

ST GABRIEL'S CE PRIMARY SCHOOL

RISK ASSESSMENT–SPECIFIC ACTIVITY/SITUATION

WORKPLACE ACTIVITY:	School opening for all children.	DATE:	Updated 14/01/22 by LB
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PERSONS AT RISK- AFFECTED BY ACTIVITY:	Staff and Pupils	NUMBER	all
ANY VULNERABLE PERSONS AFFECTED BY ACTIVITY:	People with underlying health problems	NUMBER	0

BACKGROUND

School re-opening following Coronavirus shutdown – this applies to all pupils school regardless of year group –

- It is anticipated that all will attend.
- Either the Head Teacher or member of SLT will be in attendance/ or contactable by phone at any time that children are in school.
- Catering staff will be available to prepare meals for children daily. These will follow the risk assessment for FM (provided by Keally George)
- Cleaners and caretaker will be available on site at various points for cleaning throughout the day. (Still waiting for LA guidance re cleaning, chemicals and updated COSHH RA's) These will follow the risk assessment for FM (provided by Peter Gurney)
- We will continue with all health and safety check as normal including water and legionella, gas etc.
- Any staff who may be vulnerable will have risk assessments carried out /current risk assessments re-visited.
- PPE will be available to staff should they wish to use it, when dealing with people who may be displaying symptoms.
- Visitors to the school will be kept to the minimum.

POTENTIAL HAZARDS		Assessment of Risk		
REF.		Low	Med	High
1.	Contact of shared resources resulting in indirect transmission of the virus		X	
2	Emotional distress of pupils		X	
3	Emotional distress of staff		X	
4.	Risk of spreading virus due to close contact with children: 1 to 1			X
5.	Risk of infection due to lack of cleaning		X	
6.	Parents spreading Covid19 at entrance to school.			X
7.	Issuing medication to children – i.e. conjunctivitis ointment. Child falls ill/has an accident and lack of first aiders in school.			X
8.	Staff shortages due to unavailability of current staff		X	
9.	Increased risk of exposure to contamination from visitors – including contractors and external agencies (speech therapists, social workers, educational psychologists etc.).			X

CONTROL MEASURES

- Allocate children to their own desks when in the room. (Y2 -Y6)
- Staggered lunchtimes. (see appendix)
 - Meeting with parents on a one-to-one basis during this emergency period will be kept to a minimum.. Most conversations with parents to be undertaken either via email or phone call to the school office, where this is feasible.
 - Parents will be allowed in to the reception area to talk to office staff, 2 at a time.
 - Glass screen will remain closed in the school office when possible.
 - Staff will use text messaging services and social media to communicate messages with parents wherever possible. Newsletters etc. to be posted on Social Media.
 - Check with all staff members if they are classed as High Risk – (see Additional information further down.) Suggest alternative work load for staff members who are classed as high risk. i.e. working from home.
 - If a child shows symptoms the child will go to the identified isolation room (Intervention Room) Parent will be contacted to collect the child. If the child shows symptoms of a high temperature only, their parent/carer will be contacted to ask permission for an in ear thermometer to be used to recheck their temperature. If this is also high they will be asked to collect the child.
 - If any adult on site show symptoms of Covid they will be asked to leave the school and seek a PCR test
 - A deep clean will follow any known contamination outbreak in the areas affected. If a person shows symptoms, the area in which they worked would be isolated and cleaned.
 - Water fountains will not be used. (Site staff to run daily to prevent legionella risk) Children should bring their individual water bottles that must be labelled for water in classroom.
 - Regular staff meetings to ensure all staff are kept informed of any changes to policy and or practice. Also to ensure any worries/concerns are addressed.

CLASSROOMS

- Laptops, tablets and other ICT devices can be used but those items must be cleaned at the end of each session.
- Tables, door handles and other hard surfaces will be cleaned with anti-bacterial spray regularly throughout the day.
- Pupils and staff to use hand sanitiser on entry in the school building and at regular and appropriate opportunities. It will be available at doors into school and inside classrooms.
- We will ensure bins for hand towels and tissues are not left to overflow – inform teachers to monitor bins and do whatever is possible to keep overflowing to a minimum. Cleaning staff to regularly empty hand towel and tissue bins.
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PUPIL TOILETS

- Hot water and soap will be checked on daily basis.
- Hand sanitiser will be provided by entrance to classroom.
- Signs displayed to promote good handwashing.

DINING AREAS/ LUNCHES.

- Following FM rules and risk assessment
- Each group will eat their lunch in the hall
- A timetable has been devised to ensure minimal contact between classes. This to be adhered to where possible.
- Children will need to wash hands before eating along with use of hand sanitiser.
- Dinner staff will clean down tables and chairs with anti-bacterial spray regularly during dinnertime.

FIRST AID.
<ul style="list-style-type: none"> • Medical room available for treatment of sick or injured pupils, we also have a sink and access to a toilet available that is segregated from general use.
STAFF WELL BEING/ EMOTIONAL SUPPORT
<ul style="list-style-type: none"> • Posters displayed in the staff room to include support lines – stress and bereavement counselling • A senior staff member is available to staff on a daily basis to be contacted to discuss staff concerns. Mrs Brown will be available as Mental Health First aider. • Risk assessment to be reviewed on a monthly basis, or sooner if needed.
CLEANING STAFF
<ul style="list-style-type: none"> • All cleaning staff will work in accordance with LA/DfE Guidance • Every area used during each day will be fully cleaned at the end of each school day. • Deep cleaning of classrooms and communal areas used, hall, corridors, staff rooms and offices weekly – rolling programme. • Following FM rules and risk assessment carried out by Peter Gurney.
PPE
<ul style="list-style-type: none"> • Where a member of staff feels at risk, a mask may be worn, this should not be a surgical mask. (FSU will wear PPE as necessary) • Other appropriate PPE is available to be worn where appropriate (See LA & DfE guidance) • Disposable aprons and gloves will be provided.
SCHOOL ENTRANCES and BASES
<ul style="list-style-type: none"> • Classes have been allocated different doors to access and exit the building. Minimising the number of children at any one door as much as possible. • Only staff and identified blue badge carrying parents allowed to use car park
SITE SAFETY
<ul style="list-style-type: none"> • Office staff and SLT will be briefed on sweeping the building and isolating the fire control panel – in case a Headteacher or Caretaker is not on the premises during a fire drill.
VISITORS
<ul style="list-style-type: none"> • Only essential visitors will be allowed in the building during the school day.
TESTING
<p>In Rochdale, testing can be accessed in a number of ways: Local testing for asymptomatic people can be accessed at Bowlee Primary School. Other tests can be accessed online via the NHS website. Lateral flow tests are available at Bowlee, and online</p>

INITIAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM	X	HIGH	
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ADDITIONAL INFORMATION:

The following group of people are at high risk:

- Have had an organ transplant
- Are having certain types of cancer treatment
- Have blood or bone marrow cancer, such as leukaemia
- Have a severe lung condition, such as cystic fibrosis or severe asthma
- Have a condition that makes you much more likely to get infections
- Are taking medicine that weakens your immune system
- Are pregnant and have a serious heart condition

PLEASE NOTE-WE HAVE TO ACCEPT THAT CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS AT ALL TIMES. However, through the repeated reminders and insistence by staff members it will be possible to significantly reduce the physical contact between people in school and consequently reduce the chance of cross infection.

- Information will be provided to parents to advise them of the school control measures.
- Parent meetings will be carried out via phone wherever possible, including third party consultants/advisors if necessary.
- The fridge handles, work surfaces, cupboard doors and water heater handle in staff room will be cleaned throughout the day.
- Children should be involved in outdoor activities as much as possible.
- Windows should be kept open where possible.
- Doors which provide immediate site security should remain closed for security purposes.
- Hot water, soap, paper towels and hand sanitizer will be available throughout school.
- The staff room will be deep cleaned on weekly basis.

Risk Assessment Circulation List (tick box)					
Employees	√	Management	√	Contractors	√
Other – Specify:	√				
Signature of responsible person:				Date:	
Assessors:	Linzy Brown		Signature:		
Date Assessed:	14 th January 2022		Review Date:	20 th February 2022	

RISK ASSESSMENT REVIEW - COMMENTS			
Date:			
Reason for Review			
Reviewed By:		Signature:	