

RISK ASSESSMENT Marus Bridge Primary School

Location: Marus Bridge Primary

Assessor: M. Gaskill/SLT

Signed: M. Gaskill

Date of Original Assessment: 14th July 2020

Latest Review Date: Reviewed 12.01.21

Activity: COVID-19: Primary School - Preparing for reopening from Wednesday 2nd September

Hazard	Risk	Individuals at risk	Previous Risk - L/M/ H	Control Measures (Current)	Control Measures (Additional - Proposed)	Updated Risk L/M/H
<p>This risk assessment is informed by DfE guidance. It covers our expectations and support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within the school.</p> <p>The assessment is under continual review, with full consultation with the Rowan Learning Trust, Wigan LA, staff, the school community and relevant unions.</p>						
Further tightening of safety procedures in light of re-opening 06.01.21	Rising infections Transmission across pupils and staff Threat to health Disruption of education			The controls to the right are applied <i>on top of the existing detailed control measures set out below.</i>	<p>Reduce opportunities for transmission by:</p> <p>Minimise numbers of staff on site to deliver quality education for all pupils including those with named 121 support Ensuring staff arrive after 8am and leave school by 3.45 pm. Targeted additional cleaning of classrooms used daily Teach from the front wherever possible maintaining 2m distance from class Wear visor, especially when approaching children for</p>	

					<p>support/feedback Only two adults working per room at any time except for short socially distanced visits to pass on information Maintain ventilation through open doors and windows Rest times must only be taken with colleagues in bubble and only at 2m distance Face mask and visor recommended for 121 support TAs plus gloves and apron for any physical care Daily contact with line manager for wellbeing and professional support available to all staff wfh including one welfare phone call per week from Team Leader.</p>	
Enhancements from January 2021	Rising infections Transmission across pupils and staff Threat to health Disruption of education			See below	<p>All training and other meetings online Distancing regulations, sanitisation, PPE and isolation procedures re-emphasised with staff, children and parents. Masks/visors advised for TAs working 121 with children with SEND Education staff maintain 2 metre distance when teaching whole class and wear visors at all times. Pick up and drop off reminders issued and PPE area extended along approach paths outside school boundary. Ventilation maintained through windows and internal doors.</p>	

Enhancements to RA from October half term	Rising infections Transmission across pupils and staff Threat to health Disruption of education	Pupils and staff		See below	Parents to wear face coverings at pick up and drop off All employees to wear face coverings outside classroom and visitors in teaching situations where distancing is compromised Seating plans strictly adhered to in KS2 Social meetings for staff outside bubble suspended eg lunch Additional cleaning of site 11-12 each day.	M
Test and Trace Maintaining records of staff and visitors to support the NHS Test and Trace	Support the management of COVID-19	Staff and all visitors	M	We will operate an electronic system on sign and take mobile numbers and names on each date. The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS: Staff the names of staff who work at the premises a contact phone number for each member of staff the dates and times that staff are at work Visitors the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group a contact phone number for each visitor, or for the lead member of a group. date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of the school.	Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20 https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily Staff and pupil details are held by the school Recorded on the signing in system Help contain any outbreak by following local health protection team advice. Lynne Calvert 07806 407609 Test and Trace Jo Crooks 01942 404240 Wigan PHT	L

Entering School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors	L	<p>Pupils will enter the school site via the main gate and use one way system. Anyone entering the school site must follow the UK Government social Distancing Guidelines.</p> <p>Anyone entering the school site <i>may</i> have their temperature taken and be asked the following questions:</p> <ul style="list-style-type: none"> o Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days? o Has anyone in your household had any of these symptoms in the last 14 days? <p>Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 7 days and the rest of their household for 14 days.</p> <p>Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for the appropriate amount of days.</p> <p>Hand sanitiser stations positioned on the entrance to the building and must be used by all pupils and visitors.</p> <p>One-way system in operation on the outdoor area.</p> <p>All designated walkways have 2m distance markers painted on.</p> <p>Pupils must arrive on site no earlier than the designated opening time for the year group. MGa regular reminders via PM</p> <p>Parents are discouraged from gathering at school gates. PM</p>	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 18 06 20 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	
Leaving School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<p>Pupils and parents will leave the school site via the side gate in the morning. Y5/6 leave via chosen exit 15 minutes after rest of school.</p> <p>All parents pick up and leave via large gateway except Y3 and 4 who leave via side path.</p> <p>Pupils are asked to leave site straight after</p>	<p>GOV.UK Guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Signs, posters and regular reminders</p>	

				<p>their activity has finished. Hand sanitiser station will be available on exit to the building. Maintain as much as possible, the 2m distance rule. Use marked walkways where possible</p>	raise awareness-	
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users	L	<p>No maintenance or alterations to the building have taken place during the closure.</p> <p>Inspect the building before opening to increased number of students. If any damage to rooms containing or suspected asbestos material is identified we will contact our asbestos consultant for further advice.</p>	<p>Done</p> <p>Ongoing statutory regimen continues.</p> <p>To be conducted by R. Thomas/J. Sanderson-done Re-inspection Friday 28th August: done</p>	
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users	L	<p>Thorough Examination & Testing</p> <p>The statutory obligations to TE&T remain in place.</p> <p>All reasonable efforts made to arrange for TE&T to be carried out within the statutory time limits.</p>	<p>HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</p> <p>TE and T up to date and compliant Normal programme has resumed.</p>	
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.	L	<p>Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <p>Open windows and internal doors-wedges provided to all staff. External doors may be closed in cold weather.</p>	<p>DoE BB101 Ventilation in schools.</p> <p>Share RA shared with all staff-20/07/20 and reissued 11.09.20</p> <p>HT/DHT to conduct daily walkthrough</p> <p>Windows to be opened before school and remain open-review wb 11.10.20</p> <p>Internal doors to be left open-review 11.10.20</p>	
Access Control to and from the building.	HSWA 74	Pupils, staff and visitors	M	<p>To comply with the Governments guidance for social distancing <i>the 2 metre rule must apply by all visits attending the school building.</i> To encourage segregation and if external space allows.</p> <p>If the car park is used Prohibit movement of vehicles.</p> <p>Width of the footpath to allow the use of a</p>	<p>GOV.UK Guidance. Follow the social distancing guidelines</p> <p>No parental parking from 8.15-9.15 and from 2.15-3.15- staff only</p> <p>Parents to enter playground via main gates to KS1 playground: one way</p>	

				<p>double buggy. Display signage for social distancing at the gate entrance and along the route to the office.</p>	<p>system</p> <p>SLT/caretaker supervise: 1 on main gates, one on KS2 exit gate and one on KS2 playground</p> <p>Teachers at their external doors</p> <p>Parents to observe social distancing on playground, watch children in and leave</p> <p>Teachers will dismiss children at end of day and parents collect at a safe distance</p>	
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.	L	<p>Ensure that school is ready for re-opening, regarding cleaning, catering, food supplies, hygiene suppliers, inspection and maintenance of equipment. Discuss with cleaning contractors and cleaning staff the additional cleaning schedule requirements and agree the additional hours for this to be completed. Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</p> <p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Observe good hygiene practice. Contractors to sign in and out as is normal practice-only essential allowed in during school hours, eg. legionella</p>	<p>Cleaning:</p> <p>2.30-5.30pm Mon-Thur Equipment cleaned, books left and quarantined for 48 hours-MGAs to brief staff and parents-max 2 book changes pw Cleaning schedules reviewed and focused on commonly handled surfaces using safe sanitising materials-JS to liaise with ISS</p> <p>Catering:</p> <p>Sandwich/portable prepped options using food trays for KS2 Lunchtime staggered 11.40-1.30 KS2 Children eat outside or in room if weather inclement Middays collect and distribute packed lunches and leave outside rooms EY eat at 11.45; Y1 and 2 separated in hall; access via separate external doors.</p> <p>Signage re symptoms on gates and doors</p> <p>Essential Contractors must arrange</p>	

Communicating with parents on changes		Pupils, staff and parents.	M	<p>Inform pupils and their, parents/carers, not to enter the school if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Inform parents that if their child needs to be accompanied into school, only one parent should attend.</p> <p>Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use)</p> <p>Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment.</p> <p>Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.</p>	<p>GOV.UK Guidance - Implementing Protective Measures in Education. https://www.gov.uk/government/publications/coronavirus-covid-19- implementing-protective-measures-in-education-and-childcare- settings/coronavirus-covid-19- implementing-protective-measures-in-education-and-childcare-settings</p> <p>MGa weekly + PMs LT PM re covid 19 symptoms 20.07.20 and again 01.09.20 HT PM of 20.07.20 reissued on 01.09.20</p> <p>Additional signage displayed</p>	
Communication with Staff	Protection against infection	Staff	M	<p>Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <p>Avoiding contact with anyone with symptoms of COVID-19</p> <p>Continue frequent hand cleaning and good respiratory hygiene practices</p> <p>Careful housekeeping: hard surfaces, furniture, toys, etc.</p> <p>Minimizing contact and mixing with others.</p> <p>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</p> <p>Daily walks/consultation between SLT and others</p> <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p>	<p>GOV.UK Guidance. Staying alert and safe (social distancing) Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Regular briefings for staff MG/RA</p> <p>Weekly briefing reminders: MG/RA</p> <p>Most meetings on Teams including briefing-SLT socially distanced across large classroom (5B)</p> <p>Risk assessments for violent pupils in place as amendments to IEPs done and Behaviour Appendix passed by govs and shared with staff and parents 10.06.20 Reissued with PM 20.07.20 and signpost website</p>	

"Year group bubbles	Social Distancing		M	<p>Maintain as much as possible, the 2m distance rule. However, it is acknowledged that social distancing within the school for very young children will be harder to maintain.</p> <p>To help ensure that the risk of virus spread for both staff and pupils is as low as possible, we will implement the following:</p> <ul style="list-style-type: none"> Informing children, parents, visitors including suppliers, not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19) This will be done through Signage/letters Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport. This will be done through letters Ensure class sizes reflect the numbers of teaching staff available Remove unnecessary furniture to open up the classroom.KS2 pupils sit in pairs facing the front of class. Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering. Stagger school timings of classes starting and finishing-see table Discourage parents from gathering at school gates. This will be done through Signage/letters-staggered times and one-way system. Display signage at all entrances into school and along corridors to raise awareness of social distancing. Class groups to be allocated an entry and exit point to and from the building-their own door every time No lining up-see drop off procedure No on site meetings of more than 5 people-these to be in ventilated rooms sat 2 m apart <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	<p>GOV.UK Guidance. Follow the social distancing guidelines</p> <p>Face coverings are not recommended for use in classrooms. However, <i>we will issue PPE to 121 staff responsible for intimate care and on request for staff who feel comfortable performing duties where social distancing is compromised.</i></p> <p>Face coverings can be worn by any staff in congested areas in non-teaching situations.</p> <p>Rooms assessed prior to reopening by HT and DHT. Re-inspection 11.09.20</p> <p>Times staggered as follows:</p> <table border="1" data-bbox="1442 847 1917 1161"> <thead> <tr> <th></th> <th>Open</th> <th>Start</th> <th>Lunch</th> <th>END</th> </tr> </thead> <tbody> <tr> <td>EY</td> <td>8.30</td> <td>8.40</td> <td>11.45-12.45</td> <td>2.50</td> </tr> <tr> <td>KS1</td> <td>8.30</td> <td>8.40</td> <td>12-1</td> <td>2.50</td> </tr> <tr> <td>LKS 2</td> <td>8.40</td> <td>8.50</td> <td>12.10-1</td> <td>2.50</td> </tr> <tr> <td>UKS 2</td> <td>8.40</td> <td>8.50</td> <td>12.40-1.30</td> <td>3.00</td> </tr> </tbody> </table> <p>Signage in place on corridors and at entrances and exits and walkways saying keep left roped off on playground.</p>		Open	Start	Lunch	END	EY	8.30	8.40	11.45-12.45	2.50	KS1	8.30	8.40	12-1	2.50	LKS 2	8.40	8.50	12.10-1	2.50	UKS 2	8.40	8.50	12.40-1.30	3.00	
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"Year group bubbles"	PPE	Pupil and Staff	M	<p>Staff and pupils are not required to wear face coverings.</p> <p>PPE is in medical room for intimate care</p>	<p>Government Guidance</p> <p>Face coverings are not recommended for use in schools. <i>However, we will issue PPE to 121 staff responsible for intimate care and on request for staff who feel comfortable performing duties where social distancing is compromised.</i></p> <p><i>Staff may wear face coverings in any non-teaching situation.</i></p>	
"Year group bubbles"	First Aid Support to others	Pupils, staff and Visitors	L	<p>First aiders-photo/name on display in each room:</p> <p>In regards to Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. The school will adhere to this guidance.</p> <p>If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A visor should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the pupil/person is necessary, then gloves, an apron and a visor should be worn by the supervising adult.</p>	<p>GOV.UK Guidance https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>We are fully compliant for first aid cover, including paediatric.</p> <p>Medical room is ventilated and can be used with distancing if appropriate.</p> <p>PPE is in school and stored in medical room and relevant classrooms.</p>	
Early Years classes	Reception		M	<p>For early years groups in school we will:</p> <p>Ensure play equipment that is used is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere-</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)-done</p> <p>PFA cover – see first aid section above yes</p>	<p>Wipes, gels and safe anti bac spray will be issued to practitioners</p> <p>Housekeeping: Equipment will be cleaned at lunchtime and home time</p> <p>Playdough in tubs; no sand</p> <p>Water trays changed midday</p> <p>All furniture removed as necessary, soft toys removed etc.</p>	

Classes	Year 1 and 6*		M	<p>For Y1 & Y6* groups in school we will:</p> <p>Year groups work in bubbles. Timetable has been refreshed Decide which lessons or activities will be delivered, how and when: done-staff consulted and finalised version shared 20.07.20</p> <p>Change the layout of the classroom to separate pupils and those in Y3-6 to face forwards in twos, shoulder to shoulder to reduce face to face contact PE outdoors unless weather inclement-done-PM needed re outdoor kit, waterproof jacket</p> <p>Use the timetable and selection of specialist facilities to reduce movement around the building-done corridors not used</p> <p>Stagger break times (including lunch), so that not all pupils are not moving around the school at the same time. Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk-done-breaks do not overlap</p> <p>Stagger drop-off and collection times of classes-done</p> <p>Plan parents' drop-off and pick-up protocols that minimize adult to adult contact.</p>	<p>The school's behaviour policy and pupils code of conduct remains in force with addition of Behaviour Appendix</p> <p>EY return part time first three days with delayed start and earlier finish</p> <p>In-school learning-focus on reading and key mathematics skills, broad curriculum with key learning prioritised, outdoor learning where feasible</p> <p>Virtual assembly Fridays all children at 9 am.</p> <p>Minimal movement</p> <p>Lunch and break staggered. No breaks overlap</p> <p>Drop off and collection staggered, protocols published by MGa-done</p>	
Class Bubbles Staying Alert, Staying Safe	Working environment	Pupils and Staff		<p>Where possible within the school, the 2m distance rule applies. However, it is acknowledged that social distancing for very young children will be harder to maintain. The number of pupils is now based on a year group size bubble. To help minimize the risk of the virus spreading to both staff and pupils, the school will:</p> <p>Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)</p> <p>School staff will stay in their rooms and should not undertake admin work or other unnecessary journeys around the site during learning time</p> <p>Interventions and other focused support</p>	<p>GOV.UK Guidance. Follow the social distancing guidelines</p> <p>Face covering are not recommended for use in schools</p> <p>See timetables in staff shared drive for full information.</p>	

				<p>should be conducted in class. Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport. Pupils to stay and work within their year group bubble. Remove unnecessary furniture to open up the classroom and organize the desks to face forward. Adults should avoid prolonged face to face contact with children, maintaining 1m+ distance where possible Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering. Only under 7s will at in hall and year groups will stagger times Stagger class timings for the start and finish of the school day. Discourage parents from gathering at school gates Class journeys will be made outside building. Where possible - Class bubbles to be allocated their own entry and exit point to and from the classroom/building. Mark off the playground floor where pupils will line up prior to reentering the building. Virtual assemblies will be led monthly by team leaders and each Friday at 9 am by HT and/or DHT</p> <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>		
<p>Contingency planning to provide continuity of education in the case of a local outbreak</p> <p>'Plan B'</p>	<p>Spike in coronavirus and Anxiety</p>	<p>School Staff, Pupils and Parents</p>		<p>Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time.</p> <p>For pre-planning purposes plan for a possible Phase 1 partial opening of the school with a supporting service based on home education for pupils and minimal staff in school to support Key Worker and Vulnerable children, or full closure if advised by PHE.</p>	<p>Help contain any outbreak by following the advice of the local health protection team advice. Lynne Calvert Test and Trace 07806 407609 and Jo Crooks Wigan PHT 01942 404240</p> <p>Teams training online: all teachers to access webinars wb 15/09/20</p> <p>See 2020 Curriculum doc in staff share for details of blended learning offer which enables learning to</p>	

					continue in school and at home in case of partial shutdown.	
Staff work spaces	Fit for purpose	Pupils, and Staff	M	<p>Social distancing will be applied: PPA off site One workstation at a time in staff work area-all keyboards to be wiped after and before use Lunchtime staggered in staffroom: limit of 12 people at any time- 1140-1225: EY and KS1 staff 12.25-12.55: LKS2 staff 12.55-1.25: UKS2 staff</p>		
Holiday and After School Clubs		Pupils and Staff		<p>Allocate a room(s) for the club use that can be controlled by them or if this is a school resource plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school class bubbles.</p> <p>Safe access and egress so that bubbles where possible do not mix or congestion is created at the end of the club session. Equipment and materials for activities to be separate from school used equipment. Where possible provide separate storage for club equipment from school equipment.</p> <p>List of items you should consider for supporting the club Posters, (for example, to encourage consistency on hygiene and keeping to own group) soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments disposable paper towels, cleaning products, sanitising wipes for wiping some equipment lidded bins, tape for cordoning off areas and marking floors.</p>	<p>COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak. 01 07 20 https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>	

Further Information:

The guidance issued by the Government may change as we move forward to a full reoccupation of the school premises and/or resulting from new scientific advice. Such new or amended guidance can be found on the GOV.UK web site.

ADDITIONAL INFORMATION:

Contact points.

School.....	01942 248129
Police, Fire and Rescue, Ambulance	999
Health and Wellbeing Team	01942 827857