

# COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

Completed by Maria Jay (HT), Debbie Butcher (DHT) & Reg Hamilton (Site Manager)

April 2021



## COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT version 12

Completed by Maria Jay (HT), Debbie Butcher (DHT), Reg Hamilton (Site Manager) & in consultation Governors, LA and school union reps – [updated 24<sup>th</sup> April 2021](#)

### SCHOOL STAFF SHOULD READ THIS RISK ASSESSMENT IN CONJUNCTION WITH SMAB FRAMEWORK FOR OPENING SCHOOLS FOR MORE PUPILS

[Contingency framework to be used in addition to main RA:](#)

Hazards	Who might be harmed and how –risk factor	Control measures implemented/what is currently done to reduce or control the risk	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/ review
1. Increased risk of infection due to mutations of the Coronavirus.	All staff, pupils and others may be at greater risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.	All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.	<p>SMAB offers regular twice weekly testing to staff – participation in testing is strongly encouraged.</p> <p>Lateral flow devices for staff (who are on-site) access to 2 rapid results tests every week. This will help identify staff who are carrying the virus without displaying symptoms, reducing the risk of transmission.</p>	Senior leadership Team		
2.Continual maintenance of site whilst school remains open to all pupil	<ul style="list-style-type: none"> <li>•Pupils and staff.</li> <li>•Risk of contracting Covid 19.</li> </ul>	<p>Check documents relating to the premises (SMAB)</p> <p>check the following are up to date and working order</p> <ul style="list-style-type: none"> <li>• Usual premises checks</li> <li>• Water treatments/checks (e.g. legionella)</li> <li>• Fire alarm testing</li> <li>• hot and cold-water systems</li> <li>• gas safety</li> </ul>	<ul style="list-style-type: none"> <li>•Carry out a formal / recorded full pre-opening premises inspection.</li> <li>•Review evacuation routes and signage</li> <li>•Our risk assessment will be sent to LA for monitoring purposes</li> </ul>	HT and site manager	Regularly reviewed	

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		<ul style="list-style-type: none"> <li>• fire safety</li> <li>• kitchen equipment</li> <li>• Specialist equipment used by pupils (e.g. form access/mobility/changing)</li> <li>• security including access control and intruder alarm systems</li> <li>• ventilation</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Portable Appliance Testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> <li>• Cordon off any outdoor equipment or areas not in use                             <ul style="list-style-type: none"> <li>• Turn off any air conditioning in the building. Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation)</li> </ul> </li> <li>• Check outdoor areas to be used are safe including shaded areas</li> </ul>	<p>(sent 9/7/20). <a href="#">Updates refer to LA advise.</a></p> <p>Regular update meetings Site team and line manager (SBM)</p> <p>SBM keep HT informed</p> <p>Check implications of air con off</p>			

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3. Access and egress – All parents and children	Pupils, staff and parents could catch covid-19 through close contact with infected person	<ul style="list-style-type: none"> <li>▪ If staff/pupil is symptomatic, parents will be informed by phone and a letter explaining the self-isolation period (letters 1 &amp; 2 in Covid file on Teams)</li> <li>▪ Staggered start and end of day for year groups. LS and US will need to be allocated the same times. Years 3 and 5, Years 4 and 6</li> <li>▪ Part of Tottenham Road <a href="#">have staff members monitoring</a> traffic for approximately 20 minutes at the start and end of each day while Year 5 and 6 pupils are entering and exiting the site.</li> <li>▪ Years 5 and 6 to enter and exit from Tottenham Road and Years 3 and 4 from Grenoble Gardens</li> <li>▪ Year 3 &amp; 5 @ 8.30am, Year 4 &amp; 6 @ 8.35am (end of day 3.15 – 3.20pm). <a href="#">Fridays all classes finish at 1.00 p.m.</a></li> <li>▪ Children no longer line up to wait for their teacher; they walk straight into class after sanitising at a sanitation station</li> <li>▪ Parents will not enter the school grounds but wait outside keeping social distancing</li> <li>▪ Signage on gate/fence reminding people to keep at least 1m -2m apart</li> <li>▪ Demarcation line between staff members and parents/child to avoid close contact markings will be on the floor at 2m distances for children to line up ready to enter the building</li> <li>▪ Parents will be staggered according to ‘family group (class group)’ so that only minimal</li> </ul>		Site Manager & member of staff		

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		<p>parents are bringing their children into school at any one time.</p> <ul style="list-style-type: none"> <li>▪ Parents have been requested to wear a face covering when dropping off and picking up pupils</li> <li>▪ Parents are to be encouraged to bring their child to school with a single parent only</li> <li>▪ At the end of the day, children with siblings in a different year group will wait with Mrs Lennon in the playground. Once siblings are all dismissed, they leave through most convenient exit</li> <li>▪ Staff/core SLT staff will wait 2 metres back when children enter the school via Grenoble Gardens or Tottenham</li> <li>▪ At the end of the staggered day, children in each ‘family’, when the timetable says their parents should pick them up, will exit in line and wait in the designated playground area</li> <li>▪ Once they see their parent (who will be waiting outside in Grenoble Gardens or Tottenham Road) they can join them</li> <li>▪ Pupils who are late for drop off and pick up will need to come in/exit through the main entrance. If this occurs more than once the parent contacted and an explanation as to why it is important they arrive and leave at their allocated time. (This will be made clear in the home/school agreement)</li> <li>▪ Critical and vulnerable pupils will enter and exit from Grenoble Gardens – 8.30 a.m. – 3.15 p.m. (Fridays end of day 1.00 p.m.).</li> </ul>				

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4. Access to the staff room and kitchenette area and access for staff to toilets	Staff could catch covid-19 through close contact with common area and use of utensils, seating area etc.	<ul style="list-style-type: none"> <li>▪ Staff room will limit adult numbers as a place of congregation from 3<sup>rd</sup> September until further notice to protect staff</li> <li>▪ Shared cooking areas e.g. kettle, toaster microwave to be used then hands washed</li> <li>▪ Cleaning tables</li> <li>▪ Seating distance</li> <li>▪ Ventilation</li> <li>▪ Access to lockers on one in and out basis</li> <li>▪ Encouraging storage of personal items and clothing in personal lockers during shifts</li> <li>▪ Staff will be encouraged to bring in food and drinks from home</li> <li>▪ To alleviate congestion in the staffroom, Year 6 eat their lunch in the Creative Hub and Year 3 eat in the PPA room. Years 4 and 5 eat in the staff room</li> <li>▪ Staff to wipe down surfaces after use</li> <li>▪ Staff ‘families’ will have access to the toilets in hall, foyer, holding area, house and staff in Year 3 area to use Y3 disabled toilet</li> <li>▪ All toilets will be cleaned throughout the day by site manager and assistant site manager</li> <li>▪ Wipes to be used by staff before and after using the toilet and then put the lid down (before flushing)</li> </ul>		Site Manager		
5. Pupil toilet areas	Pupils could catch covid-19 either through close contact, or through infected surfaces or poor handwashing routines	<ul style="list-style-type: none"> <li>▪ Classes/year group allocated toilets to use to limit movement</li> <li>▪ Only 1 child at a time allowed to go to the toilet from each individual classroom whilst lessons are on</li> </ul>	During lunchtimes & break times staff to keep doors closed in Year 3 toilet area, with a staff member checking that	SLT Teachers Support staff		

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		<ul style="list-style-type: none"> <li>▪ No more than 4 children could go at any one time to any specific time. Children will need to wash their hands on returning to class as well as in the toilets</li> <li>▪ During break and lunch time children to only use their allocated toilets Some sinks and urinals will be taped up to prevent close contact whilst going to toilet and hand washing</li> <li>▪ Toilet areas will be cleaned and sanitised every morning and throughout the day</li> <li>▪ Hand wash will be available in toilet and checked daily</li> <li>▪ Signage will be placed, informing children to wash their hands before and after every toilet break</li> </ul>	social distancing is being adhered to			
6. Movement around the building	Pupils, staff and parents could catch covid-19 through close contact with infected person whilst on premises	<ul style="list-style-type: none"> <li>▪ Throughout the school there is a 2-way traffic system – this will be clearly marked with arrows on the floor and signage on the wall</li> <li>▪ Core SLT around school to check procedures are being followed throughout the day by doing spot checks</li> <li>▪ Stairwell hand-rail / door handle will be regular cleaned throughout the day, especially before and after breaks</li> <li>▪ Lift for pupils will not be used. Risk assessments in place for children that would have required it and their movement around the school</li> <li>▪ Collective worship will take place in the classroom (except for one class at a time in the hall on rare occasions for visiting priest)</li> </ul>		Site manager teachers Support staff		

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		<ul style="list-style-type: none"> <li>Lunches are now served in year group bubbles (Fridays, served in classrooms) in their allocated area and time slot. Hall will be timetabled for year groups to use</li> <li><b><u>All staff wear masks when moving around the school and in high traffic communal areas</u></b></li> </ul>		Office staff /kitchen staff		
7. General spread or transmission of coronavirus from pupils and staff	Pupils and staff  Contracting and spreading virus	<p>Children in primary school do not need to wear a face covering but will be allowed to wear in the classroom if they request it.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>				
8. Activity in the office lobby area	Staff and parents could increase infection chances with limited space in lobby area	<ul style="list-style-type: none"> <li>Parents asked to phone the school and only come to have face to face contact if there is no alternative</li> <li>We will operate a 1 in 1 out policy for parents and any other members of the public. Parents strongly encouraged not to come to the school building. There will be a screen in the office hatch and a one-way system for any emergency visitors. There will be no visitors unless in an emergency. No unauthorised visitors enter the premises. All contractors will have to pre-book an appointment</li> </ul>		Office staff Site manager		



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		<p>and eat in their classroom. Sandwiches will be provided for FSM pupils</p> <ul style="list-style-type: none"> <li>For one of their outdoor breaks, there will be additional staff to supervise so staff do not need to be with them (play leaders, sports coaches, SLT)</li> <li>Breakfast club is running with children kept separated in year group bubbles at all times. Limited choice of food is served</li> </ul>				
10. Play times	Pupils and staff could catch covid-19 through close contact with infected person whilst playing and sports activities	<ul style="list-style-type: none"> <li>staggered playtimes</li> <li>Playground use will be permitted in year groups</li> <li>During wet weather during break and lunchtimes the hall will be used. Playtime will be in classrooms supervised by family adults (one only). Lunchtimes supervised as point above</li> </ul>		SLT Support staff		
11. Play equipment	Covid-19 is known to spread on surfaces – play equipment would be susceptible due to high volumes of children	<ul style="list-style-type: none"> <li>Fixed playground equipment will be out of bounds</li> <li>Any play equipment should be wiped before and after used by the staff member. Each family will have their own set of equipment to use/distribute as they decide</li> <li>All equipment in the main hall should be out of bounds</li> <li>Water fountains are zoned off</li> </ul>				
12. Physical education, sport and physical activity (enhanced risk via exhalation during exercise)	Pupils and teachers	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is</p>	Indoor competition between different schools should not take place until wider indoor grassroots sport for under 18s is permitted.			

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		<p>not, maximising distancing between pupils and enhanced cleaning and handwashing</p> <p>There is flexibility on how physical education, sport and physical activity will be provided while following the measures in your <a href="#">system of controls</a>.</p> <p>PE lessons indoors, including those that involve activities related to team sports, for example practicing specific techniques, take place within SMAB's own system of controls.</p> <p><a href="#">guidance for safe provision including team sport, contact combat sport and organised sport events</a>.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on grassroots sports for public and sport providers, safe provision and facilities</a>, and guidance from <a href="#">Sport England</a></li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance</a> documents</li> <li>• <a href="#">using changing rooms safely</a></li> </ul>	<p>This will be no earlier than 12 April the LA we will confirm in due course.</p>			
<p>13. Educational visits during the COVID-19 Pandemic</p>	<p>Pupils, staff and others can pass on or pick up infection</p>	<p><b>Educational day visits</b></p> <p>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping</p>	<p>In line with the roadmap, should step 2 commence as planned, schools can resume educational day</p>			

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		<p>children within their consistent groups and the COVID-secure measures in place at the destination. Refer to Government guidance on the link below as situations might change.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits</a></p> <p><b>Domestic residential educational visits</b></p> <ul style="list-style-type: none"> <li>As Government Guidance - In line with the roadmap, they advise against domestic residential educational visits until at least step 3, no earlier than 17 May.</li> </ul> <p><b><u>NO RESIDENTIAL TRIPS ARE PLANNED FOR JUNE 2021.</u></b></p> <p><b><u>WALTON ON THE NAZE ONLY FOR YEARS 4,5 AND 6. Pupils will be on coaches in Year group bubbles. (Government guidelines will be followed).</u></b></p>	<p>visits no earlier than 12 April.</p> <p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p>			
14. Extra-Curricular activity	Spread of infection in breakfast or after school club or extra-curricular activity	<p><b><u>NO AFTER SCHOOL CLUBS ARE PLANNED AT PRESENT.</u></b></p> <p><a href="#">GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</a></p> <ul style="list-style-type: none"> <li></li> </ul>	Monitor Government guidance for latest advice on what more can be done.		Review after half term	

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<p>15. Classroom activity and set-up – children and staff</p>	<p>Potential for infection due to close contact with other children and staff</p>	<ul style="list-style-type: none"> <li>▪ Classrooms have been redesigned to allow social distancing: Desks in rows</li> <li>▪ 2-way system will be set up to accommodate the year groups</li> <li>▪ Classrooms will have significant items removed (where possible) to minimize contamination</li> <li>• Certain chairs that are not required to be removed</li> <li>• Class resources are only to be used within the relevant ‘family’. They are not to be shared</li> <li>• Any resources shared between groups e.g. PE equipment/ART/science should be cleaned regularly and meticulously</li> <li>▪ Each ‘family’ staff to arrange their classroom to create the most appropriate setting for the whole class (rows)</li> <li>▪ Anti-bacterial hand wash is available in every classroom and will be encouraged to be used (hand wash is most effective so should be used above hand sanitiser where possible)</li> <li>▪ Hand sanitiser will also be available in every classroom – it is non-alcohol and less likely to dry the skin –staff members will have access to this and will use with children as appropriate (coming back from outside etc.)</li> <li>▪ Classroom windows to be kept open at all times as ventilation is key to keeping transmission low. Windows should be fully open during times when the class are out on the playground in order to avoid very cold classrooms while pupils are learning</li> <li>▪ Due to potentially cold classrooms, the school uniform policy has been temporarily amended to allow pupils to wear additional layers, e.g. black fleece</li> </ul>	<p>Social distancing is only really possible if you can utilise the extra space from having limited numbers of pupils attending.</p> <p>Once national lockdown is over, review seating arrangements within classrooms</p>	<p>SLT Teachers Support staff Site manager</p> <p>SLT</p>		
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		<ul style="list-style-type: none"> <li>▪ Tissue stock will be checked and replenished daily. If more stock required during teaching time phoning the office site managers will deliver as needed</li> <li>▪ Each child will have their own Ziploc bag with their own resources contained within</li> <li>▪ Equipment will also not be permitted to leave the classroom, to prevent contamination - UNLESS it is specifically assigned to be used for outdoor work; in which case, a special container should be supplied for this purpose also</li> <li>▪ Signage will be placed in classrooms reminding children to wash their hands whenever possible and not to move equipment from their tables</li> <li>▪ Classroom doors will be propped open at all times to minimise the need to touch them.</li> <li>▪ If a child requires assistance in learning: follow DfE guidance which says stand behind or to the side of them but only if you feel comfortable to do this. Otherwise, staff keep their distance</li> <li>▪ For children with SEND/EHCP an individual risk assessment has been carried out by the SENco liaising with parents to ascertain if some or all elements of their EHC plan temporarily cannot be delivered in the normal manner or in the usual setting</li> <li>▪ A SEND pack from the LA re how to deal with returning chn has been sent</li> <li>▪ Staff will not touch any resources (e.g. books) of pupils, they will not be taken home and any learning materials will not be shared between pupils or adults</li> </ul>				
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17. Cleaning capacity	Covid-19 can live on surfaces from up to a couple of days to weeks – anyone who uses a common area regularly could be vulnerable without a proper cleaning schedule in place	<ul style="list-style-type: none"> <li>▪ If possible, a deeper clean will be necessary in the areas that have been used regularly – such as toilet areas</li> <li>▪ Cleaners have been told to focus more on sanitation rather than vacuuming - areas such as door handles, hand rails and toilet seats will be cleaned daily</li> <li>▪ Disconnect electric hand driers and replace with paper towels</li> <li>▪ Pedal bins available in all toilets and classrooms in use</li> <li>▪ Cleaning will be carried out regularly throughout the day by the site manager and assistant site manager. Cleaning equipment will be available in all classrooms. Everyone is expected to be vigilant and wipe/spray things as they use them for their own safety and that of other</li> </ul>		Site manager Cleaning staff		
18. Key areas – Conference room, PPA room and library		<ul style="list-style-type: none"> <li>▪ Group rooms/conference room – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present</li> <li>▪ Room allocations: -Group Room 1: no more than 2 people -Group Room 2: no more than 4 people -Conference room: no more than 6 people</li> <li>▪ PPA room will be sanitised daily to consider the number of teachers who may be using it. It will be added to the schedule of high priority areas – a 1 in 1 out rota should be adopted due to the size – this will be clearly displayed on the door</li> <li>▪ Photocopiers to be used by one person at a time and wiped after every use</li> <li>▪ One person to change toner and refill paper tray</li> </ul>	Other areas can be added once the school fully opens – the schedule can be flexible and cleaners can come in more regularly if demand increases	Cleaning staff Site manager		

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		<ul style="list-style-type: none"> <li>▪ All rooms in use must have windows and doors will be left open at all times</li> <li>▪ Fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED-providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation-</li> <li>▪ Staff to make use of any digital resources for pupils</li> <li>▪ Only limited number of pupils can change books in communal areas at any one time</li> <li>▪ Pupils encouraged to drop the returning items in a collection box/trolley</li> <li>▪ Returned items to be quarantined for 48/72 hours</li> </ul>				
19.Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)	Music pupils and teachers	<ul style="list-style-type: none"> <li>▪ Consider physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>▪ Singing indoors is not recommended as it increases the exhalation of droplets etc.</li> </ul>				
20. Covid-19 – confirmed case – staff member	<p>1. If a staff member is displaying symptoms it would be the presumption that they have covid-19 and could transmit this infection to other people in the building</p> <p>2. An intended incident at work has led to someone’s</p>	<ul style="list-style-type: none"> <li>▪ In respect of points 1, 2 and 3 in the ‘who might be harmed and how –risk factor ‘column, all should be treated as a RIDDOR reportable incident</li> <li>▪ Immediately call DfE helpline: <b>0800 0466 8687</b> for support and advice</li> <li>▪ HSE will advise the best course of action</li> <li>▪ If adult tests positive for Coronavirus they should self-isolate for at least 10 days and</li> </ul>	As with all cases, response from HSE or public health England can be unpredictable – plus there could be more child/staff cases based on one incident	Head teacher Deputy head teacher Site manager First aid lead	Continuou s	

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	<p>possible or actual exposure to coronavirus</p> <p>3.If a worker dies as a result of occupational exposure to coronavirus</p>	<p>their household should also self-isolate for 14 days. All pupils in the family in which the staff member has been attending should self-isolate for 10 days</p> <ul style="list-style-type: none"> <li>▪ Individual risk analysis of staff member and potential contact</li> </ul>				
21. Review staff availability in school	<p>There are sufficient trained staff who should be available for the following roles on a daily basis</p> <p>head teacher/deputy head/assistant headteacher</p> <p>SENCO/DSL</p> <p>caretaker</p> <p>welfare</p> <p>numbers of cleaning staff available</p> <p>teachers/TAs to lead a group</p>	<ul style="list-style-type: none"> <li>▪ Identify how many staff would be available to return. Allocate staff in to 'family' groups</li> <li>▪ 2 adults allocated to each family group; this allows for cover if an adult is absent</li> <li>▪ If staffing levels fall to levels which cannot be managed in school supply teachers may be used</li> <li>▪ If a TA takes a family group work will be planned by a teacher.</li> <li>▪ Individual staff who use public transport have been consulted and their working hours will be adjusted to accommodate travel NOT at peak time. In an emergency situation we can use taxis</li> <li>▪ Staff that are vulnerable and unable to come in will have a discussion and a risk assessment will be carried out with HT</li> <li>▪ At least two members of Core SLT will be on the premises at all times. If illness makes this impossible, call LA for advice</li> </ul>				
22. Increased risk of infection and complications for vulnerable workers, over 60, from Black and Asian and Minority Ethnic communities BAME etc. or others who could be at higher	<p>Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19. Such as:</p>	<ul style="list-style-type: none"> <li>▪ Risk assessments have been updated with individual staff over 60. These will be reviewed as circumstances change</li> <li>▪ Consult with staff to determine who can come into the workplace safely taking account of a person's journey, caring responsibilities, protected characteristics, and other individual</li> </ul>	<p>If staff circumstances change to inform the HT to discuss a risk assessment or review existing one.</p>	HT/SLT		

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<p>risk of severe illness from coronavirus</p> <p>Those at higher risk or described as Clinically vulnerable people are defined in the list in the following link.  <a href="#">GOV.UK - Guidance / COVID-19 - Restrictions (what-you-can-and-cannot-do - clinically-vulnerable-people)</a></p> <p>Clinically Extremely Vulnerable (CEV)</p>	<p>Older people and people from BAME communities and a combination of these factors.</p> <p>The causes of these increased risk factors are not yet fully understood, and further research is taking place.</p> <p>CEV staff in school</p>	<p>circumstances. Extra consideration should be given to those people at higher risk</p> <ul style="list-style-type: none"> <li>▪ Consider with the staff member if it is more suitable for them to do lower risk work or work remotely in the interim and take HR advice of any other measures if needed.</li> <li>▪ Managers to discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in the work place will impact on them or might pose a new or different risk to them.</li> <li>▪ Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equality’s legislation. Consider facilities for pregnant and new mothers- carry out a ‘New and Expectant Mothers Risk Assessment’ – latest version 6a includes a section specifically looking at COVID for the individual.</li> <li>▪ Discuss evacuation procedure for such staff that might be needed in an emergency</li> <li>▪ <a href="#">Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</a></li> <li>▪ clinically extremely vulnerable staff should follow resumed shielding guidance and should not attend work. You should limit the time you spend outside the home.  <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></li> </ul>	<p><a href="#">All Government guidance will be monitored.</a></p>			
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		<a href="#"><u>GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19</u></a>				
<p>23. Pregnant workers/new and expectant mothers contracting Corona virus, whilst at work or using public transport.</p> <p>NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV).</p> <p>Pregnant workers with defined conditions or at 28 weeks / third trimester or more are considered Clinically Extremely Vulnerable (CEV).</p>	<p>Pregnant workers</p> <p>Infection of Covid 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</p>	<p>Discussion with the new or expectant mother should take place before any physical return to the school/workplace. <b>Carry out New and Expectant Mothers Risk Assessment (use Briefing Version 6).</b></p> <p>Current government and NHS advice is that pregnant workers are in the clinically vulnerable (CV) group.</p> <p>They are <b>defined as clinically extremely vulnerable at 28 weeks / third trimester)</b> – and/are advised to work from home and not to go into work.</p> <p>Expectant mothers Clinically Vulnerable can return to work as long as there is a COVID-19 risk assessment, New and Expectant Mothers Risk Assessment, discussions have taken place and control measures in place for the school.</p> <p>Consultation on the general COVID-19 risk assessments for the school and its arrangements should also take place.</p>	<p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>Regularly review the risk assessment, (MINMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.</p> <p>There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment.</p>			
<p>24. Clinically Extremely Vulnerable (CEV) <b>Children</b></p> <p><a href="#"><u>GOV.UK - What parents/carers need to know about early years</u></a></p>	<p>Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician</p>	<ul style="list-style-type: none"> <li>▪ <a href="#"><u>Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under Pediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is</u></a></li> </ul>	<p><a href="#"><u>All Government guidance will be monitored.</u></a></p>			

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<p><u>providers schools and colleges COVID-19</u></p>		<p>CEV should continue to attend school as normal.</p> <p>Note: Government guidance states from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</p> <p><a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children</a></p>				
<p>25. Stress/ Mental health and wellbeing affected through isolation or anxiety about coronavirus Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p>	<p>Staff members could suffer from stress related conditions due to not being informed about certain developments or worry about the general situation or being isolated</p>	<ul style="list-style-type: none"> <li>▪ Staff are consulted at every opportunity as to changing development</li> <li>▪ Maintain good communication with staff</li> <li>▪ Risk assessment to be carried out with individual staff member of required</li> <li>▪ Agreement on staff rota where possible</li> <li>▪ Reduce face to face meetings where possible and use other digital/remote mean</li> <li>▪ Regular breaks and refreshments</li> <li>▪ Working party for well-being and workload meet regularly to review practices</li> <li>▪ Try to encourage people to go outside – especially when it is dry and sunny, including taking pupils for a short walk to break up learning time and change environment</li> </ul>	<p>As with all stress-related issues, proactive engagement is the best remedy. Finding the root cause is often a case of changing work environment, giving people a better chance to make decisions or to stagger workload. Covid-19 has affected us all so it is important that stress is monitored</p>	<p>Head teacher Deputy head teacher SLT</p>	<p>Continuou s</p>	

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<p>NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis</p>		<ul style="list-style-type: none"> <li>▪ Home-learning provision will continue for pupils not attending school for Covid-related reasons (marked X in the register). A staff member from each year group to be at home to coordinate this to reduce the workload on those in the Family groups (refer to Remote Learning Policy for further details)</li> <li>▪ <a href="#">Rota allocation for Friday PPA time to be taken at home</a></li> <li>▪ Look for the tell-tale signs of stress in the workplace;             <ul style="list-style-type: none"> <li>❖ High absenteeism</li> <li>❖ Low mood</li> <li>❖ Poor judgement</li> <li>❖ Inability to focus</li> <li>❖ Being pessimistic</li> <li>❖ Depression</li> <li>❖ Coping with alcohol</li> </ul> </li> </ul> <p><b>Mental Health</b> Senior Leadership Team will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference – <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p>				
<p>26. Teachers working from home and pupils using Display screen equipment (DSE).</p>	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<ul style="list-style-type: none"> <li>▪ Follow guidance on display screen equipment in the HSE Protect homeworkers page <a href="#">HSE - Protect home workers - Coronavirus (COVID-19)</a></li> <li>▪ There is no increased risk for people working at home temporarily but if this arrangement</li> </ul>	<p>Further information on how to set up a workstation for short duration home working and also what to do for</p>			

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		<p>becomes long term the risks should be assessed</p> <ul style="list-style-type: none"> <li>▪ For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</li> <li>▪ For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home</li> <li>▪ Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying.</li> </ul>	<p>long term home working can be found on HSE's <a href="#">HSE - Protect home workers - Coronavirus (COVID-19)</a></p> <p>It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.</p>			
27. Contractors and other visitors	Staff, contractors or children could be affected by the work or potential infection	<ul style="list-style-type: none"> <li>▪ Only carry out emergency works</li> <li>▪ Vast majority of essential compliance checks have been completed</li> <li>▪ Legionella still need monthly access, will advise the best way to be done (REAMS maintains this)</li> <li>▪ Emergency lights need checked</li> <li>▪ Contractors to be notified in advance not to attend the premises if they have symptoms</li> <li>▪ Attendance by contractors notified to reception desk in advance</li> <li>▪ Contractors/outside agencies to sign in at reception desk and declare they do not have symptoms of Covid-19.</li> <li>▪ All visitors should wear masks at all times</li> <li>▪ Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.</li> <li>▪ Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</li> </ul>	<p>All contractors are required to wear PPE. Sanitise before and after entering the building</p> <p>Staff to observe and ask any contractors to leave the building if they have symptoms</p> <p>Peripatetic music lessons to commence once all pupils return to school. They will need to provide their own risk assessment.</p>	HT/music lead	To be reviewed with LA once contingency framework has stopped been implemented.	

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		<ul style="list-style-type: none"> <li>▪ Sanitisers stations will be set up at various locations including entry and exit points.</li> <li>▪ Supervised and limited access to other parts of the building</li> </ul>				
28. EHCP / SEND pupil risk assessment		<ul style="list-style-type: none"> <li>▪ SENDCo to review and update Individual risk assessments, discussed with parents and agreed before pupils return to school</li> <li>▪ Staff provision has been assessed to make sure pupils needs could be put before their return</li> </ul>				
29. Fire and lock-down protocols/procedures		<ul style="list-style-type: none"> <li>▪ Fire procedures discussed with site manager and updated to reflect the changes as pupils start to return to school. Revert to original protocols and shared with all staff</li> <li>▪ In the event of a fire on exit ensure all doors are closed</li> <li>▪ Fire Drill took place 18<sup>th</sup> March 2021</li> <li>▪ In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe</li> <li>▪ People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul> <p>Re-visit your first aid and fire safety arrangements which may need some alterations due to reduced staffing levels</p>	Planned fire drill to take place once all pupils have returned	HT and site manager  All staff		

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## RAPID ASYMPTOMATIC CORONAVIRUS (COVID-19) TESTING

<b>30. Safe Storage of the LFD</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Deliveries are checked on arrival and lists of contents retained</li> <li>• All tests to be stored in a locked cupboard with key personnel only having access to the key</li> <li>• Testing supplies are safely maintained at temperatures between 2 and 30 degrees celsius</li> </ul>	Systems and processes to be checked by Headteacher	Headteacher/ DHT/ LFD staff	Ongoing	
<b>Distributing test kits</b>		<ul style="list-style-type: none"> <li>• All staff taking part to collect test kits as instructed by the school</li> <li>• Covid Co-ordinator: Helen Chimonas</li> <li>• Covid Registration Assistant: Shona Parson</li> <li>• 1 box to be given to each member of staff as each box contains 7 test kits</li> <li>• School to complete Test Kit Log – retain this document for 8 Years – ensure all columns are completed – name of school, date of test kit received by school, name of test kit issuer, date test kit issued to test subject (staff), name of test subject (staff), lot number, test expiry date and has new IFU been issued</li> <li>• Ensure all staff the correct Instructions for Use (IFU) and they know that instruction in the test kit are not to be used</li> <li>• Systems of control to be in place when distributing test kits eg 2 metres distance, wearing a face mask etc</li> <li>• Ensure there is enough supply by ordering when details are published</li> </ul>				
<b>Test results</b>		<ul style="list-style-type: none"> <li>• All staff to receive a copy the ‘Staff Rapid COVID-19 LFD Test booklet</li> <li>• Reminders given during staff meetings and briefings</li> </ul>				

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<p><b>Incident Report</b></p>		<ul style="list-style-type: none"> <li>• All staff given guidance on reporting their result to NHS Test and Trace (booklet)</li> <li>• All staff given guidance on what to do if they have a positive, negative or void test result (booklet)</li> <li>• Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution</li> <li>• Consistent approach implemented to testing with a Monday and Thursday testing day each week – this supports schools to collect results</li> <li>• Clear communication to staff that if they have 2 void results or a positive test they have to book a PCR test</li> <li>• Staff to inform the school when a PCR test is booked</li> <li>• Headteacher to contact staff who report a positive or 2 void tests</li> <li>• Bubbles and contacts asked to self-isolate until a PCR test result is received</li>   <li>• For individual staff If there are any issues with the test then staff should raise this with the school lead</li> <li>• If there is a clinical incident which led or has potential to harm, participants are advised to report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a>.</li> <li>• If a staff member needs medical care this should be sought through contacting 111 or 999.</li> <li>• For non-clinical incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult</li> </ul>				
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<p><b>Mitigating Risk to the schools</b></p>		<p>to use in the kit, unable to log result etc.) to 119</p> <ul style="list-style-type: none"> <li>• School must record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes</li> <li>• RPA insurance states that they will indemnify members if a claim is brought by a third party (employees). It will cover death, injury, or damage to party property, due to the school undertaking the asymptomatic tests</li> </ul>				
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<b>ASSOCIATED DOCUMENTS – This is ever changing so a separate appendix will be created to have links to key documents/ guidelines</b>	
	<a href="https://111.nhs.uk/covid-19">NHS 111 https://111.nhs.uk/covid-19</a>
	<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>
	<a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>
	<a href="http://www.gov.uk/government/publications/coronavirus-outbreak-faqs">www.gov.uk/government/publications/coronavirus-outbreak-faqs</a>
	<a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a>
	<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>
	<a href="#">What parents and carers need to know about schools and other education settings during the coronavirus outbreak</a>
	<a href="http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a>
	<a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a>
	<a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>
	<a href="https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety">https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</a>
	<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#re-opening-after-a-lengthy-closure">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#re-opening-after-a-lengthy-closure</a>
	<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>