

Inclusive MAT Coronavirus risk assessment

Assessment conducted by: Gillian Jackson	Job title: Headteacher	Covered by this assessment: staff, parents, governors, trustees, volunteers and visitors
Date of assessment: Wednesday 20th May 2020	Review interval: Weekly (Wednesday)	Date of next review: 29 th May 2020 10th June 2020

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should not close unless advised to do so.

Area for concern	Recommended controls	By whom?	Deadline
Policies and procedures	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control appendix - Bereavement Policy - First Aid Policy - Social Distancing Policy Statement - Cleaning Guidance - Coronavirus (COVID-19) Reopening Plan - Wellbeing and recovery curriculum • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • Staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS 	<u>Headteacher</u>	01/06/20

Area for concern	Recommended controls	By whom?	Deadline
	<ul style="list-style-type: none"> - Department of Health and Social Care - PHE - The school's local health protection team (HPT) <p>All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email. As number increase staff need to be vigilant and marshal parents at drop off and pick up to avoid congestion. Staggered timings can be shortened from 10 minute windows to 5 minute windows. SLT to monitor this. KS1 playground is zoned off with tape so that parents walk down one side and up the other to maintain the one way system.</p> <ul style="list-style-type: none"> • The SBO conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils. • The SLT reviews relevant school policies to ensure they account for new provisions, e.g. reduced class sizes, behaviour expectations and staffing ratios. • Fire drill to take place every Tuesday 	<p><u>Gillian Jackson</u></p> <p><u>Jeanette White</u></p> <p><u>SLT</u></p>	<p>Letter out on 22/05/2020</p> <p>Send out to additional information to parents on 1/06/2020</p> <p>1/06/2020</p> <p>Daily briefings</p> <p>Weekly reviews</p>
Cleaning	<ul style="list-style-type: none"> • The SBO arranges enhanced cleaning to be undertaken where required. • Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection. • The necessary areas of the school are deep cleaned before reopening with suitable cleaning agents and in line with COSHH • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. • Soft furnishings and items that are hard to clean are removed from classrooms and are stored separately based on advice from HfL EYFS advisor • Dining room seats/tables to be cleaned down between each setting by Chartwells staff – only Key Worker bubble eating in dining hall. 	<p>Jeanette White</p> <p>Cephas</p> <p>Cephas - caretaker</p> <p>EYFS LEADER</p>	<p>New building ready for use from 8.06.2020</p> <p>has been deep cleaned already.</p> <p>Cleaners will clean before Year 6 return.</p> <p>Cephas has placed an order for cleaning materials and PPE. It will be in school by 8.06.2020</p> <p>EYFS sorted by 20.06.2020</p>

Area for concern	Recommended controls	By whom?	Deadline
Infection control	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Parents are briefed on new provision for the drop-off and collection of their children. • Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Pupils and staff are encouraged to wash their hands regularly, particularly before and after breaktimes and lunchtimes. • The school ensures pupils and staff adopt good respiratory practice, i.e. coughing and sneezing into their elbow or tissue. • The school's Coronavirus (COVID-19) Reopening Plan is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders. • The headteacher works with staff to ensure a suitable plan is in place to maximise infection control during transitions during the day, e.g. one-way systems and staggered lesson times. • Instances of staff, pupils and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control appendix of the Health and Safety Policy, and any unwell individuals are sent home as soon as possible. • Clinically vulnerable and extremely clinically vulnerable pupils and staff remain at home until further notice and are supported to learn or work from home. • It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum. • Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. • If daily medication is required. This will be administered by the key person but brought to the room and supervised by the named SLT member. • PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and needs direct personal care until they can return home. • An isolation room is identified for all pupils and staff who show signs of coronavirus • All staff and pupils showing signs of coronavirus will be directed to go for a coronavirus test Parents are informed via e mail of all children in their child's bubble who have been sent home with non-coronavirus symptoms, detailing the broad symptoms • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. 	<p>Headteacher</p> <p>Headteacher and caretaker</p> <p>All staff Headteacher</p> <p>Headteacher – all staff</p> <p>All staff</p> <p>Headteacher</p> <p>All staff</p> <p>All staff</p> <p>SLT All staff</p> <p>Headteacher</p> <p>Headteacher</p>	<p>All of this will be discussed at staff training in week of 1.06.2020e everything will be in place by 6.06.2020</p>
Staffing levels	<ul style="list-style-type: none"> • Decisions on staffing levels made dependent on numbers / needs of pupils present in school. • Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) • Options such as supply staff, partial closure may be required in event of staff shortages. • EYFS statutory guidelines to be followed relating to recommended ratios or reasonable adjustments made in line guidance 	<p>Headteacher</p>	<p>6.06.2020 the ongoing on weekly basis</p>

Area for concern	Recommended controls	By whom?	Deadline
Social distancing	<ul style="list-style-type: none"> The Social distancing statement in the Coronavirus (COVID-19) Reopening Plan is shared with all relevant members of the school community and adhered to as far as possible. Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. The SLT records how many pupils are returning to school and ensures reduced class sizes are implemented (a basic principle of halving class sizes is applied) – each class is staffed accordingly. Pupils and staff do not mix with those outside of their class or group. Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing. Pupils take breaktimes and lunchtimes in their class groups, and these breaks are staggered throughout the day to avoid congestion of people. Staff are responsible for choosing a suitable breaktime for their group Assemblies are held in class over zoom The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. If a pupil is unable to follow any social distancing measures, e.g. due to their age or needs, the headteacher, in conjunction with relevant staff and the pupil’s parents, will consider whether it would be more appropriate for the pupil to remain at home. Any pupil who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the headteacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases exclusion. Pupils and their parents will be informed about the changes to the Behaviour Policy ahead of their return to school. Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents. Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Introduce visual aids to help parents socially distance / supervise entry and collection. Communicate expectations to parents (including only 1 parent to attend at drop off / collection) 	<p>Headteacher</p> <p>All staff</p> <p>Staff running bubbles</p> <p>All staff</p> <p>SLT</p> <p>All staff</p> <p>SLT</p> <p>All staff</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher Assistant Head</p> <p>Headteacher</p>	<p>1.06.2020</p> <p>ongoing</p> <p>daily</p> <p>daily</p> <p>daily</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>
	<ul style="list-style-type: none"> Pupil and parent surveys are sent out to assess how they feel about the school reopening and to enable staff to act on any concerns pupils and parents may have. Staff and volunteer surveys are sent out to assess how they feel about the school reopening and enable the SLT to act on any concerns staff and volunteers may have. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. 	<p>Trust</p> <p>SENCo/class teachers</p>	<p>Week of 25th may</p>

Area for concern	Recommended controls	By whom?	Deadline
Mental health and wellbeing	<ul style="list-style-type: none"> - Staff and volunteers notify the headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • The headteacher ensures that the school can be adequately and safely staffed when it reopens. • The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. • Pupils who are in key transition years, e.g. Year 6, are provided with the appropriate support. • The headteacher and the SENCO liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. • Staff and pupil bereavement is managed in line with the Bereavement Policy. 	<p>SLT refer to HT</p> <p>SLT refer to HT</p> <p>HT</p> <p>HT/SLT</p> <p>HT/Year 6 staff</p> <p>SENCO/PASTORAL</p> <p>HT/SENCO</p> <p>HT/Pastoral</p>	<p>From 1.06.2020 and then ongoing from this date on a daily and weekly basis.</p>
Access to learning	<ul style="list-style-type: none"> • The headteacher identifies priority groups and plans how they will access school, e.g. pupils of parents who cannot work from home and are returning to work. • Class sizes are no larger than 15 pupils to one teacher. • TAs are supported to lead class groups under the direction of the class teacher where the class teacher is unable to teach in person. • Desks are spaced as far apart as possible, with at least a one chair gap in between each pupil – two metre distancing is adhered to where possible. • The headteacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. • The headteacher and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. • The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely. • The SLT consider whether any lessons could be delivered outside. • Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. 	<p>HT will look at Key worker provision</p> <p>HT will ensure that classes are set out appropriately observing social distancing</p> <p>HT/SLT/SENCo and Pastoral will ensure curriculum priorities are clear</p> <p>Same learning will be set for completion at home for fairness.</p> <p>Registers will continue to be</p>	<p>From 1st June then ongoing. This will all be discussed in the SLT on 1.06.2020</p> <p>SLT will then disseminate to their phase.</p>

Area for concern	Recommended controls	By whom?	Deadline
	<ul style="list-style-type: none"> The taking of attendance registers is resumed and the Educational Setting Status form continues to be carried out and submitted to the DfE. Pupils and parents are not penalised for continuing education at home. 	submitted by JA in school office. LA have said no fining for non attendance.	
Extra-curricular activities	<ul style="list-style-type: none"> The SLT determines whether before and after-school clubs can resume – this will only be done where social distancing can be adhered to. The school ensures social distancing measures are adhered to at all times. Before and after-school clubs are not made available to pupils if doing so would put them at an increased risk to contracting coronavirus. Key worker children will attend a protected before and after-school club if there is need 	No after school clubs unless government guidance changes as won't be able to maintain bubbles not mixing	
Safeguarding	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. Medical supplies to be reviewed and audited and redeployed in correct place – inhalers 	There will be staff training on CP in the first week back for all staff	Week of 1.06.2020
Communication	<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus does not enter the school grounds. The headteacher liaises with the trust and LA about reopening the school and includes any local guidance into the reopening action plan, where required. The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Parents and their children are encouraged, where possible, to walk or cycle to school. Staff and volunteers are informed about the relevant training and information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. All staff, pupils and volunteers will complete online training and are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The headteacher liaises with the CEO and governing committee about possible arrangements for reopening the school, where necessary. 	<p>Letter to parents will make expectations clear for those children returning. Will include: opening times, staggered drop off/pick up, how lunchtime will run, school timetable etc.</p> <p>All staff will complete a covid 19 first aid course</p> <p>HT will keep governors informed</p>	Week of 1.06.2020

Area for concern	Recommended controls	By whom?	Deadline
	<ul style="list-style-type: none"> Pupils are informed via letter about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered. The SBO communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. 	<p>School has been open every day since 23rd March so won't need to reinstate suppliers.</p> <p>Interviews and meetings have already been taking place remotely.</p>	
Premises	<ul style="list-style-type: none"> The site manager checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. The site manager identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. Roof and loft inspections are not carried out by untrained personnel. A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. The site manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. The site manager checks all security systems for integrity and that they are in working order. The SBM makes insurers aware of the building's state of use. The headteacher ensures that the insurer's risk mitigation requirements are enacted and observed. All keyholder information is updated in accordance with the insurer's instructions, where required. The site manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. External signage is visible to show that access to the school premises is restricted. Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to school reopening to more pupils. The headteacher, in conjunction with the trust board and governing committee, ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. Areas of the premises which remain closed are adequately secured and clearly identifiable. The site manager arranges for any changes to the premises to be made to account for social distancing measures. The headteacher limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extracurricular clubs. 	<p>Cephas will do all of this.</p> <p>Risk assessment sent to him on 22.05.2020</p> <p>HT will talk with him in week of 1.06.2020 to ensure all has been done.</p>	

Area for concern	Recommended controls	By whom?	Deadline
Fire safety and evacuation routes	<ul style="list-style-type: none"> • A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. • The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. 	Cephas to do this Fire drill will be completed weekly at a social distance	Discussed on 1.06.2020 carrdie out weekly
Gas supply, systems and equipment	<ul style="list-style-type: none"> • A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. • Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. • A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. • A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. • The site manager checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. 	Cephas to ensure inspections are up to date and recorded	ongoing
Electrical supply, systems and equipment	<ul style="list-style-type: none"> • A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. • Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. • The relevant staff check that all phone and broadband connectivity is in working order. • A suitably trained technician checks that the main and emergency lights are in working order. • The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. • The site manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Cephas to ensure inspections are up to date and recorded	ongoing
Heating and ventilation	<ul style="list-style-type: none"> • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	Cephas to ensure inspections are up to date and recorded	ongoing
Water storage, drainage systems and sanitary appliances	<ul style="list-style-type: none"> • A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. • All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required. • All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. • A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use. 	Cephas to ensure inspections are up to date and recorded	ongoing

Area for concern	Recommended controls	By whom?	Deadline
	<ul style="list-style-type: none"> A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. 		
Lifts	<ul style="list-style-type: none"> The site manager checks that lifts are in working order. The site manager ensures that that any mandatory inspections for lifts are up-to-date and arranges any required inspections as soon as possible. A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the site manager ensures any required inspections take place as soon as possible. 	Cephas to ensure inspections are up to date and recorded	ongoing