

RISK ASSESSMENT

Activity being Risk Assessed:	Office, Kitchen and Other Areas
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What are the hazards?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Lack of social distancing in the office resulting in direct transmission of the virus	<p>Social distancing at all times</p> <p>All resources needed used only by individual members of staff or wiped down after each use, i.e. phones, scissors, photocopiers, etc.</p> <p>Encouraged staff to use PPE as necessary but it is based on staff discretion.</p>	<p>Ensure enough cleaning resources available.</p> <p>ALL STAFF TO WEAR MASKS IN ANY PUBLIC AREAS AND OUTSIDE IF OTHER PEOPLE AROUND</p>	ALL		
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	<p>Disabled Staff Toilet for all KS1 and KS2 staff to use.</p> <p>Main staff toilet is for all office staff and kitchen staff to use.</p> <p>Each time the toilet is used, staff to clean with disinfectant all surfaces that have been touched.</p>	<p>Regular reviews of handwashing</p> <p>New Posters put in toilets to remind staff</p> <p>Continue to check Yas's checklist to ensure soap and towels checked daily.</p> <p>Ensure enough cleaning equipment daily.</p>	All	Who?	Ongoing
Lack of social distancing in morning resulting in direct transmission of the virus	<p>Parents reminded about social distancing</p> <p>Signage put up around school</p> <p>All staff to use different entrances and exits around school – all office staff to use front door and kitchen staff to use kitchen door. No visitors or parents onto school site. Only visitors with prior arrangements.</p>	<p>Reminders in letters to parents</p> <p>New Parents Intro Letter/Email</p> <p>Reminders to visitors, etc</p> <p>Tell staff not to be afraid to question anyone of site who shouldn't be</p>	FB	As Necessary	
Lack of social distancing during all other school times resulting in direct transmission of the virus	<p>Timings:</p> <p>Edwardians: 8:30 – 8:40</p> <p>Georgians: 8:40-8:50</p>	<p>Ensure JA reminded about timetable and opens all external doors</p>	ALL	Ongoing	

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	Tudors: 8:50 – 9:00 Victorians: 9:00-9:10 Anyone late must arrive after 9:15		JA to open all external doors		
Lack of social distancing when eating lunch resulting in direct transmission of the virus	Staff room to be used only by office staff. Cutlery is not shared and everyone has their own cups, etc.	Ensure cleaning materials always available– any new stock needed tell FB	ALL	Ongoing	
Transmission of virus in shared spaces	Limit shared areas Deep clean of shared toilets once a week. Use of walkie talkies to communicate with staff in other bubbles Specific spaces used for different bubbles Photocopier should be used minimally – if photocopying needed during school day, please ask from the office. Office photocopier to be used by KS1 ONLY when children are not in school. Always Use of photocopier allowed but try to use only when children not in school – if used during day, ensure no one is in area.	ALL STAFF TO WEAR MASKS IN PUBLIC AREA AND OUTSIDE IF OTHER PEOPLE AROUND			Yes
Contact of shared resources resulting in indirect transmission of the virus	Any shared resources disinfected Photocopiers – should be wiped down before and after use or glove must be used at all times. KS2 photocopier to be used only when children are not in school Ensure no one is in area.	Ensure cleaning in place of any shared resources	ALL	Ongoing	

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	Office photocopier to be used by office staff only during school hours and used by KS1 staff only when children are not in school. If photocopying needed please contact office. Same as above.	New cleaning resources or PPE restocked as necessary	Give to FB but ALL	Ongoing	
Emotional distress of the staff – including anxiety	<p>Clear plans in place for all staff Before staff come into school full induction and clarity over what controls are in place to keep children and themselves safe.</p> <p>Staff sent e-mails about our wellbeing services through SAS and can access NAHT wellbeing services.</p> <p>Weekly meetings with ALL staff (separate for TAs and Teachers with headteacher to lead)</p> <p>Staff access their ‘bubble’ through relevant doors – same as children access to prevent cross contamination</p> <p>All windows and doors to be open for cross-ventilation to air out for breathing</p>	<p>Training as necessary as new teachers come into school again.</p> <p>Wellbeing of staff is a real concern (October) – need to put in place further days, etc, to help them have something to look forward to. Appraisal only focused on wellbeing and curriculum development.</p> <p>Wellbeing of staff continues to be a priority at all times.</p> <p>Keep cross ventilation – all top windows open at all times and some other level of cross ventilation– whatever level of ventilation keeps you happy and feel safe.</p> <p>JA to know all updated timetables to ensure doors open and all windows</p>	FB	<p>Induction for newly returning staff</p> <p>Ongoing</p>	
Risk of spreading virus due to close contact with children – 1:1	PPE given to all staff – refreshed as needed by requests to FB	Ensure all PPE is in stock and keep restocked	FB/SR	1/06/20 Ongoing restock	Yes

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and restraint resulting in direct transmission of the virus	Staff to use relevant PPE if a child falls over – all staff who are first aid trained know what PPE to use. Where accidents happen but are very minor, children talked through how to clean their scrapes and cover with a plaster, etc. If children do not comply with distancing rule or break behaviour rules, staff can call parents to pick up.	Stock Check on First Aid Bags before return in September	LT	1/09/20	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	Extra hand washing posters up on display Reminder of handwashing techniques and hand gel reminders Hand Gel dispensers in all shared areas . Gel used throughout the day where necessary (but handwashing used as priority) gel used on exit to home. Hand Gel dispenser for all visitors at front desk.		FB FB/CH	Ongoing	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	Additional cleaning measures in place. New cleaning checklist for cleaning team in KS1 and KS2 to ensure everything is cleaned All toilet surfaces that have been touched to be sanitised after each person uses staff toilet . Cleaning team wipe down all surfaces again in the evening.	Weekly checks and sign off of cleaning checklist Ensure all cleaning equipment/resources in stock.	FB ALL – to give stock	Weekly Ongoing	

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	<p>Steam clean of everything 1 x a week for deep clean.</p> <p>No shared equipment in schools – all soft furnishings taken away</p> <p>PPE worn during all cleaning.</p>		needed to FB and SR		
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	<p>Anyone at more risk must follow procedures in place and strictly adhere to guidance given and distancing/PPE, etc</p> <p>New staff given full induction into school before coming in to ensure safety of everyone</p>	<p>Continue to monitor staffing situation</p> <p>Training of being in school, etc, provided on an individual basis</p>	<p>FB</p> <p>FB</p>	<p>Fortnightly</p> <p>As necessary</p>	
Risk of transmission of illness if a staff member or child has COVID-19 symptoms	<p>Temperature checks in place as necessary (If child feels hot, we call parents)</p> <p>Any symptoms, parents called to pick up straight away</p> <p>Staff with symptoms or any illness, must stay home.</p> <p>Parents given information about testing and can only back into school with negative test.</p> <p>If 2 positive, all bubble must self-isolate for 14 days.</p> <p>Flowchart will be handed out and used where cases are positive.</p> <p>No children to be sent to office area but all in breakout areas .</p>	<p>When parents pick up children – they come to front office door (not let in)</p> <p>Office to remind parents that child MUST have Covid test before coming back into school. Office then radio classroom and staff member must walk child (social distance and PPE if necessary) to their parents at the front of the school.</p> <p>If parents are having to self-isolate due to track and trace, etc, we ask that children be kept at home as well.</p>	All staff	As necessary	

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		Follow flowchart as necessary Headteacher to continue to access weekly headteacher briefing regarding COVID			

Risk Assessment Completed by (Name):	F. Barton	Job Title:	Headteacher	Date:	Last Update August 27 th September 16 th October 15 th January 4 th
Authorised by Line Manager (Name):		Job Title		Date:	
Reviewed by:		Job Title		Date:	
Distribution List:		Job Title:		Date:	

Office staff out of building for 4:00 please – if necessary to stay for various reasons – please ensure in a separate room from all other staff, etc and let others know you are there.

ALL UPDATED VIA ZOOM MEETINGS AND EMAILED TO ALL STAFF CONCERNED