

**Risk Assessment for return to school 22nd June 2020 for Staff at Spinfield School
Planning for the wider opening of schools.**

REV 1606

**Additional mitigations to accommodate the return of all year groups to school two days per week
from 22/06/2020 are in “red & italics”**

This Risk Assessment must be read in conjunction with:-

Risk Assessment for return to school 22nd June 2020
Planning for the wider opening of schools
KS1 , children of key and critical workers, vulnerable children.
KS2, children of critical and key workers, vulnerable children.

Location / Site	Insert location and site where activity taking place
Spinfield School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
School opening for Reception, Year one, and those children of key and critical workers in year 2. School opening for YEAR 6, CHILDREN OF CRITICAL AND KEY WORKERS IN YEARS THREE, FOUR AND FIVE , Vulnerable Children.	
Assessment date	Insert date when assessment is being carried out
18/5/2020 – to be updated regularly until re-opening where necessary	
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 child care 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

It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

<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	
<div>1. Information from Government sent to staff regarding coming back to work on 1st June 2020</div> <div>2. Survey staff to gather information about members of staff who are or who are not able to return to work</div> <div>3. School resourced to open on 1st June 2020</div> <div>4. If school can not be resourced to open safely on 1st June 2020, follow government information about priority order of groups of children:</div> <div>“To support children’s early learning, you should prioritise groups of children as follows: primary schools - nursery (where applicable), reception and year 1 Schools should not plan on the basis of a rota system, either daily or weekly.”</div> <div>Adult Groups returning to work on 1st June 2020:</div> <div><div>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.</div><div>Read guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.</div><div>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women. Education and childcare settings should endeavour to support this, for example by asking</div></div>			

staff to support remote education, carry out lesson planning or other roles which can be done from home.

- If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.
- If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work.
- If a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home.

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	
<div>1. Children will work in groups of a maximum of 15 children</div> <div>2. Adults will remain with the same group of children, where possible. 2 adults allocated to each group of children for safeguarding and health and safety</div> <div>3. Children timetabled to be outside more than normal</div> <div>4. Behaviour policy updated to include social distancing rules, shared with all stakeholders</div> <div>5. Children will be reminded about social distancing rules and will be shown what 2m physically looks like</div> <div>6. Staff allowed to stay at adult height – no requirement for getting to child level for interactions</div> <div>7. <i>On 22nd June the school will change provision from reception, Year 1 and Year 6 being in school for 5 days per week to all year groups, in half capacity, being in school for two days per week. There will be a 48 hour period of no contact with children for all adults (i.e. the weekend.)</i></div> <div>8. <i>Teachers will be teaching across 2 pods – Pod one Monday and Tuesday and Pod two, Thursday and Friday. There will be a 24 hour period of no contact with children for all teachers and each classroom will have a deep clean each Wednesday.</i></div> <div>9. <i>Any member of staff who has any actions or mitigations that they believe will further improve staff or pupil safety regarding their return to work must discuss them with the head.</i></div>			

10. *Key workers children will be in the hall.*
11. *Any child who has been attending school will remain in the pod that they have been working in to limit cross contamination.*
12. *Where adults work across pods, they will remain socially distanced from other adults in school and from children in the pod. This distance will be 2 metres.*

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	
<div>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</div> <div>2. Lights on, lights off policy to be used to show vacancy/occupation</div> <div>3. Gloves and cleaning equipment in toilets for member of staff to use, should they wish to</div> <div>4. Hand sanitiser available in addition to soap</div>			
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	
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
<u>Control measures</u>		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>1. Adult in charge of group will administer first aid wearing PPE</p>			

<ol style="list-style-type: none"> 2. 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 3. 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. 			
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	
5.Emotional distress of the staff – including anxiety			
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	
<div>1. Inclusion in risk assessment process – input into hazard identification and control measures</div> <div>2. Sharing of support helplines: https://schoolsweb.bucksc.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</div> <div><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></div> <div><i>The EAP provides a 24/7 365 day advice line:</i></div> <div>Telephone number: Freephone 0800 882 4102</div> <div>3. Occupational health support to be offered</div> <div>4. At least one SLT member of staff on site every day for staff to share concerns with</div> <div>5. Risk assessments reviewed regularly. Separate risk assessment for the office area</div> <div>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</div> <div>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</div>			

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. Gloves and cleaning equipment in toilets for member of staff to use, should they wish to
10. Staff can bring in own flasks, crockery, knives and forks etc to use
11. Cleaning products available for staff to use should they wish to carry out additional cleaning through the day
12. PPE offered to staff members to wear while on site
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. Dedicated time for planning and preparation within the week esp. for those with children in school – school to close on a Friday at 1.15 pm for teacher PPA, except to those children of critical and key worker parents

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	
<div>1. Photocopier, printer – wipes available to clean key pad and other areas</div> <div>2. Adults using photocopier to maintain social distancing rules</div> <div>3. Cleaning materials available in staffrooms to wipe surfaces, door handles, urn etc</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE