

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

Completed by Maria Jay (HT), Debbie Butcher (DHT) & Reg Hamilton (Site Manager)
May 2020



COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT version 7

Completed by Maria Jay (HT), Debbie Butcher (DHT), Reg Hamilton (Site Manager) & in consultation Governors, LA and school union reps – [updated 25th September 2020](#)

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

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
1.Preparation before re-opening school to all pupils	<ul style="list-style-type: none"> •Pupils and staff. •Risk of contracting Covid 19. 	<ul style="list-style-type: none"> • Check documents relating to the premises (SMAB) • check the following are up to date and working order <ul style="list-style-type: none"> o Usual premises checks o Water treatments/checks (e.g. legionella) o Fire alarm testing o hot and cold water systems o gas safety o fire safety o kitchen equipment o Specialist equipment used by pupils (e.g. form access/mobility/changing) o security including access control and intruder alarm systems o ventilation o Repairs o Grass cutting o Portable Appliance Testing o Fridges and freezers o Boiler/ heating servicing o Internet services o Any other statutory inspections o Insurance covers reopening arrangements 	<ul style="list-style-type: none"> •Carry out a formal / recorded full pre-opening premises inspection. •Review evacuation routes and signage •Our risk assessment will be sent to LA for monitoring purposes (sent 9/7/20) 	HT and site manager	End of term Friday 17 th July	

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> Cordon off any outdoor equipment or areas not in use 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) Check outdoor areas to be used are safe including shaded areas SBM to check insurance & inform HT 	<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>			
1. 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"> Before wider opening to all year groups: staff will be provided briefing/training on the new procedures and how best to support pupils in understanding them (not touching faces in particular)? Friday 17th July If staff/pupil is symptomatic, parents will be informed by phone and a letter explaining the self-isolation period (letters 1 & 2 in Covid file on Teams) 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 Years 5 and 6 to enter and exit from Tottenhall Road and Years 3 and 4 from Grenoble Gardens 	<p>Carry out a formal pre-opening premises inspection</p> <p>Review evacuation routes and signage</p> <p>Once the detail has been agreed, this will be communicated to all staff, parents and children.</p>	<p>HT and site manager</p> <p>Agreed with governors</p> <p>SMAB risk assessment will be sent to LA for monitoring purposes</p>		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> Year 3 & 5 @ 8.30am, Year 4 & 6 @ 8.35am (end of day 3.15 – 3.20pm) Parents will not enter the school grounds but wait outside keeping social distancing Signage on gate/fence reminding people to keep at least 1m -2m apart 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 Parents will be staggered according to ‘family group (class group)’ so that only minimal parents are bringing their children into school at any one time. Parents are to be encouraged to bring their child to school with a single parent only 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 Staff/core SLT staff will wait 2 metres when children enter the school via Grenoble Gardens or Tottenham 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 Once they see their parent (who will be waiting outside in Grenoble Gardens or Tottenham Road) they can join them 		Head teacher Deputy head Teacher SLT Site Manager teachers Support staff		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> 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) Arrangements for inclement weather: Year 4 will line up in class lines under the canopy in the playground and teachers will come out for them early. 				
2. 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"> Staff room will limit adult numbers as a place of congregation from 3rd September until further notice to protect staff Shared cooking areas e.g. kettle, toaster microwave to be used then hands washed Cleaning tables Seating distance Ventilation Access to lockers on one in and out basis Encouraging storage of personal items and clothing in personal lockers during shifts Staff will be encouraged to bring in food and drinks from home Staff to wipe down surfaces after use 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 All toilets will be cleaned throughout the day by site manager and assistant site manager 		Site Manager		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> Wipes to be used by staff before and after using the toilet and then put the seat down 				
3. 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"> Classes/year group allocated toilets to use to limit movement Only 1 child at a time allowed to go to the toilet from each individual classroom whilst lessons are on 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 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 Toilet areas will be cleaned and sanitised every morning and throughout the day Hand wash will be available in toilet and checked daily Signage will be placed, informing children to wash their hands before and after every toilet break 	During lunchtimes & break times staff to keep doors closed in Year 3 toilet area, with a staff member checking that social distancing is being adhered to	SLT Teachers Support staff		
4. 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"> Throughout the school there will be 2-way traffic – this will be clearly marked with arrows and distant marks on the floor and signage on the wall Parents will be given clear guidelines with pictures/video of the procedures in advance of 	Produce clear guidelines for all staff and pupils and parents with agreed procedures for moving around	Site manager teachers Support staff		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<p>starting which they should share with their child</p> <ul style="list-style-type: none"> Core SLT around school to check procedures are being followed throughout the day by doing spot checks Stairwell hand-rail / door handle will be regular cleaned throughout the day, especially before and after breaks Lift for pupils will not be used. Risk assessments in place for children that would have required it and their movement around the school Collective worship will take place in the classroom (except for one class at a time in the hall on rare occasions for visiting priest) Lunches will be in classrooms or outside weather permitting in their allocated area and time slot. Hall will be timetabled for individual family class to use 	<p>the school including stairs, corridors, going to and from toilets, beginning and end of the day</p> <p>Prepare additional toilets and signage and routines for toilets</p>	Office staff		
5. 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"> Parents asked to phone the school and only came to have face to face contact if there is no alternative 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 	Put cones and mark a one-way system, thereby having a clear 'entrance and exit' system	Office staff Site manager		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> Whoever is in the office will open the pedestrian gates once called, but will inform them that they must wait by the cone saying PLEASE WAIT HERE, until the person in the lobby leaves – then, they will be permitted to enter Office staff to be made aware of the need to remind staff members and any parents who enter the lobby area to clean their hands with sanitiser All staff must scan their badges rather than the touch screen when signing in and out of the building 				
6. Dining hall use	Risk of infection from pupils, staff and potential kitchen team to pass on covid-19	<p>The dining hall will not be used until further notice. Packed lunch in family classroom or outside weather permitting.</p> <ul style="list-style-type: none"> Staggered lunchtimes within year groups Families will not be mixing. Playground to be split into 3 zones and each family stay in their own allocated zone Hand sanitising to be enforced by support staff before and after food consumed – it will be the responsibility of staff to ensure that children are sanitising before and after meals Staff have access to the staffroom (where we have reduced the furniture and removed soft furnishings) and quiet area. Pupils will eat in the classrooms with family staff supervision. 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) 	<p>Await feedback from contracted kitchen team as to how they are going to accommodate going forward. (Hot and cold meals provided)</p> <p>Stagger lunches</p> <p>Staff keep good distance</p> <p>Re-organise main staffroom. Ensure chairs stacked & surface wiped</p>	<p>SLT Teachers Support staff</p> <p>Site manager</p>		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> Children to eat lunch in their classrooms – food to be brought up to classrooms on a tray for adult in class to distribute Breakfast club to resume in the hall (food to be served from 28.9.20) with children kept separated in year group bubbles at all times 	ready for next sitting			
7. 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"> staggered playtimes Playground use will be permitted in year groups, in designated zones – children should still adhere to their ‘family’ group (class) and should be supported by a staff member who can either watch over the whole playtime, or watch over individual ‘families’. 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 		SLT Support staff		
8. 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"> Fix playground equipment will be out of bounds 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 All equipment in the main hall should be out of bounds Water fountains to be zoned off 				
9. Potential infected pupil or staff member	If a child is displaying symptoms it would be the presumption that they have covid-19 and could transmit this	<ul style="list-style-type: none"> Quarantine area to be created in the lobby area – if required this area will be out of bounds. If two people develop symptoms on the same day the same procedure will be followed regardless of number. If necessary, one can use another empty/unused room until they are collected 	At least 2 first aiders must be on the school premises	First aid lead SLT		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
	infection to other people in the building	<ul style="list-style-type: none"> Signage will be placed on the door to indicate that it is a designated quarantine area Staff member who is assigned to first aid will put on gloves, Mask and apron, take the infected pupil to quarantine area and stay with the child until the parent arrives. The LA have provided specific PPE kit for this – office will make the call to the parent, issuing guidance to stay at home for 14 days, and apply for a government home test kit for the whole family. If all clear, child can return (There is no legal way to compel a parent to engage with NHS test and trace. The school will notify public health if they have a ‘vital interest’ - essential for someone’s life. School will protect the Health and Safety of those within the school ie ensuring that the child remains off school for at least 10 days and the household member would not be allowed on the school site for 14 days. Parents will be made aware of this) Details of self-isolation can be found here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection For staff, the same rules will apply, however they will be able to take themselves home EXCEPT if they travelled on public transport. In this case, alternative arrangements must be made. If a child or adult tests positive for Coronavirus they should self-isolate for at least 10 days and 				

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<p>their household should also self-isolate for 14 days. All pupils in the family in which the child has been attending should self-isolate for 14 days</p> <ul style="list-style-type: none"> Areas that were used by the infected person will be deep cleaned Cleaners will not be in at same time as staff. They wear gloves as part of their normal routine 				
10. Classroom activity and set-up – children and staff	Potential for infection due to close contact with other children and staff	<ul style="list-style-type: none"> Classrooms will be redesigned to allow social distancing: Desks in rows 2-way system will be set up to accommodate the year groups Classrooms will have significant items removed (where possible) to minimize contamination Certain chairs that are not required to be removed Class resources are only to be used within the relevant 'family', they are not to be shared Any resources shared between groups e.g. PE equipment/ART/science should be cleaned regularly and meticulously Each 'family' staff to arrange their classroom to create the most appropriate setting for the whole class (rows) 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) 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 	<p>Social distancing is only really possible if you can utilise the extra space from having limited numbers of pupils attending.</p> <p>Family groups to check classrooms are ready</p>	<p>SLT Teachers Support staff Site manager</p> <p>Family members</p>		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<p>this and will use with children as appropriate (coming back from outside etc.)</p> <ul style="list-style-type: none"> ▪ Tissue stock will be checked and replenished daily. If more stock required during teaching time phoning the office site managers will deliver as needed ▪ Each child will have their own Ziploc bag with their own resources contained within ▪ 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 ▪ Signage will be placed in classrooms reminding children to wash their hands whenever possible and not to move equipment from their tables ▪ Classroom hig will be propped open at all times to minimise the need to touch them. ▪ 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 your distance ▪ 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 ▪ A SEND pack from the LA re how to deal with returning chn has been sent 				

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> 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 No marking of work expected and no expectation that anything should be taken home or brought to school Pupils will have their own individual packs – anything additional that they have touched will need to be washed 				
11. General hygiene of staff members, visitors and children	Covid-19 is easily transferable without precautions. Without these, everybody is vulnerable	<ul style="list-style-type: none"> Hand washing or sanitiser will be compulsory for every child that enters the building – each teacher or support staff responsible for their classroom will be responsible for making sure this is carried out – hand sanitiser to be sprayed directly onto the hands of every child and told to rub in – to be done at as safe a distance as possible Hand sanitising stations will be located in various areas - One in entrance to each classroom. On entrance to school building and on leaving. All entrances and exits Same with the staff, they will be told to sanitise as they enter the building <p>The same applies to all staff and pupils when;</p> <ul style="list-style-type: none"> ❖ They go to the toilet – ❖ They come back in from outside ❖ After they have eaten – and before ❖ When they leave the building • Staff will be able to access PPE masks and gloves if they want to use them 	<p>Signage to wash hands to be placed in key areas – lobby, toilet areas, eating areas, on doors outside as you re-enter</p> <p>Catch it, bin it, kill it</p> <p>type signage around school to remind pupils and adults</p> <p>Ensure we have sufficient cleaning products waste bags, sanitisers to allow replenishing?</p>	<p>All staff</p> <p>SBM and site manager</p>	<p>Ongoing</p>	

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<p>If staff feel that they should use them:</p> <ul style="list-style-type: none"> In the case of intimate care or the need to touch the child (by offering hand sanitation or washing their hands) then PPE will be enforced – this will be gloves and masks as a minimum 	(This has been ordered and plenty of stock in)			
12. 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"> Cleaners will be notified in advance as to a potential change of cleaning schedule to fit in with demand If possible, a deeper clean will be necessary in the areas that have been used regularly – such as toilet areas Cleaners will be told to focus more on sanitation rather than vacuuming - areas such as door handles, hand rails and toilet seats will be cleaned daily Disconnect electric hand driers and replace with paper towels Pedal bins available in all toilets and classrooms in use 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 	If ask PSS if cleaners' hours could be modified to ensure more cleaning takes place as well as site manager constantly wiping surfaces etc.	Site manager Cleaning staff		
13. Key areas – Conference room, PPA room and library		<ul style="list-style-type: none"> Group rooms/conference room – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present PPA room will be sanitised daily to take into account the amount of teachers who may be 	Other areas can be added once the school fully opens – the schedule can be flexible and cleaners can come	Cleaning staff Site manager		

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<p>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</p> <ul style="list-style-type: none"> ▪ Photocopiers to be used by one person at a time and wiped after every use ▪ One person to change toner and refill paper tray ▪ All rooms in use must have windows and doors which can be left open at all times ▪ 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- ▪ Library to be closed for time being ▪ Staff to make use of any digital resources for pupils ▪ Once operational only limited number of pupils can attend the library at any one time ▪ Pupils encouraged to drop the returning items in a collection box/trolley ▪ Returned items to be quarantined for 48/72 hours 	in more regularly if demand increases			
14. Covid-19 – confirmed case – staff member	1. If a staff member is displaying symptoms it would be the presumption that they have covid-19 and could	<ul style="list-style-type: none"> ▪ 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 	As with all cases, response from HSE or public health England can be unpredictable –	Head teacher Deputy head teacher Site manager First aid lead	Continuous	

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
	<p>transmit this infection to other people in the building</p> <p>2. An intended incident at work has led to someone's possible or actual exposure to coronavirus</p> <p>3.If a worker dies as a result of occupational exposure to coronavirus</p>	<ul style="list-style-type: none"> Immediately call DfE helpline: 0800 0466 8687 for support and advice HSE will advise the best course of action If adult tests positive for Coronavirus they should self-isolate for at least 10 days and 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 14 days Individual risk analysis of staff member and potential contact 	<p>plus there could be more child/staff cases based on one incident</p>			
15. 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/TA's to lead a group</p>	<ul style="list-style-type: none"> Identify how many staff would be available to return. Allocate staff in to 'family' groups 2 adults allocated to each family group, this allows for cover if an adult is absent If staffing levels fall to levels which cannot be managed in school supply teachers may be used If a TA takes a family group work will be planned by a teacher. 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 Staff that are vulnerable and unable to come in will have a discussion and a risk assessment will be carried out with HT 				

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

Completed by Maria Jay (HT), Debbie Butcher (DHT) & Reg Hamilton (Site Manager)
May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> At least two members of Core SLT will be on the premises at all times. <i>If illness makes this impossible, call LA for advice</i> 				
16. Stress	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	<ul style="list-style-type: none"> Staff are consulted at every opportunity as to changing development Maintain good communication with staff Risk assessment to be carried out with individual staff member of required Agreement on staff rota where possible Reduce face to face meetings where possible and use other digital/remote mean Regular breaks and refreshments Try to encourage people to go outside – especially when it is dry and sunny Home-learning provision will continue for pupils not attending school. A staff from each year group to be at home to coordinate this to reduce the workload on those in the Family groups Friday PPA time to be take place at home Look for the tell-tale signs of stress in the workplace; <ul style="list-style-type: none"> ❖ High absenteeism ❖ Low mood ❖ Poor judgement ❖ Inability to focus ❖ Being pessimistic ❖ Depression ❖ Coping with alcohol Mental Health 	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	Head teacher Deputy head teacher SLT	Continuous	

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<p>Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference –</p> <p>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</p>				
17. Contractors	Staff, contractors or children could be affected by the work or potential infection	<ul style="list-style-type: none"> Only carry out emergency works Vast majority of essential compliance checks have been completed Legionella still need monthly access, will advise the best way to be done (REAMS maintains this) Emergency lights need checked Contractors to be notified in advance not to attend the premises if they have symptoms Attendance by contractors notified to reception desk in advance Contractors to sign in at reception desk and declare they do not have symptoms. Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area. Site manager to liaise with and monitor the contractor maintaining social distancing where possible. Sanitisers stations will be set up at various locations including entry and exit points. 	<p>All contractors will be 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>			

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

Hazards	Who might be harmed and how –risk factor	Control measures implemented	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/review
		<ul style="list-style-type: none"> Supervised and limited access to other parts of the building 				
18. EHCP / SEND pupil risk assessment		<ul style="list-style-type: none"> SENDCo to review and update Individual risk assessments, discussed with parents and agreed before pupils return to school Staff provision has been assessed to make sure pupils needs could be put before their return LA EP has sent resource packs to support vulnerable pupils returning to school. SENDCo is overseeing this. Pupils identified as vulnerable will have a very specific package of transition/welcoming 				
19. Fire and lock-down protocols/procedures		<ul style="list-style-type: none"> 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 In the event of a fire on exit ensure all doors are closed In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. <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	<p>HT and site manager</p> <p>All staff</p>	Fire drill - week beginning 28 th September	

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

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

May 2020

ASSOCIATED DOCUMENTS – This is ever changing so a separate appendix will be created to have links to key documents/ guidelines	
	NHS 111 https://111.nhs.uk/covid-19
	https://www.gov.uk/coronavirus
	https://www.gov.uk/government/organisations/public-health-england
	www.gov.uk/government/publications/coronavirus-outbreak-faqs
	Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
	Coronavirus (COVID-19): implementing protective measures in education and childcare settings
	What parents and carers need to know about schools and other education settings during the coronavirus outbreak
	www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/
	https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/
	https://www.publichealth.hscni.net/news/covid-19-coronavirus
	https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety
	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/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings