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| **SAFETY RISK ASSESSMENT** | | | | | |
| Directorate: **St. Luke’s CE Primary School** | | **COVID 19** | | | |
| Job role/s: Teachers / TA’s / Support Staff / Admin/ Site staff | | | | | |
| People who might be harmed:staff, pupils | | | | Assessment date: 11/6/2020 | |
| Are there any special considerations needed for new & expectant mothers or persons under 18, etc**.** Pregnant women at 28 weeks or above should work from home. | | | | Review date: 31/8/2020, 19/1/2021 | |
| Names of all involved in assessment process: KF/KS/GC/SS/ST | | | Manager: K Farrall | | |
| **Hazard / risk identified**  Task/ activity / process / stressor | **Current precautions in place** | | | | **Improvement action needed**  following incidents, changes, etc. Place these on an action plan. |
| **Infection Control:**  **Staff** | * **Communicate with all staff on their wellbeing and personal health conditions i.e. asthma, diabetes etc.** * **Maintaining staff wellbeing and providing support where required, offer Employee Assistance** (see App 3) * **Staff to access FAST testing at one of the sites set up. The nearest to St. Luke’s is at Heywood Sports Village.** | | | |  |
| **Infection Control:**  **Start and End of the school day** | * **Staff are asked to arrive before pupils.** * **Staggered start and finish times. Y2 and KS2 8.45-3pm YR and Y1 9-3.15pm** * **Parents will be asked to bring their children to school alone and wear a mask. Parents with babies or other children that would not attend the school will be asked to suitably supervise them to prevent them child from entering the school building or compromising the social distancing measures in place.** * **Separate entrances and exits are used for Year Group Bubbles and one way system in place.** * **Entrances are supervised by staff encouraging parents to swiftly leave children and walk away.** * **Staff will discourage loitering. Advice will be sent out reminding parents NOT to loiter or liaise direct with teachers.** * **Parent behaviour expectations will be made clear together with consequence of being barred from premises where rules are deliberately flouted.See app 7.** * **Washing of hands on entering the building – hand sanitiser at the door and then wash with soap and water in the classroom.** * **Markings on floors or arrows displayed on corridor of correct distance for movement around school.** * **Appropriate distances will be enforced outside with markers.** | | | |  |
| **Infection Control**  **Lessons-** | **Measures within the classroom**   * Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another. Measures staff could use include: * Adults standing rather than kneeling/sitting next to a pupil when working with them (i.e. providing feedback). * When providing written feedback, adults may want to use a clipboard rather than the table to support this – marking above a child rather than face-face. * The use of a visualiser is recommended to share work with the whole class. * Sitting shoulder – shoulder with a pupil rather than face on. (i.e. when listening to readers / intervention groups) * Adults will wear fluid resistant masks when they are unable to maintain distance. * Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible. * Classrooms need to be adapted to support distancing where possible. A no-go zone at the front of class will be implemented in Y1-6. * In Y1-Y6 tables should face the front and children should sit side-byside, not facing one another nor side on. For the Foundation Stage classrooms will have a little more flexibility with tables and it is recognise that some activities will require ‘carpet time’. | | | |  |
|  | **Measures elsewhere**  There will be no whole-school events where children and adults are required to congregate.  Assemblies will be limited to class assemblies and will only have one year group at a time. Children are not to sing during assembly. Daily collective worship in classes will continue as defined in DfE Circular 1/94.    Staff rooms are set up around school to avoid crossing of year group staff. Staff must ensure they leave the area clean after use.  Pupils will not be required to go to the school offices. All messages can be sent electronically or by telephone to the office.    Members of SLT will come to classrooms periodically throughout the day.  **Breakfast and Afterschool Club**  **Breakfast club will open at 7.45am £3.00 per session.**  **After school club will close at 4.30pm £3.00 per session**  **Bookings to be made via ParentMail 1 day in advance minimum.**  **Children will be split into year group bubbles and will not mix.**  **Cash**  **We operate a cashless system in school and all Dinner Monies are paid to Dolce directly. Before and after school club payments are made via ParentMail.** | | | |  |
| **Infection Control**  **Lunchtime** | * **Staff to clean pupil’s desks before and after eating** * **Pupils to wash hands before and after eating** * **Year group bubbles are not to mix at playtimes or lunctimes. Classes are given set playgrounds and times to adhere to.** * **Children will eat in the school hall in class bubbles.** * **YR and Y1 – 12-12.30pm eat in the hall. 12.30-1pm designated playground time.** * **Y2 and KS2 – 12-12.30 designated playground time12.30-1pm eat in the hall.** * **All staff to wear fluid resistant masks.** | | | |  |
| **Infection Control**  **Playtimes** | * **See playtime rota** * **Fixed play equipment cordoned off. This has been done in the main playground.** * **Handheld equipment not used to prevent cross contamination.** * **Staff will be provided with non-contact game ideas.** * **Staff members to model social distancing with the pupils and remind them regularly.** * **Staff to open and close all doors when pupils are moving around the building. Clean after use.** * **Pupils to access the outdoor areas through the nearest exit to avoid contact with others. Each classroom has own outdoor exit so no need to move through school.** * **When moving around the building – 1 adult at the front and 1 at the back checking for social distancing. Throughout school 2m markers are on the floor.** * **1 way system assessed and discounted - due to the layout of the building.** | | | |  |
| **First Aid** | * **Sufficient first Aiders on site.** * **PPE (masks, gloves and aprons) are available for First Aid, Intimate Care and when a pupil feels unwell. We will keep well stocked. After contact with injured persons first aiders are advised to clean their hands thoroughly with soap and water or hand sanitizer at the earliest opportunity** * **Plan curriculum to ensure there are less chances for injury.** * **Isolate any pupil/staff member who shows symptoms and send home immediately. Isolation room – Y2 spare classroom.** * **If a member of the year group bubble shows symptoms and a positive test is given then whole year group has to self-isolate for 10 days.** * **Pupils and staff members who become unwell will be isolated in Y2 Elm until they are collected. The windows will be open and the room will be deep cleaned afterwards. All staff in contact with pupil/staff member will use PPE.** * **Temperature checks will only be carried out on pupils we are concerned about. We will use a non-contact thermometer.** | | | |  |
| **Communication to Parents** | * **Regular information updates for parents through Parentmail and Twitter.** * **Keep school website up to date** * **Clear expectations will be sent to parents.** | | | |  |
| **Control of Visitors and Contractors etc.** | * **Ensure the entrance office is always manned by a member of staff.** * **Office staff to manually sign in all staff, visitors and contractors in the signing in book to ensure we implement track and trace procedures.** * **Only allow essential visits and by appointment.** | | | |  |
| **Fire Safety**  **Emergency Evacuation** | * Ensure all staff and pupils are aware of the latest procedures * Exit points and muster points remain the same – these are displayed in every room. Hold regular fire drills as the provision changes and address any concerns/issues. All staff fully aware of procedures. * All staff aware of the evacuation routes for their designated areas and muster points · All year groups, office staff and SLT to use mobile phones to communicate during an evacuation · All fire doors and unlocked at the start of the school day · Trained fire wardens on site throughout the day. Where possible, in line with fire regulations and safeguarding procedures, doors will be propped open. * Staff check they have everyone Leadership (fire marshals m) check building and ensure everyone is accounted for and then decide next step (evac to Heywood Sports Centre or call office staff to ring patents for collection ) * Updated fire risk assessments * Fire routes are clear and checked daily | | | |  |
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| **Movement around the building** | * **Limited movement by all staff and pupils.** * **Use internal telephone system to pass on messages or email.. Ensure phones are cleaned before and after use.** * **Use spots and arrows on floor to ensure social distancing** * **Always keep to the left – in corridors** * **Use classroom exits to access outdoor provision.** * **Only use allocated entrance for each year group bubble at the start/end of the day.** * **Staff to use designated set up staff rooms to ensure social distancing.** * **There will be no large gatherings such as assemblies.** | | | |  |
| **Safeguarding** | * **Ensure the DSL or a member of the Safeguarding team is always on site.** * **Ensure all staff have read and understood the updated Safeguarding policy.** * **Re-issue guidance on what to do if a child makes a disclosure to all staff. Ensure staff record this on CPOMS.** * **Be alert – we may see an increase in disclosures due to the increased length of time the pupils have had at home.** * **Children with a medical condition or an additional need that may be impacted by a return to school in these conditions will be contacted by the SENCO to agree on actions. If the risk is too great, then the child cannot attend at this time. The SENCO will share this information with all staff via email and check staff working with these children are confident.** | | | |  |
| **Emotional distress** | * **Curriculum needs to include opportunities for the pupils to share their feelings, support their well-being and incorporate mental health provision.** * **Work in teams for planning – in school and remotely to reduce staff workload and anxiety.** * **Staff to have access to counselling and support services.** | | | |  |
| **Hygiene** | * **Hand sanitiser will be available in all classrooms, offices and other work spaces.** * **All staff to have personal hand sanitiser provided by school.** * **Soap is available at all sinks.** * **Pupils and staff will wash their hands or use hand sanitiser as they enter the building, before and after any outdoor provision, before and after eating, after using the toilet, any time they cough/sneeze and when they leave at the end of the school day.** * **Pupils will be reminded of the hand washing procedure regularly.** * **Posters will be displayed all around school to remind all staff and pupils about hygiene.** * **Remind pupils to not touch their faces and to sneeze/cough into their elbows.** * **Tissues will be available in all classrooms.** * **Pedal Bins will be placed in all classrooms and toilets.** * **Toilets to be cleaned at the start and end of the day and at lunchtime.** | | | |  |
| **Cleaning** | * **Site manager will allocate the cleaning team areas of the building accordingly – with an emphasis on the rooms in use** * **Teaching and Support staff to clean throughout the day in the classrooms.** * **Communal areas regularly throughout the day eg. door handles etc.** * **Teaching and Support Staff to ensure all surfaces are left empty at the end of the day so cleaning staff can clean thoroughly and efficiently.** * **See cleaning risk assessment for further details.** * **Cleaning schedule agreed with site staff · Class based staff informed about routine wiping down throughout the day** * **List of full cleaning products and COSHH assessments on display in the site manager’s office. Every bubble provided with a cleaning caddy with clear instructions.** | | | |  |
| **Health and Safety** | * **Ensure all medicines (inc. epi pens, inhalers etc.) are stored safely and available when those pupils return to school.** * **Ensure all soft furnishings have been removed from all classrooms prior to being allocated to a bubble.** * **All hand dryers will be disconnected and replaced with paper towels and pedal bins (staff toilets)** * **Fire and evacuation plans updated** * **All standard checks will be completed as usual regarding-**   **Legionella -**  **Hot and cold water systems**  **Gas safety**  **Fire safety**  **Kitchen equipment**  **Air conditioning units to have checks but switched off and not used.**  **Security and alarms**  **Ventilation** | | | |  |
| **Other building use** | * **The building will reopen for before and afterschool club – see separate document.** | | | |  |
| **Transport** | * **Staff and pupils will be encouraged to walk or cycle to school.** * **Staff and parents will be discouraged from car sharing.** * **Staff and pupils will be discouraged from using public transport where at all possible.** | | | |  |
| **Remote learning** | Children will be provided with work packs and these will be completed by children working in school or at home.  Remote learning  KS1 – average of 3 hours per day  KS2 \_ 4 hours per day  School will check in DAILY to see if children are accessing this remote learning and have a senior leader leading on it. We will provide high quality remote learning provision (that can be checked by OFSTED) and publish on the school website information regarding this remote learning offer. At St. Luke’s we provide high quality work packs and resources for all year groups and children access live Teams sessions twice per day.  The morning session explains the tasks for the day. This is recorded so that children can play this back to support them with their learning. The afternoon session is to check in with the children, mark work and give feedback. Children can use the chat function to communicate with their class teacher and ask for support when required.  Children in school will access music and PE as they did during the Autumn term.    Extra curricular activities will not resume. | | | |  |
| **Building Project:**  **The school is having a new roof and will be completed by the end of the Spring term 1 at the latest. The work will be led and managed by Rochdale Council who will have all their own risk assessments in place during COVID-19 and they will also follow the schools’ procedures when required and when contractors are visiting site. The work that is taking place in September does not impact school operation.** | | | | | |