



RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

Date of Risk Assessment: 18.05.20

Signed:

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines. This risk assessment is for teaching and support staff and should be adapted by each of MNSP schools. Specialist staff, eg site and cleaning staff, will have a separate risk assessment. Please insert any unique circumstances in your school, add any additional controls and indicate who is responsible, by when and indicate when in place (ie complete the last 3 columns) There is an expectation that staff will work at a distance from each other. If staff are working totally alone, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person.

Although aspects of managing pupils are contained in this document, separate, detailed guidance regarding pupils will be issued ahead of any expansion of opening (wider than key worker/vulnerable children).

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 <i>[School please add anything unique to your setting]</i>	Action by whom? [name]	Action by when? [insert date]	Done [initial and date]
<u>Building safety</u> <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>	<p>MP/MC</p> <p>MC/DH</p>	<p>1.6.20</p> <p>1.6.20</p>	
<u>Office Contact</u>	Parents may contact the office by telephone only. The reception doors at the front of the school will be closed. No parents will be allowed into school for any reason.	NC, KH	1.6.20 ongoing	
<u>School Drop Off</u>	<p>'Yellow Feet' will be spray painted on pathways into school leading to pods and hall and Nursery entrances to ensure social distancing by parents at drop off and collection times.</p> <p>8.30am Key Workers/vulnerable pupils 8.45am Year 6 8.45 Acorns 9.00am Reception</p>	DH	<p>w/b 18.05.20</p> <p>1.6.20 ongoing</p>	

	<p>9.15am Year 1 Children will be temp checked at the gates on arrival. Those with a temp above 37 degrees will be sent home to self isolate as per government guidelines. Identify staff member to manage front pedestrian gate (SJ)</p> <p>TAs allocated to each class will be responsible for the flow past the side gate - footprints to be placed 2m apart from the gate to each of the pod doors.</p> <p>Key Staff to wear fluorescent jackets for ease of communications/visual aid</p>			
<u>School Pick Up</u>	<p>Mon-Thurs 2.45pm Acorns and Year 6 3.00pm Reception 3.15pm Year 1 3.30pm Key Workers/vulnerable children</p> <p>Friday 11.45am Acorns and Year 6 12.00 Reception 12.15pm Year 1 3.30pm Key Workers/vulnerable children</p>	MP	1.6.20 ongoing	
<u>First Aid</u>	<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. First aider list to be prominently displayed First Aid/Medical Room will be in Rainbow Room Purchase digital thermometers Qty 3 Identify who our paediatric trained staff are Identify who will manage sick children</p>	MC to issue list and NJ to share and ensure staff awareness.	1.6.20 ongoing	

		MM lead First Aider on site		
<u>Staff working</u> Staff who are in vulnerable groups will not be expected to work in school during the current period.	Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work. All staff to use barcode to sign in at reception each day to avoid touching the touch screen.	MP NC, KH	ongoing ongoing	
<u>Hand Washing</u> <ul style="list-style-type: none"> Hand washing facilities with soap and water will be in place. Stringent hand washing will be taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels rather than dryers https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available 	Staff: employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. For children: there will be hand washing on arrival at school, before and after break, before and after lunch and before leaving school. There is hand sanitiser and soap/water available in all classrooms. Mobile hand washing stations will be placed in each classroom and key Office Areas	DH to organise hand washing supplies and 'stations' Purchase some posters DH	15.05.20 ongoing 15.05.20 ongoing 1.6.20 ongoing	
<u>Cleaning</u> There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly	Cleaning 'trays' to be provided for each classroom	DH	1.6.20 ongoing	

<p>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>Wipes to be provided for every office/shared space.</p> <p>Set times in the day to wipe down surfaces across the school. Before lunch and after lunch there will be cleaning of tables in the classroom. Toilets to be cleaned more regularly. All staff made aware of expectations On a Friday Pupils finish 12 noon and staff finish 1pm to enable robust cleaning/PPA</p>	All staff		
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</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 should be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Copies of the above poster to be displayed around the school.</p> <p>Checks need to be carried out by site managers, Business Managers or other senior leader (as appropriate to your school)</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>	<p>MP</p> <p>MP, MC, NC</p> <p>DH, MC, MP</p> <p>MP,NC</p>	<p>1.6.20 ongoing</p> <p>1.6.20 ongoing</p> <p>1.6.20 ongoing</p> <p>1.6.20 ongoing</p>	

<p>We will take steps to review work schedules including start & finish times where this is possible for support staff. As far as possible, desks, telephones and computers should not be shared. 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 canteen area and staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and 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 using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p>	<p>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>Part time staff to work contracted hours but days may be different depending on numbers of children in school. (Agreed individually with SLT</p> <p>Staffroom only to be used for making drinks. Only one member of staff is permitted in the staffroom at any one time to make a drink and then immediately leave the room (to be left tidy, as found).</p> <p>Hall will not be used for eating in, except for key worker children (this is their base). Children and staff to eat in classroom base.</p> <p>Staff should 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.</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</p>	<p>All staff</p> <p>MP</p> <p>All staff</p> <p>All staff</p>	<p>1.6.20 ongoing</p> <p>1.6.20 ongoing</p> <p>1.6.20 ongoing</p> <p>By arrangement only</p>	
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Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart at all times.	used by all visitors to the school (unless there are hand-washing facilities in very close proximity) The 2 main office staff members will not work together in the confined space of the office. If both are in school on the same day 1 member of staff will be based in the Rainbow Room in order to follow social distancing guidelines.	MC, NC		
<p><u>Social Distancing – pupils</u></p> <p>Teaching staff and support staff working directly with pupils will be guided by Headteacher/senior leader on appropriate work areas and numbers of pupils in classrooms.</p> <p>It is recognised that particularly with younger children, social distancing will be difficult or impossible.</p> <p>As much as possible, children, young people and staff should be spaced apart at all times.</p> <p>This means:</p> <ul style="list-style-type: none"> • sitting children at desks that are far apart • ensuring everyone queues and eats further apart than normal • keeping apart when in the playground or doing any physical exercise • visiting the toilet one after the other • staggering break times • putting guidelines on the floor in corridors • avoiding unnecessary staff gatherings 	<p>Social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Children will be grouped as follows: Acorns - Nursery Rooms Year R - Chestnut and Cedar classrooms Year 1 - Willow and Cherry classrooms Year 6 - Maple and Redwood Classrooms Key worker/vulnerable pupils - School Hall</p> <p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting or eating, as well as avoiding touching their own face whilst at work. Teachers and other staff may want to use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these</p>	<p>MP, NJ All staff</p> <p>All staff</p>	<p>01.06.20 ongoing</p> <p>01.06.20 ongoing</p>	

	<p>messages at home, by asking them to remind their children.</p> <p>As much as possible, settings should seek to prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces should be cleaned and disinfected more frequently. Any toys that cannot be easily cleaned will be removed from the classrooms.</p>	All staff	01.06.20 ongoing	
<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 should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</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>PPE gloves to be disposed of appropriately, bin liners and bins will be provided for safe disposal.</p> <p>PPE Face Masks to be disposed of appropriately, bin liners and bins will be provided for safe disposal</p>	<p>MP</p> <p>MC</p> <p>MC</p>	<p>01.06.20 ongoing</p> <p>01.06.20 ongoing</p> <p>01.06.20 ongoing</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. Staff who work in our schools are eligible for testing and this should take place when appropriate. Here is the guidance to access testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If a pupil or staff member is showing signs of Covid 19 and or becomes unwell to follow school medical protocols. Rainbow Room is nominated as temporary Medical/Isolation Room/First Aid Room.</p>	<p>MP, NJ</p> <p>MP, NJ</p>	<p>01.06.20 ongoing</p> <p>01.06.20 ongoing</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 an empty room 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>If a pupil or staff member is showing signs of Covid 19 and or becomes unwell to follow school medical protocols. Rainbow Room is nominated as temporary Medical/Isolation Room/First Aid Room. MP/NJ to be advised straight away if a child is unwell with COVID symptoms. MM/RH not to deal with this type of illness.</p> <p>Adults will wear PPE when in contact with a child who is unwell.</p> <p>Adults will maintain social distancing measures as appropriate</p> <p>Immediately after exposure that PPE must be disposed of appropriately, bin liners and bins will be provided for safe disposal.</p>	<p>MP, NJ</p> <p>MC</p>	<p>01.06.20 ongoing</p>	

<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 as 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 the Services Director. If reports are needed these will be made on our behalf through B&NES</p>	<p>MP</p>	<p>as required</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) Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Leaders, as relevant to your school setting will be required 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 Managers to refer to the HR team when in doubt.</p>	<p>MP, NJ</p> <p>MP, NJ</p> <p>MP, NJ</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	
<p><u>Acorns Nursery</u></p> <p>Due to the impossible task of socially distancing preschool children, the children will move freely between two rooms, and in the outside provision.</p>	<p>There will be limited resources available for the children. These will be resources that can be cleaned in the industrial dishwasher at the end of every session.</p>	<p>VS and the nursery staff will be responsible.</p>	<p>01.06.20 ongoing</p>	

<p>We will reinforce the importance of regular handwashing and hygiene through social stories and learning.</p> <p>Lunches will be eaten in the nursery.</p> <p>The nursery entrance will be through the side gate where children will be escorted in and out by a member of staff, no parents will be allowed into the setting past the gate.</p> <p>2 metre lines will be marked out by the gate so that parents socially distance while waiting to drop off and pick up their child.</p> <p>Staff will follow social distancing rules between each other, however this will not be consistently possible with the children.</p>	<p>Outdoor resources will be kept to a specific number and wiped with disinfectant at the end of each day.</p> <p>No soft toys or dressing up clothes will be available.</p> <p>Pens, pencils and other resources used will be wiped at the end of every session.</p> <p>Tables, handles and taps etc will be wiped regularly throughout the session with disinfectant.</p> <p>All the tables, chairs and surfaces will be deep cleaned at the end of each session.</p> <p>All children will have personal drinking bottles.</p> <p>Personal care will be given when necessary and the staff member delivering shall wear a disposable apron and gloves. These will be disposed of by placing in the Sengenic Nappy bin. Staff will wash hands thoroughly after and use hand gel.</p>			
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