

# RISK ASSESSMENT for the reopening of Manor Farm Community Junior School - September 2020

Assessment written by: Andrew Sierant (Headteacher)  
 Checked by the Chair of Governors (N Hunt) and Health & Safety Committee  
 Distributed to all staff and parents

## RAG rating:

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place for the autumn term
- Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	RAG RATING & ADDITIONAL NOTES
Contact with someone suffering from coronavirus	Staff Pupils Contractors Visitors	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a pupil or member of staff becomes symptomatic during the school day, they will be sent home immediately or isolated until they can be picked up. The old IT suite will be the designated room for isolation. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul>	AS	31 August 2020	

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		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul>			

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		<p>Close contact means:</p> <ul style="list-style-type: none"> <li>● Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>● Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be asked to avoid taking public transport during peak times if possible. We will have staggered start times to help pupils avoid peak times.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>● Their allocated drop off and collection times, with different groups being given different times</li> <li>● The protocols for minimising adult to adult contact: we will use designated entrances and exits and there will be 2m markings on the floor for queuing</li> <li>● That only one parent/carer should attend</li> <li>● Not to gather at entrance gates or doors, or enter the site</li> </ul>	AS	31 August 2020	

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		<p>unless they have a pre-arranged appointment</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. All but one classroom has its own sink, and there are 2 sinks in every set of toilets. In every class there will be a Hygiene Station where hand sanitiser, antibacterial wipes and tissues are freely available. There is hand sanitiser in all communal areas of the school such as the main entrance area and the staff room.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>● Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>● Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing and after using the toilet</li> <li>● Be encouraged not to touch their mouth, eyes and nose</li> <li>● Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p>	AS	31 August 2020	

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		<p>Help will be available for any pupils who have trouble cleaning their hands independently. All children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bagged bins for tissues will be emptied at the end of every day.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>On 28 August, the school had another deep clean and a further treatment spray lasting for 30 days.</p> <p>The Site Supervisor cleans high touch surfaces using standard cleaning products midway through the day, including:</p> <ul style="list-style-type: none"> <li>● Door and window handles</li> <li>● Light switches</li> <li>● Banisters</li> </ul> <p>Areas of the school that are used by pupils will always be cleaned thoroughly at the end of the day. Contracted cleaning staff will clean the high touch areas again in addition to their normal daily routine clean, to include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● Classroom desks and tables</li> <li>● Bathroom facilities (including taps and flush buttons)</li> <li>● Furniture</li> <li>● Reception desks</li> <li>● Telephones</li> </ul> <p>Chromebooks will be wiped down after every use by pupils.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationary and mobile phones.</p>	AS	31 August 2020	

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		<p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
Spreading infection due to excessive contact and		<p>Pupils will be kept to their class groups or 'bubbles'.</p> <p>Pupils will be taught and reminded to maintain their distance and not to touch staff or peers.</p>	AS	31 August 2020	

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<p>mixing between pupils and staff in lessons</p>		<p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing or playing wind or brass instruments can now take place. These lessons will take place outdoors wherever possible, and if not, they can be indoors in a large, well ventilated room with high ceilings (the hall). Children will be well spaced out and facing forwards. Instruments will not be shared – each pupil will be allocated a named instrument which is for their use only. Assemblies &amp; choir singing will still not be taking place.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Pupil groups will have staggered break and lunch times to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible.</p> <p>The hall will not be used for lunches initially. Pupils will eat their packed lunches in their classrooms. This will be reviewed prior to week beginning 14<sup>th</sup> Sep when hot meals will be reintroduced.</p> <p>Toilet use will be managed to avoid crowding. Pupils will be told to always ask an adult if they need to use the toilet including during break and lunch times. Adults will not allow more than 2 pupils to use the toilet at the same time.</p> <p>Staff use of staff rooms will be staggered and occupancy is limited to 6.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Breakfast and after-school provision will resume. Pupils attending these clubs will become part of another small, consistent bubble.</p>	AS	31 August 2020	

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Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> have been done over the Summer to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Bagged bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	AS	31 August 2020	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	AS	31 August 2020	
Individuals vulnerable to serious infection coming into school		<p>As the shielding guidance is now paused, all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. We will complete <a href="#">individual risk assessments</a> to help with this where necessary.</p>	AS	31 August 2020	