

Risk Assessment for return to school, all year groups, Summer Term 2021 for Staff at Spinfield School

REV 19.04.2021

This Risk Assessment must be read in conjunction with: -

- Risk assessment for return to school, all year groups, Summer Term 2021 for KS1
- Risk Assessment for return to school, all year groups, Summer Term 2021 for KS2
- Risk Assessment for Office Staff Summer Term 2021

Location / Site	Insert location and site where activity taking place
Spinfield School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Return of all pupils Spring term 2021.	
Assessment date	Insert date when assessment is being carried out
25/2/2021 – to be updated regularly	
Assessment serial number	Insert local serial/identification number for future reference
1 of 1	

Government guidance for school states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of school states:

“We have provided guidance and support to schools, colleges and childcare settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years settings and schools, we taking this into account. Schools should therefore work through the hierarchy of measures:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing
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It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should remain in their class group and that class group should stay away from other people and groups. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

If any member of staff or pupils are in contact with anyone with the coronavirus the NHS guidelines on the link below must be followed: - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

This Risk Assessment is in line with the Government guidance for the full opening of schools. The Risk Assessment contains a number of extracts from this guidance and they are highlighted in **red**. This can be found on the link below: -

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
1. School not being adequately resourced.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. All staff have received a copy of the Government Guidelines for full school opening – link below. Updated February 2021</p> <p>2. In the event of teacher absence, staff who are not teachers may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. This is covered under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools.</p> <p>3. Any member of staff who is categorised as clinically extremely vulnerable will have an individual risk assessment</p> <p>4. The risk assessment has been established in line with the Government Guidelines for full school opening which can be found on the link below: - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
2. Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children in years 2 – 6 will work in their class group with desks facing the front and pupils will be encouraged to keep their distance from others as recommended in the Government Guidelines. Children in EYFS and year one will work on groups of six, these will remain consistent, as far as possible, during the school day. Teachers and support staff should teach from the front of the class to avoid close contact with the children, where possible Teachers and support staff will remain with the same group of children, where possible Children time tabled to be outside more than normal Each class will have their own designated outside space with staggered playtimes and lunch times Playground equipment for each class will be provided Plastic screens are available for teachers to use if close contact with pupils is required Contact with parent will be through Google Meet and or phone calls Reduce traffic in school by only allowing staff and other adults to use main entrance Hand sanitiser available in entrance hall – all visitors directed to use it All visitors, including suppliers, to use intercom, office staff to assess whether entry to school is essential If not essential, deal with via intercom Any essential forgotten items to be left outside door, will be brought into school by member of office staff after adult delivering has left site Corridors will have minimal traffic – children will exit and enter classrooms via external doors Access to Spinfield school apart from staff and pupils will be kept to a minimum in the spring and summer term. <p>Ventilation (DfE Guidance February 2021):</p>			

When your school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

These can be achieved by a variety of measures including:

- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
 - To balance the need for increased ventilation while maintaining a comfortable temperature, consider:
- opening high level windows in colder weather in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform
- rearranging furniture where possible to avoid direct draughts . Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
3. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Toilets in the resources room allocated to specific members of staff so that they are using toilet facilities which are used less frequently than the main staff toilets 2. Lights on, lights off policy to be used to show vacancy/occupation 3. Gloves and cleaning equipment in toilets for members of staff to use, should they wish to Hand sanitiser available in addition to soap 4. Enhanced cleaning of school in place			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
4. Administering first aid to a child, child, young person or other learner becomes unwell with symptoms of coronavirus while in school setting and needs supervision			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Information from Government:</p> <p>The guidance states that it is not necessary for staff to wear masks, gloves and aprons unless they are carrying out activities that would usually require the use of personal protective equipment (PPE) or if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs supervision until they can return home.</p> <p>Adult in charge of group will administer first aid wearing PPE</p> <p>First aid procedures: At lunchtime, midday supervisors to have a walkie-talkie, walkie talkie in staff room so that MDS can communicate with adult in charge of group re first aid. Adult in charge of group will administer first aid wearing PPE</p> <p>Child, young person or other learner who becomes unwell with symptoms of coronavirus while in their setting and needs supervision until they can return home. The child, young person or other learner will be isolated in the medical room and supervised from outside of the medical room until parent arrives to collect.</p> <p>The process detailed on the NHS web site must be followed – link below: - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
5. Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Sharing of support helplines: https://schoolsweb.buckscc.gov.uk/covid-19-corona-virus-latest-advice/ https://www.gov.uk/government/news/online-isolation-notes-launched-providing-proof-of-coronavirus-absence-from-work <p><i>We know that this is a worrying time for us all. We will work together to get through this very difficult situation. Please talk to your Headteacher or senior leadership team members if you have specific concerns. Please remember if you are feeling anxious you may be able to call on the services provided by our Employee Assistance Programme. Your school will be able to confirm if they have purchased this service.</i></p> <p><i>The EAP provides a 24/7 365 day advice line:</i> Telephone number: Freephone 0800 882 4102</p> <ol style="list-style-type: none"> 3. Occupational health support to be offered 4. At least one SLT member of staff on site every day for staff to share concerns with 5. Risk assessments reviewed regularly. Separate risk assessment for the office area 6. Staff who are anxious about returning to work will enter through the resources room door, (limited traffic) gloves will be available outside of door before entry. Staff will be able to change home clothes to work clothes in the resources room toilets and vice versa when returning home 7. Resources room allocated to specific members of staff during the day who feel anxious – it is a large space, those members of staff can take their breaks in this space, they can access an outdoor area if they wish to and use the toilets in the resources room – this room will be limited to those members of staff who are anxious about returning to work 			

8. Toilets in the resources room allocated to specific members of staff so that they are using toilet facilities which are used less frequently than the main staff toilets
9. Cleaning products available to staff to use should they wish to carry out additional cleaning throughout the day.
10. Staff can bring in own flasks, crockery, knives and forks etc to use
11. PPE offered to staff members to wear while on site.
12. Staff can move across multiple year groups if required as per the Government Guidelines for the full school opening.
13. Designated "staff areas" areas for different groups of staff –rota for same area if needed, chairs spaced 2 metres apart, hub turned into a staff room to create more space for staff to take breaks
14. Toilets in the resources room allocated to specific members of staff so that they are using toilet facilities which are used less frequently than the main staff toilets.
15. Gloves and cleaning equipment in toilets for member of staff to use, should they wish to.
16. Where possible, PPA will be taken off site
17. Separate risk assessments written and agreed with staff who are extremely critically vulnerable

Face coverings: (DfE Guidance February 2021):

- In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.
- We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.
- Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
6. Communal equipment			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Photocopier, printer – wipes available to clean key pad and other areas 2. Adults using photocopier to maintain social distancing rules 3. Cleaning materials available in staffrooms to wipe surfaces, door handles etc 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

This Risk Assessment has been shared with the Governing Board of Spinfield School April 2021