

# HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

## RISK ASSESSMENT

School Name: Thistle Hill Academy

Location: Thistle Hill Academy

Activity: COVID 19

Date: 27/11/2020

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

Persons at Risk	Employee	X	Likelihood (L)	1	Very Unlikely	Consequence (C)	1	No Injury	Risk Grade (L x C)
	Young Person	X		2	Unlikely		2	Minor Injury	
	Contractor	X		3	Likely		3	3 Day	
	Public	X		4	Very Likely		4	Major Injury	
	Other Site User	X		5	Certain		5	Fatal	

HAZARDS IDENTIFICATION	EXISTING CONTROL	INITIAL RISK RATING			
		L	C	L x C	RISK
A Lack of understanding by pupils and staff	Teachers to embed hygiene routines into daily practice Teachers to regularly remind pupils to wash their hands and use anti-bacterial gel Teachers to ensure that children use the hand sanitiser station within the hall before eating Staff to remind pupils to tell someone if they feel unwell Signage on site as a visual reminder to socially distance Signage in classrooms as a visual reminder to 'catch it, bin it, kill it' Staffrooms to be re-organised to ensure staff do not congregate Headteacher to share any amendments and updates with staff team School behaviour policy re-written to take into account COVID-19	2	4	8	

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B	Social Gatherings	<p>Start of day/end of day/ play times and lunch times to be staggered to avoid large groups gathering                  Children go straight to their in class bubble without congregating on the playground on arrival                  Assemblies to be held virtually by HT, or in class bubbles                  Parent events postponed until further notice                  Playground segregated into areas to prevent clashes and mixing between bubbles                  No indoor PE until further notice                  Parents/carers will be asked and reminded to not congregate on site, and to arrive only for their specified drop off and collection times                  Signage to remain on site as a visual reminder to socially distance                  Parent/carer meetings with staff to happen via telephone or virtually where possible. Any meetings that must happen face to face are pre-booked, carried out in the meeting room in the front foyer. Meeting room to be cleaned and disinfected after meetings occur.                  SLT and safeguarding team are physically present and visible during drop off and collection times                  Staff adhere to social distancing in communal areas such as the staffroom                  Plan for adverse weather conditions at break times: 'wet play' to be taken in each year group bubbles classrooms, adult supervision can remain the same (no crossing or mixing of pupils and/or staff between bubbles)                  Walkie-talkies to be used to call children from KS2 holding time to reduce the number of children waiting on the playground at the end of the day</p>	2	4	8	
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C	Transmission of COVID-19	<p>Bubbles will not mix                  Increased cleaning routines, to include 'pinch points' for staff and children. Staff to be responsible for regular cleaning within the classroom setting.                  Staff to ensure that cleaning monitoring sheets are completed after wiping down and cleaning at all cleaning points.                  Anti-bacterial gel to be used on entry by all persons                  Anti-bacterial gel dispensers placed at regular intervals and pinch points; corridors, top and bottom of stair case, near serving hatch in hall                  Pupils to have their own equipment                  Equipment not to be shared between bubbles                  Staggered play times and lunch breaks to avoid mixing with both children and staff                  Considered routes in corridors when leaving classrooms for break and lunch time to reduce any potential mixing of bubbles                  Fire drill protocols to be considered and adapted to reduce the potential mixing of bubbles                  Allocated toilets to each year group bubble to reduce risk of cross contamination                  Staff to regularly wipe down pinch points in both children's bathrooms and staff bathroom after use.                  Classroom desks in KS2 to be arranged for limited 'face on' contact between children                  If a pupil or member of staff tests positive for COVID-19, bubble to self-isolate for required time                  Regular handwashing by all persons                  Social gatherings not to take place- limited use of the staffroom and other communal areas (e.g. library, hall)                  Car sharing with people from other households discouraged- face masks to be worn if this is unavoidable                  Outdoor gyms and shared apparatus to be put out of use                  Appropriate use of PPE for intimate care needs                  Visual reminders of social distancing around site                  Bubbles are limited in their movement around site                  Isolation room in place in the event of onset of COVID-19 symptoms in children or staff. If the isolation room is used, it will be cleaned afterwards, in addition to the routine cleaning.                  Soap, tissues, anti-bacterial wipes and anti-bacterial gel is in all classrooms and offices; staff to log any shortages on Every so that it can be replenished immediately by site team                  Adults to adhere to social distancing guidance                  In the event of a confirmed COVID-19 case, the bubbles classroom and toilets will be deep cleaned                  All PE equipment to be cleaned between uses                  All electronic devices for the children will be cleaned between uses                  Staff are responsible for regular cleaning of their own electronic devices                  Staff are given the option to wear a face-covering in communal areas, e.g. corridors                  Staff are to wipe down the photocopier after use                  Staff will ensure that windows and doors are opened where possible to ensure adequate ventilation.</p>	2	4	8	
D	Safeguarding	<p>RA in place for key children (eg SRP pupils, CEV)                  RA created for key staff members (CEV)                  Visitors to site will share contact details should a COVID case be confirmed, these will be held securely for 21 days and then destroyed                  School lockdown procedures to be shared                  Meetings held by safeguarding lead and PSA will be pre=booked and seating spaced accordingly. The room will be cleaned after</p>	2	3	6	

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E	Contractors and visitors to site	<p>Visitors will share contact details should a COVID case be confirmed. These will be held securely for 21 days and then destroyed</p> <p>Catering and cleaning company to be issued with copies of risk assessments and share their own</p> <p>Supply teachers to be briefed about safety measures in place in the school, where possible supply teachers to be kept consistent to reduce the number of different visitors to site</p> <p>*Edit: In line with amended guidance from 5th November, restrictions to the number of visitors on site to those that are only essential.</p>	2	3	6	
F	Welfare	<p>Absent staff through self isolation or shielding to be regularly contacted by SLT to check on their welfare</p> <p>Signage in schools to signpost staff to counselling service should it be needed</p> <p>In the event of symptoms developing during the school day, adults will be sent home and follow the national guidance</p> <p>In the event of a child developing symptoms during the school day, they will be moved to the allocated isolation room. Staff will contact parents for collection and wait with the child until they are collected (wearing PPE should there not be space for 1m+ social distancing)</p> <p>Staff to be encouraged to complete the Virtual College- COVID-19 Staying Mentally Well and Simple Self Soothe strategies</p> <p>PSA and safeguarding leads to signpost families to Mental Health Support</p> <p>Schools to compile register of exposure to COVID experiences</p>	2	3	6	
G	First Aid	<p>Asthma pumps to be kept in classroom bubbles</p> <p>Any medicine to be stored in the first aid room as usual</p> <p>Parents/carers to complete medicine administering forms via the front office</p> <p>First aiders to wear PPE when dealing with bodily fluids</p> <p>Limiting the use of the first aid room: All class bubble first aiders given a first aid kit bag for duties and classroom use. First aider is responsible for replenishing stock from the main first aid room. First aid record sheets and home slips to be kept in the classrooms.</p>	2	3	6	
H	January 2021- National Lockdown	<p>All current measures remain in place</p> <p>Additional measures:</p> <p>Bubbles size reduced to limit the number of children, consistency maintained to reduce risk of transmission</p> <p>Staff are, in line with national guidance, still able to move between bubbles where required but will maintain social distancing</p> <p>Staffing has been reduced to minimum levels to maintain safety but to further reduce risk of transmission</p> <p>Staff that are CEV have followed national guidance to shield and are not working on site.</p> <p>Children that are CEV, following national guidance to shield, have been advised to not attend school during this time.</p> <p>Staff that are deemed CV have been asked to work from home where possible.</p> <p>As of 04/01/2021, the national guidance for the reopening of schools has not been updated. When the national guidance is updated in line with National lockdown, any further measures will be implemented and risk assessment updated.</p>	2	4	8	
I	8th March 2021 amendments	<p>The Government now recommend that masks are worn by staff and adult visitors, in situations where social distancing is not possible. Face visors and shields not to be worn in place of a face covering (a measure which is in place until Easter.)</p> <p>There are no educational visits to be permitted.</p> <p>BC and ASC will return, using the previous measures to reduce risk of transmission.</p> <p>CEV to work at home until the 31st March.</p> <p>CV can attend the workplace as required, individual risk assessments to be created.</p> <p>Isolation period is reduced to 10 days</p>	4	4	16	

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J	10.09.21 COVID update		3	3	9	
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## ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

	RECOMMENDED CONTROL	FINAL RISK RATING			RISK	COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C			
A	Headteacher to dynamically review and modify risk assessment where needed	2	4	8		ongoing	Management
B	Headteacher to review and modify risk assessment where needed	2	3	6		ongoing	Management
C	Estates team to monitor and replenish cleaning materials and order when necessary Headteacher to review and modify risk assessment where needed	2	3	6		ongoing	Management
D	Headteacher to review and modify risk assessment where needed	2	3	6		ongoing	Management
E	Headteacher to review and modify risk assessment where needed	2	3	6		ongoing	Management
F	Headteacher to review and modify risk assessment where needed	2	3	6			Management
G	Estates team to monitor stock of PPE Headteacher to review and modify risk assessment where needed	2	3	6		ongoing	Management
H	Headteacher to review and modify risk assessment where needed	2	3	6			Management
I	Headteacher to review and modify risk assessment where needed	2	3	6			Management

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<p>The government guidelines are:          The new tipping point in which Public Health advice should be sought is as follows -</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>Other key points:</p> <ul style="list-style-type: none"> <li>• Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</li> </ul> <p>High-quality remote learning in schools, further education and higher education settings should be provided for all pupils and students if:</p> <ul style="list-style-type: none"> <li>• they have tested positive for COVID-19 but are well enough to learn from home; or</li> <li>• attendance at their setting has been temporarily restricted</li> </ul> <p>Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms or a positive test result themselves</p> <p>For staff in primary schools it is recommended that they test themselves using LFD twice a week at home until the end of September, when this will be reviewed.</p>	3	2	6			
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