**Moor First School COVID-19 Risk Assessment**

**01.09.2021 (V3)**

1. **Section/Service/Team** Moor First School **Assessor(s)** Mrs Victoria Atherton and Mrs Susan Mayes
2. **Description of Task/Activity/Area/Premises etc.** … Moor First School full opening 1st September

*The following Risk Assessment details the protective measures implemented to address COVID-19. In writing this Risk Assessment,*

*consideration has been given to the ‘Schools COVID-19 Operational Guidance updated 27th August 2021 and Local Authority Guidance. Locality information and current individual needs of the school and its community have also been considered. It is to be reviewed as an on-going working document and is to be read in conjunction with and supported by the school’s ‘Educational Setting Outbreak Management Plan’.*

*Detailed below is the school’s planned phased response detailing measures in place for the Autumn Term 2021, Spring Term 2022 onwards and in response to an ‘outbreak’.* *When planning this approach, great consideration has been given to not only COVID-19 measures, but the need for a phased re-integration of previous timetabled aspects of everyday school life, to support the social and emotional well-being of the school’s learning community.*

***Information detailed in the green sections of the Risk Assessment indicate additional protective measures which may be considered and introduced if the school has an ‘Outbreak’ or is advised to introduce further ‘protective measures’ for an identified time period by the LA, PHE or the Government.***

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#riskassessment](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#risk-assessment)

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| **Response Stage** | **Level**    **Autumn**  **Term 2021** | **Key Risk/Hazard Present** |
| **Full School Opening from the 1st September 2021** | | **Exposure to COVID-19**    The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. |
| **(Autumn Term 2021**  **Protective Measures)** | | The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).    The Delta variant is now a main strain and transmission is much more rapid than previous COVID-19 strains. |

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| **‘Stepped Up’**  **Protective Measures if required**  **(*introduced if advised by LA, PHE or the***  ***Government)*** | **Additional Risk of Exposure to COVID-19 due to an ‘Outbreak’ in school or in the local area. As of 27th November 2021 a new variant ‘Omicron’ has entered the uk.**    **Together LOC, PHE and settings will use the following thresholds to consider if the implementation of additional prevention measures is appropriate:**    Primary Setting: - 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% (whichever of these thresholds is reached first)  Nursery setting: - 2 children, pupils, students and staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.    All settings should seek advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.    **5th September – Staffordshire County Council advice to step up measures – option to remove whole school assemblies/ operate in bubbles due to increase in the area. Advised to ask siblings of positive cases to also isolate at home.** |
| **Omicron variant** | On Saturday 27 November, the Prime Minister announced new temporary measures following the emergence of the Omicron variant of COVID-19 in the UK.  Face coverings should be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 and above, unless they are exempt.  Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.  All educational and childcare settings should continue to encourage staff and students to test twice weekly using lateral flow device (LFD) tests.  The current guidance on contact tracing and isolation remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly and told to isolate. |

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| **Risks/Hazard** | **Key Actions/Control Measures** | **Risk Rating** | **Notes & Further action** | **Risk**  **Rating after further actions** |
| \*Spread of infection through close contact between colleagues, pupils and visitors  General transmission may occur:  Through close contact between colleagues, pupils and visitors and touching contaminated surfaces. | Anyone who meets any of the following COVID-19 criteria are informed not to come into school:     * Have one or more of the COVID-19 symptoms (These include the additional symptoms, such as headache, sore throat and runny nose- for the Delta variant) * Have had a positive test result. * Required to Quarantine.     • The schools community are informed that they are required to self-isolate if they have been told to self-isolate following contact with someone who tested positive or if someone they live with or a member of their household has tested positive unless they are not required to self-isolate if any of the following apply:   * fully vaccinated – this means 14 days have passed since the final dose of the COVID-19 vaccine has been given by the NHS. * under 18 years, 6 months old. * taking part in a COVID-19 vaccine trial. * You are not able to get vaccinated for medical reasons   Anyone who has had contact with someone who has COVID-19 are advised to get a PCR test to check if they have COVID-19.  All members of the school’s community are advised to follow the advice on the NHS website on how to avoid catching and spreading COVID-19.  Staff and pupils who may have had contact with someone who has tested positive for COVID-19 to have limited contact with any other staff or pupils who may be considered at higher risk of COVID-19 or vulnerable.  Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage the transmission risks.  All staff aware of LA Local Outbreak Control Plans and where to seek further advice.  CEV (clinically extremely vulnerable**)** staff have individual Risk Assessments in place  informed by COVID Age calculation and medical advice - if safe they can work in school with own individual protective measures in place.  Active engagement with NHS Test and  Trace process  Control measures in place for those identified as most vulnerable. (see additional section)  Staff aware of their duty to follow the protective measures in place. This is monitored regularly.  All areas to be well ventilated at all times. Ventilation increased while spaces are unoccupied e.g. during break times and lunch times whilst Children and staff are not in the classrooms/areas.  Fire exits onto outdoor spaces can be opened to support increased ventilation.  Staff and Children advised to wear additional clothing e.g. fleece and jumpers on top of work clothes and school uniform if weather is colder.  The wearing of face coverings is the choice of staff and visitors whilst on the school site.  Staff Meetings, where possible, to take place remotely via MicrosoftTeams/Zoom. Where not possible - staff meetings to take place in the school hall with staff socially distanced or if less staff involved, in the staffroom/learning area.  Lateral Flow Testing undertaken twice a week by school staff that have ‘opted in’ to the process to support prompt identification and self-isolation, if required.  LFT results reported online. Regular cleaning of all touch points. Hand sanitizer used on entry and exit of all buildings, rooms and areas. | L  L  L  L  L  L  L  L  L  L  L | - Information about COVID-19 expectations made explicit on school website & through regular communication with the learning community.  - Follow local health protection team advice.  - LA Local Outbreak Control Team /PHE/DfE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the setting.   * Key contacts displayed in Co-Headteachers’ office. * LFT Testing to take place twice a week: * Wednesday evenings+Sunday evenings Part-time staff may have different days. * Positive results - staff book a PCR test immediately and start self-isolation period. Whole school mixing limited to outdoor areas and events. | L  L  L |

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| If protective measures need to be stepped up according to Local outbreak teams/Public health/government etc. |  | Social distancing maintained wherever possible between all on site.  Children on site and staff are grouped into Class Bubbles. Class Bubbles do not have contact with each other and do not mix. Timetables and rotas in place to keep Class Bubbles apart and minimise movement around the school.  Staff and visitors, where authorised, to be on site, to wear face coverings when moving around the school premises.  Staff meetings to take place remotely.  Toilets return to bubble groups; mixed gender, but gender specific toilet and only 1 child in at any given time. Staff to monitor closely and if necessary times staggered between bubbles.  Assemblies/lunches within the classrooms |  |  | Washable face coverings to be cleaned daily. |  |

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| \*Spread of infection through personal hygiene    General transmission may occur:  Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.    Transmission may occur through sharing spaces and equipment. | All staff and children to wash hands/use hand sanitizer after:  Entry and exit of building  After touching face, blowing nose, coughing or sneezing.  Wash hands when returning from breaks and before and after eating or handling food  Hand sanitizer available in all classrooms, shared spaces and entrance, exit points. Children and staff to use their own equipment. It is NOT to be shared.  Children taught about respiratory hygiene  ‘Catch it, bin it, kill it’ hands to be washed afterwards.  Classroom bins emptied at the end of school day.  Hand sanitiser available in all learning areas  Use of games-to remind children of the importance of good hygiene and social distancing. – reinforce safety expectations.  Children will have all their own key resources for learning in their own pack at their table or near their working area. These resources will not be shared with others, where possible.  Children to attend school in their school uniform.  Signage used to promote hygiene ( respiratory & hand)  Parents informed of measures in place to reduce transmission. | L  L  L  L  L  L  L  L  L | COSHH Risk Assessments updated for any new hand sanitizer products.  Safety Data Sheets obtained and Risk Assessments/COSHH shared with all staff.  Review stocks of soap, hand sanitizer, hand towels, gloves, masks, cleaning sprays and cloths etc available. Children’s own individual hand sanitizer clearly labelled and kept in their individual packs.  Pedal bins with bin liners in each classroom and in all rooms in use.  Door signs used to indicate class/gender toilet cubicle.  (Raindrops provision use one toilet only and clean down after use before school day.)  Main toilet doors to be wedged open and windows open. | L  L  L  L  L  L  L |
| \*Spread of infection through contact between people/resources within learning areas.    General transmission may occur:  Through close contact between colleagues, pupils and visitors and | Any staff identified as vulnerable are to:   1. Avoid face to face contact and minimise time within 1 metre of anyone. 2. Facilitate as much teaching as possible from the front of the class at a distance from the Children. 3. Stand behind Children when offering advice and guidance more individually and to avoid bending   down towards a child.  Children to come in uniform, even on P.E. days and bring P.E kit with them and to be taken home at the end of the day.  Coat to be kept on own peg. Only 1 bubble allowed in the cloakroom area at any one time.  Children will have their own key stationary and learning resources in their own tray/zip bag at their seating place or nearby. Movement of staff between classes will be limited.  Soft furnishings, soft toys and resources which will not be used and are to be put away out of access by pupils.  Practical resources and learning aids will be cleaned weekly.  Classroom based resources such as books and games can be used and shared within the classes and will be cleaned frequently.  Resources in Early Years sprayed with disinfectant spray every morning before Children arrive.  Play equipment or learning resources will be cleaned between usages if used by different Classes.  School hall to be used by one class at a time.  School laptops to be cleaned between uses. Children to wash hands/hand sanitise before and after use of laptops.  Ventilation of the rooms maximised by opening of doors and windows where safe to do so. Fire exits onto outdoor spaces can be opened to support increased ventilation. Outdoor learning to be used where suitable and appropriate.  All key touch points to be cleaned during break times, lunchtimes and afterschool.  Toilets to be cleaned after lunch and the end of the school day.  Staff to spray fabric chairs with disinfectant spray after use.  Staff to clean keyboards with provided wipes before another member of staff, all staff to hand sanitise prior to use of any key board. | L  L  L  L  L    L  L  L  L  L  L  L  L  L  L  L | Behaviour policy reviewed – new rules shared with parents and children.  Designated outdoor learning areas.  Poster on display to remind Children of hand washing before and after laptop use. Sand/ water etc. changed in accordance with manufacturer’s guidance. | L  L |

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|  |      | Contact between Children will be minimised through Children being kept in consistent Class Bubbles, wherever possible keeping these groups apart.  Children will be seated side by side, facing forwards. Desks will be separated facing forward to encourage safe distancing. Children will have their own chair, desk space and resource tray/pack allocated.  (exception made for SEND where different seating is required)  Class Bubbles will remain together at all times and will be taught by the same member/s of staff.  Movement of staff between Bubbles will only be used in an emergency situation – e.g.  emergency supervision required of a Bubble due to an unforeseen staffing issue.  Classes will remain in designated classrooms and outdoor learning areas with limited access to areas of the school building.  Staff and visitors to wear face coverings when moving around the school premises from one area to another. |  | -  - | Reading books taken out of circulation for 72hrs then wiped before re-issuing. |  |

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| \*Spread of infection through contact between people/resources at lunch times      General transmission may occur:  Through close contact between colleagues and pupils touching contaminated surfaces.    Transmission may occur through sharing spaces and equipment. | Access to toilets staggered to manage numbers accessing.  Lunchtime in hall staggered and timetabled.  Children supervised by Lunchtime supervisors on playground. | L  L    L  L |  | L  L  L |

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|  |    | School yard divided into clear sections to support access by different groups at a time.  Lunchtime in bubbles in classrooms. Times staggered and staggered outside play.  Tables to be cleaned before and after lunch.  Staff to wear face coverings and gloves when serving lunch.  Kitchen staff serving food to wear face coverings and gloves.  Equipment boxes made up for each bubble – sanitised daily |  |  |  |  |

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| \*Safeguarding of pupils not attending school | Safe and well’ checks will be made by telephone call once a week to all families of Children not in school.  Families identified as vulnerable, but not in school to be contacted daily either by telephone or email, if not appearing on live, remote learning sessions.  Any concerns of safeguarding-follow MF procedures and policies.  Attendance of pupils who should be in school recorded using the usual attendance registers.  Absence from school to be followed up using usual school procedures if child was expected in.  COVID-19 symptoms/confirmed cases to be reported following the LA & H & S guidance. | L  L  L  L  L  L | VA and SM to have Weekly meetings for safeguarding & health & Safety Weekly  First Aid & PPE checks completed by NK and SJ | L  L |
| \*Lack of access to food & water | Lunch to be provided by ‘Compass  Catering’ direct and not designated school.  Hot dinner and packed lunch available to all Children as arranged by CC.  Vouchers available for those struggling. | L  L  L | Lunch brought in by children in their own lunch box and kept on pegs in the cloakroom.  Children to bring in own drinks bottle filled from home.  If water is unavailable school would have to close and switch to remote learning. | L  L  L |

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|  |  | Support with food for vulnerable families through – Compass Catering |  | - |  |  |

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| \*Direct case of suspected coronavirus identified in school  Staff  Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home. | If a child/person in school shows symptoms of COVID-19 they are to be sent home immediately and requested to do a PCR test and self-isolate until receive negative result. School must be sent proof of the result. If positive to ollow current guidelines.  - Household members -From 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the Lsame household as someone with COVID-19. See the [section below for more information.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt)  If you have only received one dose of COVID-19 vaccine, you will still be required to self-isolate.  Whilst waiting for collection the child/adult should be isolated in the school medical room.  Any accompanying member of staff should wear PPE (mask, apron and gloves) and keep 2 metres away if possible.  Any contaminated or soiled clothing should be double bagged and sent home with the child or staff member.  If the use of the bathroom is required they are to be accompanied by the designated member of staff. This will need to be cleaned afterwards before further use.  Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.  The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to others.  Test and Trace Service and Local Outbreak Control Plans to be contacted if required. [Arrange to have a PCR test online](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus) or by phone by calling 119 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result.  If tested negative they can return to school. Staff or pupils who have had contact do not need to be sent home to self-isolate unless they:  Develop symptoms themselves .  Requested to do so by NHS Test & Trace or PHE.    Tested positive following a PCR test. All Children and staff who are identified as close contacts are advised to book a PCR test. They are not required to self-isolate whilst awaiting results unless they display symptoms.  Contaminated cleaning equipment and PPE disposed of in black double bagged bin in the corridor and placed in the courtyard for 72 hours before placing in the main bin. | M  L  L  L  L  L  L  L  L  L  L  L  L  L | Staff aware of safe ‘donning and doffing’ of PPE. Full PPE equipment in the medical room and gloves and masks in all classrooms.    Clear procedures and Local Outbreak Plans in place – procedures and key contacts displayed in school office & Headteachers’ office.  Cleaning equipment is available in each classroom/office/staffroom and working areas through the school .    Monitoring Cases– School to monitor cases and inform the LOC when have increasing levels of positive cases contaminated with bodily fluids. All potentially contaminated areas such as bathrooms, door handles, grab rails, telephones.  Use of disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings,  Cleaning of contaminated areas (all surfaces that the symptomatic person has come into contact with, including objects which are visible. | L  L  L  L  L  L  L |
| \*School informed of a positive COVID-19 case of a pupil or staff  member that has been in school. | The person who is positive should: Follow the stay at home guidance for households with a confirmed case of COVID-19.  Self-isolate for 10 days until well (Including no fever for 48 hours)  From the 16th August 21, children under the age of 18 years will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive case. Instead individuals or contacts will be contacted by NHS Test and Trace, informed that they have been in close contact and advised to take a PCR test.  Where the school has identified close contacts who are staff and they do not believe the ‘positive case’ will be able to accurately inform NHS Test and Trace who their close contacts have been or provide contact details – school will call the Self-Isolation Service Hub on 020374367815 to provide contact details. They will be sent an NHS Test and Trace ID.  School will require the NHS Test and Trace Account and name and contact details of the close contact. ID of the person tested positive.  School areas occupied by those asked to self-isolated are to be deep cleaned.  School to monitor cases and rates. | L  L  L  L  L  L  L | LOC to be informed of levels of positive cases within your settings by submitting the  COVID case rates each when there are cases. |  |
| \*School identified an outbreak of COVID-19.  (2 or more epidemiologically linked cases 1.e. linked by being in the same class or at an event.    Transmission may occur through close contact  between certain individuals. | School to implement Outbreak Management Plan as soon as aware of an outbreak (2 or more epidemiologically linked cases) in their setting and inform the Local Outbreak Control Team.  School to work with health protection teams and Local Outbreak Control in the case of a local outbreak. If there is an outbreak in the school or if central government offers the area an enhanced response package, the Local Outbreak Control Team (under the direction of the Director of Public Health) might advise a setting to temporarily reintroduce some control measures | M | School to initiate Outbreak Management Plan and liaise with LOC. | L |
| \*Neglected Health &  Safety of premises | All premises Health & Safety checks to be maintained in line with LA & School policy and procedures .  Any new designated routes for movement around the school checked daily for safety and signposting.  All movement routes clearly marked with social distancing markers and signage if required.  Evacuation routes and Fire Drill to be shared with all Children on return.  Hazard exchange completed with Raindrops regarding use of the school site. – Risk Assessments shared between both parties. | L  L  L  L  L | Emerald– exit via path to entrance to Reception class.  Garnet-exit via door in the corridor near library.  Sapphire exit via door opposite bench in new build.  Amethyst exit via door through learning area. | L  L  L  L |
| \*Contact with members of the public spreading  infection  Transmission may occur through sharing spaces and equipment | Information shared with parents about expectations via text message and or e-mail.  Hand sanitation stations available for visitors/parents and children at reception and table through reception door.  Visits to school are to be made by appointment only, where possible.  Floor markings and signs will be on display along access routes to encourage social distancing where appropriate.  Only one visitor at a time is to be allowed in the school reception. | L  L  L  L  L | One way system around the outside of the building. Cones out if need to social distance.  Parents/Carers to walk through at correct time, drop their child/ren off and not stop to talk on the playground | L  L |
|  | Only 1 parent per family allowed on school site to bring and collect their child from school.  One-way system in place to help minimise contact.  Visits to school made by appointment only. Parents and visitors to wear face coverings at all times whilst on the school premises (Includes parents picking up and dropping of children) |  | Parents/Carers notified of one way system, which is well signposted. |  |
| \*Contact with visitors spreading infection  Transmission may occur through sharing spaces and equipment. | All visits encouraged to be made by appointment only.  Visitors signed in and out by Reception staff.  All visitors are asked to declare if they have had any symptoms of COVID-19 in the last 10 days or if they have been around anyone with symptoms or have tested positive. Adults helping in school are supplied with lateral flow kits from school if required.  School has a clear policy on visitors in school and expectations – this is shared before any visit takes place.  Meetings which take place in person will follow social distancing and hygiene measures. Participants will need to bring their own refreshments and stationary equipment should this be required.  Contractors on site by appointment. Wherever possible visits by contractors to take place outside of school hours.  Contractors made aware of the school’s risk control arrangements and how to access and move around the site safely.  Hazard exchange forms completed to highlight how risk will be managed during COVID-19. | L  L  L  L  L  L  L | Visitors-COVID-19 Policy available on school website and sent out to all visitors before arrival.  Meetings held in person to take place in the Headteachers’office/learningarea/staffroom/hall with social distancing in place. Chairs and tables to be cleaned down before and after use. | L  L |
|  | All visits made by appointment only.  All visitors asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail.  Meetings where possible conducted remotely by phone or video call.  Meetings which take place in person will follow strict social distancing and hygiene measures No gatherings to take place within school such as assemblies, workshops etc. where more than one group is involved.  Visitors to wear face coverings at all times whilst on the school premises. |  |  |  |
| \*Contact with specialist Teachers or Outside agencies  Transmission may occur through sharing spaces and equipment. | All visits made by appointment only.  Visitors signed in and out by Reception staff.  School has a clear policy on visitors in school and expectations – this is shared before any visit takes place.  Meetings or work with individuals from outside agencies is undertaken in a designated room.  Cleaning equipment is available and is to be used before after each visitor and or meeting. | L  L  L  L  L | Visitors’ COVID-19 Policy available on school website and sent out to all visitors before arrival.  Chairs and tables to be cleaned down before after use. | L  L |
|  | All visitors asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail. |  |  |  |
| \*Spread of infection through intimate care or  First Aid    Staff and casualty.  Transmission may occur  when providing First Aid | Any first aid is to be carried out by the child’s class/group teacher and recorded in the usual way. Communication with parents will be done through sending home the First Aid Slip.  Wash and sanitise hands before and after treating a casualty.  Wear PPE (disposable gloves, apron and mask) when treating, including a fluid repellent mask/visor and eye protecting where risk of transference of bodily fluids.  When performing CPR phone an ambulance and use compression only CPR. Use mouth/face shields if mouth-to-mouth ventilation is required.  Medical waste to be disposed of following the usual policy and procedures.  Nappy changing or other intimate care will be undertaken by the child’s class or group teacher and will be undertaken using PPE (mask/visor, apron and gloves)  Review medication plans/Care plans to try and maintain social distancing whilst supervising the taking of medicine.  Ice-packs to be named linked to classes. If need to be shared between classes in an emergency they must be wiped down with anti-bac before use. | M  L  M  M  L  L  L  L | Staff aware of safe ‘donning and doffing’ of PPE.  Individual care plans & medication reviewed. | L  L  L |
| \*Contact between staff  spreading infection      Transmission may occur through sharing spaces and equipment. | Staff to wash hands before entering and before exiting the staffroom.  Staff to spray fabric seating used with disinfectant spray after use.  Staff to access the staff room or own classroom at their allotted lunch times.  Seating arranged in staff room to support social distancing where possible.  Staff to wipe down handles on microwave, kettles & fridge etc.  Staff to use their own designated class computer or office computer.  ICT equipment to be wiped after use if shared by staff.  Staff to use their own designated stationary where possible.  Wipes and Hand gel to be used before using the photocopier, laminator or other administrative equipment. | L  L  L  L  L  L  L  L  L | Staff to wash hands before and after entering the staff room.  Kettle and microwave to be cleaned down after use.  Wipes available in the office for wiping phones before use if someone other than office staff needs to make a call.    Clear labelling in place for school resources on cupboard doors to limited the need to unnecessarily use touch points such as door handles. | L  L  L  L |
|  | Staff to use their own mug, cutlery or drinks vessel which is taken with them on going to and from the staffroom or classroom area. Staff to supply their own tea/coffee or juice. Staff to wash their own cooking/eating implements after use and to remove them from the staffroom area after use. Staff to make their own drinks/ food. No shared cutlery or kitchen resources available in staffroom.  Store cupboard and storage areas to be accessed by 1 adult at a time. |  | First Aid duplicate slip records to be kept in each class for use. Completed slips collected weekly. |  |
| \*Movement around school spreading  infection  Transmission may occur through sharing spaces and equipment. | Lunchtimes – use of the hall at dinnertime to be timetabled.    Children will access and leave the hall at their own class designated point of access.  Use of school timetabled for ‘Active  Learning’ sessions.  Hall equipment cleaned in between use by different groups or classes. | L  L  L  L  L  L | Parents to wait in designated waiting areas marked on the yards, whilst waiting to be called to the classroom door by the teacher. | L |
| \*Contact between staff and Children spreading infection through extracurricular activities and enrichment.  Transmission may occur through sharing spaces and equipment during extra-curricular or enrichment activities. | Raindrops to operate for children of  Moor First.  After school club activities timetabled in school hall or outside areas. | L  L | Set times for arrival and booking system in place by Raindrops. | L |
|  | Limited access to extended schools activities.  Assemblies/clubs to be held in individual classrooms with individual class groups.  Outdoor learning areas designated for different classes with identified access points.  Staggered staffroom use  Break time – equipment available for use by each individual class – Resources cleaned between changes of groups. |  |  |  |
| \*Management of PPE  use    Transmission may occur through incorrect use of PPE or lack of appropriate equipment. | Staff trained in use of PPE including safe  ‘donning’ and ‘doffing – removal’  Masks should not be allowed to dangle around the neck.  PPE (disposable gloves, disposable apron) to be used when cleaning resources after use by other groups.  PPE (disposable gloves, disposable apron, disposable mask/visor) to be used when attending to a child for first aid or who may have suspected COVID-19 symptoms.  PPE face masks must be worn covering both the nose and mouth.  Masks should not be touched once put on, except when carefully removed before disposal into disposable bag. | L  L  M  L  L  L | Communication to parents about use of PPE through website and text.  Cleaning equipment and PPE made available in each class and area.  Supplies checked weekly by NK and SJ. Staff to report to one of these members of staff if they notice when getting low on stock.  Any suspected contaminated PPE double bagged, place in the bin in the corridor which is clearly labelled. Then stored on the hardcore for 72hrs before putting in the Ash Waste bins.. | L  L  L  L |
| \*Disrupted learning for Children not accessing school directly. | Children not in school have access to remote learning through seesaw/tapestry    Communication regarding learning made by Teacher(s) through seesaw/tapestry.  ICT Devices on loan to those identified in need and Data cards. | M  M  L | VA to liaise with families and arrange support if required. | L |
| \*Negative impact upon well-being of staff and pupils | Well-being material and tips shared with the learning community through the school website and twitter.  PPA can be undertaken at home where appropriate.  Individual Risk Assessments in place for staff who may be more vulnerable.  Staff well-being revisited regularly at meetings. | L  L  L  L | Staff have 30mins lunch break:  PPA: Staff to work from home where possible    School Mental Health Lead available for support. | L  L  L |
| \*Additional staff workload | All learning to be made available via seesaw/tapestry should Children need to self-isolate.  Safeguarding/welfare meetings to be attended virtually by the DSL & Deputy DSL.  Planning for Children to include remote learning. | L  L  L | Weekly planning to included ‘remote learning’ opportunities.  Raindrops to clean all equipment (inside and out) after each use. | L  L |

**Signature of Assessor(s): Signature of Line Manager:**

**Print Name:** Victoria Atherton **Print Name:** Mrs S Mayes

**Date Assessed:** 01.09.2021 **Review Date:**  **Proposed Review:**  1.011.2021 **but as and when needed.**

4. **Communication and** **Review**

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

**DOCUMENT CHANGE LOG**

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| --- | --- | --- | --- |
| **Version No.** | **Date of review** | **Reviewer** | **Changes Made** |
| 01 | 01.09.2021 | Victoria Atherton | New RA for full opening from the 1st September 2021 |
| 02 | 05.10.21 | Victoria Atherton | County council guidance /Tim Moss (pg 2) |