshire and Humber Protection team on 0113 386 0300 and Calderdale Council Public health Department on 07714 922670 (Ben or Naomi) testtraceandisolation@calderdale.gov.uk - Whole school excel document populated by SBM- tracking staff and children's covid cases- isolation dates and return to 	<p>SRF</p>		
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		<p>isolating, subsequently develops symptoms.</p> <ul style="list-style-type: none"> - If your child has been a close contact of someone who has tested positive, and subsequently develops symptoms but has a negative test result, they will still need to self-isolate for the full 14 days.” 	<p>school dates</p> <ul style="list-style-type: none"> - T&T sheets to be kept with staff incase of evening or week end incidents 	<p>All staff</p>		
<p>Remote learning</p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> - System in place prior to summer can be re launched - To include range of subjects for broad and balanced curriculum - Following guidance from DFE October 22nd 2020 - School now ensures remote education, where needed, is high-quality and aligns as closely as possible with in-school provision. - On-line safety enhanced requirements and recommendations to pupils, staff and parents 	<ul style="list-style-type: none"> - Advanced T&L provision for classes who are isolated inc use of Oaks National Academy daily lessons - September training day input - October Training day – preparation and implementation of “Old Earth Remote learning plan” - Add to website – new tab for policy and updated resources 	<p>All staff</p> <p>IT team</p>		
<p>Assembly & gatherings and clubs</p>	<p>Staff, Pupils Visitors</p>	<ul style="list-style-type: none"> - No whole school assemblies (year group assembly can happen with social distancing measures and enhanced cleaning) - USE IT, CLEAN IT - No gatherings / joining of class groups, where possible - No singing in groups of 15+ (no whole school choir) - Ltd extra-curricular clubs: single year groups only, no contact, social distancing measures 	<ul style="list-style-type: none"> - Extra curricular clubs to start after October half term or in ‘pod’ or ‘year group’ bubbles only - out of school activities, not being primarily used by parents for child care, should close for face-to-face provision for the duration of the national restrictions. 	<p>PR staff</p>		

			- Reviewed 2.12.20			
Transport arrangements;	Staff, Pupils,	<ul style="list-style-type: none"> - No residential trips or swimming (until further notice) - No use of minibuses for the above - Domestic educational trips can resume as long as in line with all protective measures, such as keeping pupils in their consistent groups and staff associated- individual trip risk assessments as normal and rigorous adherence to risk assessments for the chosen venues 	<ul style="list-style-type: none"> - September Staff Training session prior to re-opening - Follow transport guidance re safe use of mini buses (consistent class group, staffing, appropriate ventilation and increased hygiene measures) <p>No use of mini buses during national lockdown restrictions</p>	PR		
Personal Protective Equipment (PPE)	Staff, Pupils	<ul style="list-style-type: none"> - PPE required for personal care only. - PPE to be sourced prior to opening. - PPE signed out when used. - Risk assessments/medical care plans already in place for children (EHCP) with specific additional or intimate care needs (PPE to continue to be used in usual way) - <i>Government and local authority advice remains "should not be worn by children under the age of 3 and are not required for children under the age of 11"</i> - Staff advised to wear masks in all communal areas Nov 2020 	<ul style="list-style-type: none"> - Inform staff of the requirements for PPE and provide information for their safe usage inc the process for disposal of/ care of masks worn to school by parents or pupils - Individual risk assessments to be conducted. - Staff Training session prior to re-opening - PPE to be worn by catering and cleaning staff 	SRF		From 5 th Nov to 2 nd Dec

Home visits into the property	Staff, Families, Pupils	<ul style="list-style-type: none"> - No home visits to be conducted 	<ul style="list-style-type: none"> - Staff Training session prior to re-opening - Communicate this with external agencies 	ED		
Visitors & Contractors in schools		<ul style="list-style-type: none"> - Educational and outside agency staff now able to attend school - Where possible avoid other visitors and contractors from attending the school - Where necessary obtain confirmation those who will be on site are not showing signs of COVID19. - Provide handwashing or hand sanitiser facilities for visitors/ contractors. - Allow for social distancing for the contractor and hand washing. - Isolated area for the contractor to work in. Any supervision conducted with a distance of at least 2m. 	<ul style="list-style-type: none"> - Aspects relating to COVID to be included in the contractor rules for the school. - Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in. - Updated risk assessment on website for visitors to read prior to visit 13.11.20 - Record to be kept of all visitors and their contact details (Track and Trace) - restrict all visits to the setting to those that are absolutely necessary. - 	PR SRF	From 5th Nov to 2nd Dec	
Physical restraints/ comforting, first aid	Staff, pupils	<ul style="list-style-type: none"> - Use of team teach techniques by staff who are required to carry out physical restraining. - Ensure wash facilities are available after a close contact event. - No child or member of staff should be in school if they are symptomatic. - Head teacher to reassess inclusion policy based on each case as it arises. 	<ul style="list-style-type: none"> - Staff Training session prior to re-opening - Recording of incidents where 'direct contact' has occurred on register, in line with track and trace monitoring procedures - T&T sheets to be kept with staff incase of evening or 			

		<ul style="list-style-type: none"> - Comforting children, if required, is to avoid skin to skin contact wherever possible 	week end incidents			
Waste	Staff, pupils	<ul style="list-style-type: none"> - Waste to be regularly removed from within the building and in the outdoor bins. - Bag and dispose of waste by TD during the day and MDS at lunchtime 	<ul style="list-style-type: none"> - If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection. 	KB/TD		
Health and Safety general considerations for school workforce	Staff and pupils	<ul style="list-style-type: none"> - School will continue to maintain all statutory requirements for maintenance of mechanical and electrical systems e.g. water system, fire system etc. - Site inspection to be conducted prior to reopening of any section of the school - No fire drills conducted to prevent congregations of people - Security on external gates and perimeter to be monitored by senior management, office staff and the site manager as the school will be more open accessible with staggered starts etc. - Lockdown procedure has been reviewed and the new arrangements have been given to staff - Staff consultation to address well-being and workload, as well as educational provision regarding curriculum expectations - Contingency plans are in place responding to Covid 19 outbreaks inc the offer of immediate remote education for all pupils 	<ul style="list-style-type: none"> - Share all updated measures inc Lockdown procedures with staff at September training day <p>Weekly LMT, staff and team meetings to keep all staff up to date with changing guidance and restrictions</p>			

		<p>at home</p> <ul style="list-style-type: none"> - Where an individual has to move between bubbles/pods (eg PPA) it will be clearly documented so that contact tracing can be carried out if necessary (All T+T logs to be kept for 21 days) 2m distancing must be adhered to - Volunteers not to access school during national lockdown restriction measures - See Infection protection hierarchy of controls 1-6 (p17) - <i>Government and local authority advice remains "should not be worn by children under the age of 3 and are not required for children under the age of 11"</i> 			
Attendance	pupils	<ul style="list-style-type: none"> - Attendance to be monitored in usual first day calling procedure by J Holden - It is mandatory that all children attend school - If they develop symptoms at school or present at school displaying symptoms , our RA procedures to be followed and they will be expected to isolate at home with their family - Children who live with individuals that are clinically extremely vulnerable or clinically vulnerable can continue to attend. Nov 5th update 	<ul style="list-style-type: none"> - Local authority approach to be followed re non attendance – - Ensure families are aware of ‘fake news’ regarding children being removed from parents if displaying covid - 19 symptoms - Support from welfare team (inc SLT) for all families as necessary and from EWO (Education welfare officer) - If deemed appropriate they have a range of legal powers to enforce attendance if a child or young person misses 		

		<ul style="list-style-type: none"> - Notification letter to be sent from EWO - Covid X code in register if child is identified as a close contact of someone who has tested positive for coronavirus (COVID-19) and is asked to self-isolate, - Other members of household (including any other children in the same school) do not need to self-isolate unless child, who is self-isolating, subsequently develops symptoms. - If child has been a close contact of someone who has tested positive, and subsequently develops symptoms but has a negative test result, they will still need to self-isolate for the full 14 days. - CPOMS lozenge to be used to alert staff and record dates of isolation/return to school 	<p>school without a valid reason.</p>			
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Assessor's Name : Paul Reynolds

Assessment Review Date : 13.11. 2020