



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR SCHOOL OPERATION FROM SEPTEMBER 2020

This risk assessment is based on Guidance for Full Opening: Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Date of Risk Assessment: 10/7/20

Signed (headteacher):

Signed (Chair of governors):

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions

- Anyone else who physically comes in contact with another person

Controls Required	Additional Controls	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
<p><u>Building safety</u></p> <ul style="list-style-type: none"> • The site team (or mobile team) will continue with all compliance checks (fire safety etc). • Competent Contractors will continue to carry out specialist testing • Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. • Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	<p>Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.</p>	NdC	Continuing 1st Sept 2020	Sept '20
<p><u>First Aid</u></p> <p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aider list to be prominently displayed</p> <p>All pre-school staff and most members of staff in main school are paediatric first aid trained</p>	NdC/CI	Sept '20	Spet '20
<p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>NdC to discuss working conditions with clinically vulnerable staff.</p>	NdC	July'20	July '20 NdC

<ul style="list-style-type: none"> ● Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available 	<ul style="list-style-type: none"> ● Pupils must wash their hands on arrival, before and after break and having lunch. ● Pupils reminded about thoroughly drying hands following guidance 16/6/20 			
<p><u>Cleaning</u></p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Cleaners to disinfect high use surfaces, including toilet doors, taps and flushes at the end of lunchtime <i>MNSP investigating possibility of furloughed staff to be used as lunchtime cleaners or Sparkling Solutions</i> <i>Sept '20 update: Writhlington Cleaner has been provided to do a daily lunchtime clean of toilets, tables and high touch areas</i></p> <p>Sparkling Solutions (cleaning contractors) to continue extra cleaning measures already started at the start of lockdown and deep cleaning in Summer holidays</p>	<p>NdC/C Hobbs</p> <p>SB/Sparkling Solutions</p>	<p>Sept '20</p> <p>Ongoing</p>	<p>Sept '20</p>
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. This will not always be possible, particularly when working with younger children, but we will encourage adults to do this when circumstances allow. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>NdC/All Staff</p>	<p>Sept '20</p>	<p>Sept '20</p> <p>reviewed Oct '20 - all still in place</p>

<p>https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance</p> <p>As far as possible, desks, telephones and computers should not be shared.</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in staffroom and during any rest breaks.</p> <p>Staff are often required to meet representatives from other organisations as part of day to day essential work. Staff must continue to following social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or</p>	<p>Checks need to be carried out by site managers, Business Managers or other senior leader - NdC/SB</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Posters to remind staff are located around the building. Management checks to ensure this is adhered to.</p> <p>If desks and computers must be shared, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>Cleaning spray and wiping roll available in office as well as teaching areas</p> <p>Temporary staffroom to remain in Brunel Class until social distancing rules are relaxed further</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line. All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. Cover teachers and other agencies</p>			
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<p>using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p> <p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain one metre+ apart at all times.</p>	<p>essential to supporting pupils will be welcomed to site but expected to comply with rules in place. Volunteers are currently not allowed on-site</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel should be available on reception and should be used by all visitors to the school. Visitors must not enter the office, unless they need to for essential reasons, e.g.: maintenance. Parents must not access the office.</p>			
<p><u>Social Distancing – pupils</u></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>It is recognised that, particularly with younger children, social distancing will be difficult or impossible. Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p> <p>Children in EYFS are allowed to access continuous provision using easily and frequently cleaned resources.</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p>	<p>Owing to the very small numbers on roll for pre-school and main school (36 in total) the whole site will be considered one bubble.</p> <p>Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children. Teachers will remind children throughout the day and parents have been written to asking them to remind children before school in September. Class assemblies at the start of the new term will also remind children on the need for good hygiene.</p> <p>Children in Y1-6 will be sitting at tables in rows facing the front, at individual tables where possible. Reception will be based in pre-school to allow for their continuous provision. They will</p>	NdC/All Staff	Sept '20	<p>Sept '20</p> <p>Reviewed Oct '20</p>

<p>We will remove unnecessary furniture out of classrooms to make more space.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Practical lessons where these</p>	<p>spend some time in Nightingale Classroom every day for lessons with their teachers. Years 1 and 2 will be based in Nightingale Classroom with set seats facing the front. Y3-6 will be based in the hall, owing to the complications around ventilation in Brunel Class (Velux windows). Sat in rows, facing the screen.</p> <p>Toys and resources used in pre-school will be cleaned at the end of the morning and afternoon sessions using sanitiser. Bikes and trikes will have handles cleaned in-between each child. If any toys are used in Key Stage 1 they will be cleaned at the end of the session.</p> <p>Children will stay at their set tables for lunch (Reception in pre-school). Hot meals will be provided in take-away containers for children eating in classrooms (Nursery/YR-2) Sept update: all meals are provided in take away containers, therefore no servery needed in hall</p> <p>Parents have been advised that packed lunches should only contain packaging children can open themselves to avoid cross-contamination Oct '20 some reminders have been sent to parents re; the need for children to be able to open their own packaging</p> <p>All children to have their own tray of resources (pencils, rubber etc.). Any shared resources e.g.: Maths counters will be cleaned with sanitiser at the end of the session.</p>			
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<p>take place will need to have their own risk assessments reviewed.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p>	<p>Children/parents have been informed to minimise what children bring to school - lunchbox, water bottle, suncream/hat (if needed), coats and P.E. kits (which are to be washed after each session)</p> <p>Books will be kept in school. All read books go into a book box and cleaned after 72 hours</p> <p>A cleaning schedule will ensure thorough cleaning occurs each evening by our contracted cleaner plus additional cleaning of high touch areas and toilets by cleaner provided by Writhlington School</p>			
<p><u>Arrival at school</u></p> <p>To support social distancing and to avoid gatherings we will stagger the arrival of pupils at school (if possible).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p>	<p>Owing to the numbers of children in school, it will not be necessary to adjust start and end times:-</p> <p>Breakfast club: Approx 8 children 8am-8:30am</p> <p>After-School Club: Approx 8 children 4:15/5pm</p> <p>Pre-School: 10 Children using pre-school gate 9am-3pm</p> <p>Reception: 6 Children using pre-school gate 8:50am - 3:10pm Oct review: as of 3rd Nov Reception to enter school using main gate to</p>	NdC	Sept '20	Reviewed Oct '20

<p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>reinforce the need for children to arrive in time for their first lesson at 9am. This will increase the number of children arriving at main gate by 4 at 8:50 owing to Breakfast club arrivals.</p> <p>Y1-6 (not using wrap around care): Approx 14 children 8:50am - 3:10pm</p> <p>Parents will be reminded to leave children at the gate and not to congregate or loiter</p> <p>Contractors will be asked to enter the main gate either before 8:45, between 9:15 and 2:45 or after 3:30</p> <p>Review Oct '20: parents have been reminded not to drop children off on the zig zag lines in front of the school for the safety of all children. A TRO has been approved by the parish council and is now awaiting sign from SCC</p>	<p>SB/CI</p>	<p>Ongoing</p>	
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce movement around the school.</p>	<p>Hall to be walked through as little as possible owing to Brunel Class using it as a classroom</p> <p>Review Oct '20. Hall is now to be used by Infant children to access the toilet owing to steps to external door from infant class becoming slippery. Children to be sent to toilet at the start of break times to minimise disturbance</p>	<p>All Staff</p>	<p>Sept '20</p>	<p>Reviewed Oct '20</p> <p>Reviewed Nov '20</p>

	Review Nov '20 Guidelines appear set to continue for an extended period of time. Therefore, to allow Reception to be part of the Infant Class, the class locations have been swapped. Brunel Class will now work in the Nightingale Classroom and Nightingale Class will have the Hall to enable tables and continuous provision to run concurrently. Brunel Class will access the toilets through the hall if needed during lesson time.			
<u>Use of toilets</u> Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet	Only 1 child will be allowed in the toilet at once	Teaching staff	Ongoing	Sept '20
<u>Use of outdoor space</u> When possible, we will use outdoor space as this can limit transmission and allow distance between children Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time. Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas	Parents will be asked to provide appropriate protection from the weather: suncream/hat to be kept in school, plus waterproof coats and wellies. Children without appropriate protection will not be able to join in with activities and parents will be reminded. Parents have been asked to ensure water bottles are brought to school every day and must be encouraged to drink water regularly on hot days. Climbing equipment not to be used currently. Any equipment used to be cleaned at the end of break. Reviewed Sept: Children to be allowed to use climbing equipment on Tuesdays and Fridays to allow at least 72 hours between use. Small play equipment has been placed in boxes - 1 for each day - to allow for small games. Children wash/sanitise hands after each play session.	NdC/ Teaching staff Teaching staff	Ongoing Sept '20	Reviewed Sept '20

	<p>The outdoor areas of the school (Playground/field/conservation area) have been timetabled to allow play to occur in 3 groups - Pre-school and Reception, Y1-3, Y4-6. The timetable also covers sharing the spaces for the purposes of lessons. Pre-school and Reception will also have the use of the Hornbeams outside play area. Reviewed Sept.: Separating groups has become impossible owing to wet/muddy environment on field and conservation area. All children in playground (26 children).</p>			
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>P.P.E. emergency kits with aprons, visors, masks and gloves have been provided in both teaching rooms in the event of emergencies such as sickness.</p>	<p>NdC/All Staff</p> <p>Nd/ Further Resources from Trust</p>	<p>Ongoing</p> <p>Sept '20</p>	<p>Sept '20</p>

<p>Staff should remember that current guidance emphasises not face-to-face and handwashing behaviours above all else.</p>				
<p><u>Pre-School Toileting</u></p> <p>Pre-school children may need close or intimate care for toileting purposes.</p>	<p>Pre-school and Reception Parents have been asked to ensure children are wearing clothes they can manage themselves. Full P.P.E. is to be used, including apron, gloves and visor for nappy changes. Oct review: some parents have been reminded about children wearing clothes they can manage themselves and asked for children to bring spare clothes in case of accidents.</p>	<p>NdC/ Pre-school staff</p>	<p>Sept '20</p>	<p>Reviewed Oct '20</p>
<p><u>Environmental Issues</u></p> <p>Occupied rooms are still required to be well ventilated</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>	<p>Windows and, where possible doors, to be open in occupied rooms. Brunel class to work in Hall as ventilation difficult in upstairs classroom, especially on wet days (velux windows).</p> <p>Oct review: ventilation has been reviewed as the weather is turning colder. Advice is hand washing remains the top defence against virus contraction. Windows rather than doors are now being used for ventilation.</p>	<p>NdC/All staff responsible for children</p>	<p>Sept '20</p>	<p>Reviewed Oct '20</p>

<p><u>Fire Evacuation</u></p> <p>Normal school fire evacuation systems remain in place, including muster points</p>	<p>Once at fire muster points adults will ensure children are spaced 1 metres + apart (sitting down if the weather allows). If a very hot day, children to be sat in shaded area under Hornbeam tree in playground.</p> <p>Successful fire drill practice 15th October</p>	<p>NdC/All staff</p>	<p>ongoing</p>	<p>Sept '20</p>
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>If a test is positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. In the first instance this will be through the headteacher NdC who will signpost families to necessary support.</p> <p>Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p>	<p>NdC</p>	<p>Ongoing</p>	<p>Reviewed Oct '20</p>

<p>from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>	<p>The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p> <p>Staff to be reminded about the signs, symptoms and procedures during Inset on September 1st.</p> <p>Advice on symptoms has been given to a number of families and staff. No positive results have yet been recorded.</p>			
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> Any pupil who displays signs of being unwell will be moved, preferably to the Brunel classroom whilst awaiting collection (whilst still ensuring pupil is safe). Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others 	<p>The child will be removed either to outside the office (if weather allows) or to the upstairs classroom. The Child's temperature will be checked using infra-red thermometer. It will not be possible for children to use a different toilet if necessary , however this will be cleaned thoroughly after use.</p> <p>The child who has shown symptoms will need to self-isolate for 10 days and should be tested. The school will ensure that relevant guidance is followed before pupil returns to school.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance. Those who have been in close contact will be required to self-isolate for 14 days.</p>	NdC/All staff	ongoing	Reviewed Oct '20

<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work has led to possible or actual exposure to Covid-19 • A member of staff has Covid-19 caused by exposure at work 	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through MNSP Trust</p> <p>Oct Review: School has now been added to BANEs One Stop reporting system through MNSP</p>	<p>NdC</p>	<p>Ongoing</p>	<p>Reviewed Oct '20</p>
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p>	<p>This will be done in communications from Trust CEO to parents.</p>	<p>Trust</p>	<p>Sept '20</p>	<p>Sept '20</p>
<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>NdC to oversee this.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p> <p>Reviewed Nov '20: physical move of Reception into hall with Nightingale class to relieve pressure caused by more children now attending pre-</p>	<p>NdC</p>	<p>Ongoing</p>	<p>Reviewed Oct '20</p> <p>Reviewed Nov '20</p>

	school. Additional release time for teachers being considered to allow additional pressures on responsibilities at this pressurised time.			
<u>Communications</u>		Trust	Ongoing	
The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.	Trust CEO communicates regularly with parents and staff			
The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.	Letter to parents 13th July 2020 has detailed all arrangements for pick up and drop off times	NdC	July '20	July '20
The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.				
We will tell parents that only one parent should attend if their child needs to be accompanied.				
We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.	Contractors informed either on the phone or through email	SB/CI	Ongoing	Ongoing
<u>BAME</u>		NdC plus all other staff	Ongoing	Ongoing
Children from BAME backgrounds to be given opportunities to discuss any concerns around Covid 19 and adults to ensure due care and attention be paid to their health and wellbeing	ELSA and pastoral work to allow times for all children to discuss their concerns in addition to all adults being vigilant over children's health and wellbeing			

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*Items marked ongoing have been implemented at the start of lockdown and may need constant checking throughout Conronavirus measures