Midsomer Norton Schools Partnership

ST JULIAN'S CHURCH SCHOOL

RISK ASSESSMENT FOR TEACHING AND SUPPORT STAFF

Date of Risk Assessment: 17th May 2020 **Signed: Ruth Noall**

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 workplace 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 and *Coronavirus (COVID-19): Implementing protective measures in education and childcare settings.* 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. 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. 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 outdoor play 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

Risk topics	**Additional Controls** *[School please add anything unique to you and provide some detail of what it means for your school. Due to your unique circumstances there may be additional controls you need to consider]*	**Action by whom?** *[name]*	**Action by when?** [*insert date]*	**Done** *[initial and date]*
<u>Building safety</u> ● 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.	Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out. 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. We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible.	RN KE RN	1st June 1st June 1st June	
<u>First Aid</u> 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	First aider list will be prominently displayed in every classroom and in the main hall (stating days of the week they are in school) First aiders will be briefed on handling suspected Covid19 illness that occurs in school.	AH RN	1st June 1st June	

	PPE will be available for first aiders including face masks and gloves - these will be stored by the first aid station in the resources room and in Oak Class (EYFS Base) The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness	KE KE	1st June 1st June	
<u>Staff working</u> Staff who are in vulnerable groups (extremely clinically vulnerable) will not be expected to work in school during the current period. Staff who are clinically vulnerable will only work if sufficient safeguards are in place. Schools will follow the government guidelines.	Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work at home or in school where safeguards are in place.	RN	as soon as possible	
<u>Hand Washing</u> ● 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 will be 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/	Staff and pupils will 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. They will 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. ● Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds	class teachers KE	ongoing 1st June	

• Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms	• Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. • There will be support for pupils who have trouble washing their hands independently • We will encourage young children to learn and practise these habits through games, songs and repetition. This will be incorporated in the morning routines in EYFS and Y1	Class teachers class teachers class teachers	ongoing ongoing ongoing	
<u>Cleaning</u> We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance 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. Also requiring more regular cleaning will be toys, books, desks,sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.	Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. Every classroom to be issued with a cleaning 'bucket' with all supplies needed for regular cleaning of surfaces At key points in the day classroom staff must wipe down all surfaces • break time • lunch time • end of the day Office staff must wipe down keyboards, phones, headsets, light switches, entry buttons at key points in the day also	RN & KE RN & KE KE KE	1st June june 1st June ongoing ongoing	

	Classroom based staff teams to be responsible for frequent wiping down in own classrooms Office staff to be responsible for office areas, resources room, shared corridors Rota of teams to share responsibility for staffroom (chancel at Shoscombe and main hall for St Julian's) Where possible, toilets to be cleaned at the end of break time and lunch time in addition to normal school cleaning routines Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. SK to prepare laminated tick sheet for each zone and staff areas	KE KE	ongoing June 1st June	
<u>Social Distancing for staff</u> 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 We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.	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 Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	RN KE	ongoing 1st June	

	Checks need to be carried out by site managers, Business Managers or other senior leader (RN and/or TR) Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will be achieved through posters and weekly briefings. Management checks will take place to ensure this is adhered to eg a walkabout once a day Staff zones on site: Reception - Oak Class with Karen P, Michelle, Hannah and Siobhan as staff team Year 1 - Chestnut Class with Louise, Clare N, Bethany as staff team Year 6 - Sycamore Class with Leah, Tracy, Karen M and Joseph as staff team Key worker and vulnerable children - Beech Class with Ceri, Clair H, Miranda, Lucy, Alice and Helen L as staff team	RN and/or TS & CM with KE KE RN RN RN	ongoing ongoing ongoing 17th May onwards	
We will take steps to review work schedules including start and finish times where this is possible for teaching staff. Staff who are able to fulfil their duties from home will be encouraged to do so. 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 will not be shared.	All work schedules will currently remain as they are but this will be kept under review. If desks and computers must be shared due to reception rota, for example, these should be	RN RN & KE	ongoing review ongoing	

Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternatives space to relocate the work	wiped between users with alcohol based wipe or other appropriate cleaner.			
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.	Gate duty extended in the morning Rota for staff room & resources area cleaning Work only with the children in their zone	TS & CM	1st June	
Social distancing also to be adhered to in canteen area and staff room and during any rest breaks.	Lunch and break times will be staggered - class teachers arrange own break time rotas. Staff will be given access to the hall as a large staffroom so that staggered lunch is not necessary.	class teachers RN	1st June	
Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow 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. Face-to-face meetings, if they must happen, should only include "absolutely essential" participants, who should remain two metres apart.	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.	all staff KE all staff	ongoing ongoing	
Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.	Where possible (and appropriate), the school will have erected a Perspex barrier at the reception area. Tape on floor to indicate where it is safe to stand. Office staff will sign visitors in so pens are not shared	KE	1st June 1st June	

<u>Social Distancing and reduction of mixing – pupils</u> We will follow the guidance set out in *Coronavirus (Covid-19): implementing protective measures in education and childcare settings.*	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. When a child is upset, hurt or struggling with their work staff must make a judgement call as to how much social distancing can be maintained whilst also providing some comfort or support to the child.	RN	1st June 19th May	
Social distancing of 2 metres will be encouraged and expected. Where it is not possible, mitigating steps will be taken.	Parents will be informed that 2m distancing is not possible and the mitigating steps we are taking.	RN	1st June 1st June	
There will be no more than 15 pupils per small group and one teacher (and/or teaching assistant). If the room size dictates, we will reduce the size of the class further. Desks will be placed as far apart as possible.	We will rearrange furniture so as to maintain as much distancing between children as possible (aprox.1 - 1.5m whilst seated) No cloakrooms to be used - tape off We will cap numbers and introduce a rota of attendance if absolutely necessary. Based on current parent replies we are not expecting full attendance from any cohort.	class teachers KE RN	ongoing review 1st June 1st June	

We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.	School zones: Oak Classroom - EYFS children Chestnut Classroom - Y1 children Beech classroom - key worker and vulnerable children Sycamore classroom - Y6	RN		
The Headteacher/senior leader will plan how each class will be used and create a seating/layout plan. If possible children will use the same desks each day.	Y1 - Y6 children will have set seats/places	teachers	1st June	
	In EYFS we will arrange children in groups of up to 5 children with one adult per group. These smaller groups will not interact between groups but we cannot expect the EYFS children to be kept at 2m distance within these smaller groups due to the natural behaviour of younger children.	KP	1st June	
	Children and staff allocated to class zones. Children and staff must remain in those zones for all lessons and playtime. Staff cannot mix between zones other than to use staff areas.	RN	1st June	
As much as possible we will prevent the sharing of food, drink, utensils, equipment and toys.	All children to be issued with a clear plastic bag to contain all books and resources. All other personal items to be kept in this bag or under desk.	KE	1st June	
	Essential items only to move between home and school ie lunch box Reading books, exercise books, resources to remain in school	teachers	ongoing	
Soft toys and items that are difficult to clean will be removed from classrooms.	EYFS - staff to arrange boxes of toys per group if we need to stagger/rota children on site	KP	1st June	

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. Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed. We will not hold assemblies.	Each classroom to have own stock of reading books Chrome Books to be only used in Beech Class EYFS resources will all be wipe-cleanable and will be restricted to use by the small social group only. Equipment, toys and surfaces should be cleaned and disinfected more frequently - between groups / sessions and weekly on Fridays. Children to eat in their classroom zones - SMSAs to be allocated a classroom and group of children Staff Rooms to be relocated to larger parts of the school with chairs spaced out. Staff may also choose to eat outside. Practical lessons will need HT approval before going ahead. 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 - use of Dojo and newsletter Staffroom to be relocated to larger space	CM TS KP class teams KE & TS RN all staff RN	1st June 1st June 1st June ongoing 1st June and ongoing ongoing ongoing 1st June	

	Break times will be naturally staggered due to increased numbers of staff needed on duty outside No children in the office Signage to be placed on all office doors indicating the number of people who can enter at one time Adults only to be in office spaces Tape on floor to indicate 2m distancing at key pinch points around school	 all staff KE KE KE	ongoing ongoing 1st June ongoing 1st June	
<u>Arrival at school</u> To support social distancing and to avoid gatherings we will stagger the arrival of pupils (and staff) at school). We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.	START OF THE DAY Gates open from 8:30am and drop off is encouraged. Children go straight into class. Drop off and start of day to be extended: 8:30 - 9:00 Parents avoid walking in with children unless the child needs them. In these cases only 1 parent is allowed on site. Children avoid bringing large bags/coats to school unless absolutely necessary. Cloakrooms out of use - all items from home must be essential (ie packed lunch) and must be kept at the child's set place. Each classroom has its own entry/exit door END OF DAY Staggered end of day - Oak Class from 2:50pm; Year 1 from 3:00pm, Year 6 and key workers/vulnerable children from 3:10pm Parents must stay in their car or stand 2m apart whilst waiting for gates to open	RN	1st June onwards	

We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time. Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.	Oak and Chestnut class parents enter via car park gates and space themselves 2m apart around paddock (no movement of cars in carpark allowed between 2:45 and 3:30pm) Year 6 and others parents enter via playground gate and must space themselves 2m apart around main playground Staff to bring children outside and send to parents when they see them FRIDAY Stagger collection - Oak class from 11:30; Year 1 from 11:40; Year 6/vulnerable/key worker children from 11:50. No children / families must congregate at school for socialising at the end of the day No use of outside equipment / playground after school All contractors should discuss arrangements with SK prior to arrival. Only enter school site if essential to do so.		ongoing	
<u>Movement around the school</u> Lessons will be planned to reduce the movement around the school. If possible we will design a one-way system around the school.	Children will only need to use their classroom entry/exit door to either learn inside or in their outside zone. Children will walk orderly, maintaining a safe distance from each other. Restricted use of upstairs rooms and resources room	class teachers all staff	1st June onwards 18th May onwards	

We will avoid queues (eg outside of classrooms)	Where we cannot eliminate the need to queue we will put up signage or mark the floor to delineate distance to be maintained.	KE	1st June onwards	
<u>Use of toilets</u> Toilet use will be staggered and restricted to one group/one set of toilets at a time. Toilet use will be monitored to ensure social distancing insofar as it is possible. All children will be required to wash hands for 20 seconds after using the toilet.	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.	all staff	ongoing	
<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 should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously. Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas	Classroom doors and windows to be open for ventilation and classes encouraged to use outdoor spaces . Outside play areas will be allocated to each group of children. These will be rotated weekly as they will be untouched for 3 days between Friday am and Monday am. These will be marked with hazard tape and/or cones and a map will be displayed in the classrooms. Games/sports/activities to not involve mixing between groups	teachers RN & TS/CM class teachers	daily 1st June onwards ongoing	

<u>PPE: gloves</u> 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. Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc <u>PPE: Face masks</u> 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. Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus. These will be available in all first aid kits and at the first aid stations Face masks will be available in every classroom, from the school office and at the first aid station.	KE KE KE	1st June 1st June 1st June	
<u>Symptoms of Covid-19 – staff</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they	Line managers will offer support to staff who are affected by Coronavirus or has a family member	RN & TS & CM	ongoing	

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 Line managers will maintain regular contact with staff members during this time. Government guidelines will be followed in relation to return to work.	affected. We will use our normal systems of support. The person who has shown symptoms will need to self -isolate for 7 days. Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days			
<u>Symptoms of Covid-19 – pupils</u> ● The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 ● Any pupil who displays signs of being unwell will be moved to the isolation 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	The upstairs intervention room may be used. An adult will need to ensure the child is safe whilst maintaining a distance outside the room. Separate toilets are not available however any toilet used by an unwell child will be cleaned after use. The child who has shown symptoms will need to self -isolate for 7 days. Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days.	RN & TS & CM RN & TR KE	1st June 1st June 1st June	

<u>Confirmed Covid-19 and Riddor reporting</u> There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if: ● 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	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 B&NES	RN	as needed	
<u>Transport arrangements</u> We will encourage parents and children to talk or cycle where possible and will signpost to government guidance. We will make any necessary arrangements and communications in relation to start and finish times The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk. *(We await the issuing of Government guidance on this topic)*.	This will be done in communications from Trust CEO to parents. Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.	AW	1st June	
<u>Communications</u> 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	KE to circulate	ongoing	

The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport. 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.	Letter to parents on Tuesday 19th May Letter to parents on Tuesday 19th May Letter to parents on Tuesday 19th May KE to communicate to contractors including refuse collection, school meals delivery, site maintenance teams	RN RN RN KE	19th May 19th May 19th May ongoing	
<u>Environmental issues</u> Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate. Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)	Applies to hall only All classes to ventilate throughout the day with open windows and doors Light switches to be wiped at key points in the day	KE teachers teachers	ongoing ongoing ongoing	
<u>Mental Health</u> Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to	Leaders, as relevant to your school setting will be required to oversee this using all resources available to us.	RN & TS & CM	ongoing	

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/	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. 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.	RN & TS & CM RN	ongoing ongoing	