

RISK ASSESSMENT

Risk Assessments for: Oakdale Schools September Full Opening

Date 07/07/2020
 Reviewed - 10/7/20
 Updated 1/9/20
 Further update 24/9/20

Assessor Name: Health and Safety Team
 Rachel Hindle, Tina Tray

Sources: WHO, NHS, DfE and NASUWT

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p>General Measures School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</p> <p>Essential Control Measures</p> <ul style="list-style-type: none"> • A requirement that people who are ill stay at home • Robust hand and respiratory hygiene • Enhanced cleaning arrangements 	M	<p>School Leaders should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p> <p>Schools can contact healthandsafety@tameside.gov.uk for advice, guidance and support</p>	<p>TT/ RH to update COVID-19 staff handbook</p> <p>All staff to read updated COVID-19 staff handbook</p> <p>TT/RH to keep up to date with latest guidance</p>	<p>September 2020</p> <p>September 2020</p> <p>Ongoing</p>

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		<ul style="list-style-type: none"> Active engagement with NHS Test and Trace Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>Use of the NHS COVID-19 app in Schools and Further Education Colleges.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>The NHS COVID-19 APP https://covid19.nhs.uk/pdf/introducing-the-app.pdf Is available to download for anyone aged 16 or over if they choose.</p> <p>Staff will also be able to use the app.</p> <p>Guidance and further information for Staff and parents https://covid19.nhs.uk/</p> <p>School will continue to engage with NHS test and Trace along-side the app being used.</p> <p>All school staff have been made aware of the features of the app and the processes to follow within school in regards to the app and any notifications received by themselves or a student;</p> <ul style="list-style-type: none"> Trace – alerts the individual if they were in close contact with a confirmed case 			<p>Parents informed of measures in place – TT/ RH/ admin</p> <p>Staff and parents informed of the Covid-19 app via parentmail – TT/ RH/ admin</p> <p>Poster/ booklet displayed in school for staff - TT/ RH/ admin</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>
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- Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter
- Check in – allows the individual to check in to locations via the app and official NHS QR codes
- Symptoms – allows the individual to check symptoms against government guidance and to get advice
- Test – allows the individual to order a free test and to receive results and advice via the app
- Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice
- Bluetooth must be enabled for the app to work
- If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted.
- The tracing function can be paused
- A reminder can be set to switch the app back on
- The app does not work if the phone is switched off

The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for covid. Escalation processes remain the same.

The use of the app does not replace the requirement for social distancing

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			<p>Individuals must still report a positive case to the school setting</p> <p>Staff members receiving a notification via the app must still notify an appropriate person at the school setting before leaving to self-isolate</p> <p><u>SCHOOLS OR FURTHER EDUCATION COLLEGES WHERE MEMBERS OF THE PUBLIC MAY TAKE PART IN ACTIVITIES OR MAKE USE OF YOUR PREMISES:</u></p> <p>The app has a check-in feature which enables a venue to register for an official NHS QR code and allows users to 'check-in' to participating venues on their app by scanning that code. https://covid19.nhs.uk/pdf/user-qr-guide.pdf</p> <p>If the Schools/FE premises comes within the scope of the current guidance for maintaining records of staff, customers and visitors to support the NHS Test and Trace we will display an NHS QR poster in line with the 'working safely during coronavirus (COVID-19) outbreak' https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p> <p>When needed the schools/college will create an NHS QR code posters online for free: https://www.gov.uk/create-coronavirus-qr-poster And display it</p>		<p>School not open to members of public, visitors to Acorn Centre will be limited to specific parents for 'stay and play activities during September/ October</p>	<p>Poster displayed in Acorn Centre. TT/ RH/ admin</p>	<p>September 2020</p>
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			<p>Specific Measures</p> <p>Clear guidance has been given to parents and employees to reiterate that anyone who is displaying symptoms, or has tested positive in the last 7 days must not attend the school setting.</p> <p>School has communicated it's arrangements to all employees and parents prior to the return of additional pupils.</p> <p>Where possible contact with parent's or other non-school staff is conducted remotely, via telephone or video link.</p> <p>Staff are advised to only physically meet with parents or other non-school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staff are asked to not touch/shake hands with parents.</p> <p>Pupil Behaviour Policies will be updated to cover COVID-19 related incidents</p> <p>Pupil Behaviour strategies will be updated to cover COVID-19 related incidents</p> <p>The majority of staff in Oakdale will require access to PPE beyond what they would normally need for their work due to the needs of the children, including facemasks and face shields for personal care and for where the behavioural needs of the pupils necessitate it.</p> <p>Cover staff will daily check PPE in each bathroom area and front entrance and report stocks running low, so can order more accordingly.</p>				
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			<p>At main entrance and all bathrooms will be PHE donning and doffing PPE posters. The video support and posters will be shared in advance of wider opening. Plus a social story on display in the bathroom when needed for children to refer to.</p> <p>Staff will be provided with Hygiene and PPE guidance pack from Public Health team.</p> <p>Staff need to be mindful of use of PPE and impact on children’s communication and behaviour. This may cause significant anxiety, causing children to lash out at the PPE, causing both adults and children’s hand touching faces and cross transmission. So may be safer to reduce use PPE such as don’t use the shield, but keep on a mask.</p> <p>Guidance indicates that in deciding whether or not to wear a ‘shield’ would be determined by risk assessment (pupil by pupil), and if the findings are that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>https://www.gov.uk/government/publications/corona-virus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</p> <p>All schools have been provided with an initial stock of PPE</p>			<p>Oakdale behaviour policy updated in light of Covid-19 - RH</p> <p>Pupil behaviour plans updated by class teachers, overseen by RH</p> <p>Monitoring of stocks of PPE – TT/ RH/ cover staff</p>	<p>September 2020</p> <p>September 2020</p> <p>Ongoing</p>
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		<p>Bubbles Children will, as far as possible, be placed in consistent groups (bubbles)</p> <p>Bubbles of a single class will be maintained as much as is practicable</p> <p>wider bubbles are necessary to facilitate playtimes due to the logistics of the school, grounds, Consistent Key stage cohort based-group bubbles will be implemented (max 3 class groups per bubble – KS2 play ground)</p> <p>Bubbles will, as far as possible, be kept apart indoors – any assemblies/collective worship will be limited to one bubble at a time. (see above for outdoor spaces)</p> <p>Where it is necessary for the delivery of the school timetable, all teachers and other staff can operate across different bubbles. Where this is necessary staff and teachers will, as much as they can, keep a 2m distance from staff.</p> <p>Support staff not allocated to specific bubble (e.g. those supporting PD) will work with consistent group of pupils to minimise contact)</p> <p>Arrival /leaving school Guidance has been given to parents regarding transportation of pupils to and from school</p> <p>Staff are asked to arrive before pupils</p> <p>Gate will be opened earlier to facilitate this.</p>	<p>Mixing of these bubbles may take place in the delivery of transport where necessary. Where groups are mixed these subsequent groups should be consistent.</p> <p>NB – it is recognised that children who are cognitively young will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Consideration given to staggering start times to reduce peak hour demand on public transport.</p> <p>(First Group give busiest travel times as 7am – 9am and 4pm – 6pm.)</p>	<p>Ordering of above TT/ RH/ admin</p>	<p>Ongoing</p>
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		<p>Parents will be asked to bring their children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable restraints to prevent that child from entering the school building or using play equipment.</p> <p>Separate entrances are used for key stage groups (FSU to use alternative entrance/ exit by Bluebird room-manned by SSG as no fob)</p> <p>Entrances are supervised by staff encouraging parents to leave children and walk away</p> <p>Staff will discourage loitering by pupils and parents. Advise will be sent out reminding parents NOT to loiter or liaise direct with teachers</p> <p>Parents bringing their children to school in vehicles to stand by vehicle to alert staff to their presence and wait for their child to be received by staff directly from vehicle.</p> <p>At end of day parents to again wait by vehicle to alert staff to their presence and staff will take children to their parents</p> <p>Only staff from the child's new class group will collect children from parents to avoid cross transmission.</p> <p>SEN transport Refer to Tameside SEN transport risk assessment for further information.</p> <p>SEN transport will be expected to join one main queue for safe access to site. The drivers and escorts will be requested to remain on the buses and handover the children at a safe distance at vehicle door where appropriate. It is imperative that we remember the</p>	<p>Schools will have a process for pupils and staff to remove face coverings when they arrive at school which will be communicated.</p> <ul style="list-style-type: none"> • Do not touch the front of the face covering when removing it • Wash hands on arrival • Dispose of single use covering in a covered bin or place reusable covering in a plastic bag to be taken home • Wash hands again before going to class 	<p>September 2020 TT/RH/ staff teams</p>	<p>Ongoing</p>
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safety element of the main road and opened gates and that they need to remain well supported. If a child has significant needs and as part of previous risk assessments prior to COVID-19 that parents strap in and staff remove from vehicle this will be adhered too. Staff may wear apron and gloves to support reducing transmission. Transport staff will leave vehicle to ensure empty except for child. Child and staff upon returning to class will wash hands following guidance.

Staggered arrival
8.50am first transport

9.10am parents

2.40pm first transport
3pm parents

At the end of the school day, pupils leave from 2:40pm. Pupils should be escorted to buses and 'handed over' to passenger assistants. SEN transport will arrive and access site via a queue system and will wait on the buses to receive the children.

The drivers and escorts will not be able to come onto site early unless planned to collect children.

- Pupils will arrive from 8:50am and leave from 2.40pm.
- Class staff must be available to receive them at this time.
- One member of staff from each class is available to support arrival and leaving site.
 - Staff will ONLY collect their children from their own class group

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		<ul style="list-style-type: none"> • Pupils are encouraged to go to their class as independently as possible. • No pupils will receive a late mark if related to late arrival of SEN transport during COVID-19. <p>SEN transport staff are not to leave their buses to talk to fellow colleagues or to leave site for a cigarette. This has been shared with SEN transport managers.</p> <p>Reception signing in and out E.g. Staff, visitors and contractors Where possible contact with parent's or other non-school staff is conducted remotely, via telephone, video call or e-mail</p> <p>Parents, visitors, and the general public will not be allowed in school, this includes the use of volunteers and parent helpers.</p> <p>Therapists, peripatetic teachers and other professionals visiting school must keep as much distance as possible from other staff.</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend. Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc.</p>		<p>All visitors to site will receive induction/site guidance on physical distancing and hygiene before or on arrival. In addition see above regarding test & trace covid – 19 app</p> <p>Consistent staff engaged for any peripatetic / therapeutic roles to further reduce the number of visitors to school</p>	<p>September 2020</p>	<p>ongoing</p>
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			<p>Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.</p> <p>Arrangements for deliveries are in place</p> <p>Arrival/reception areas are reconfigured to encourage social distancing</p> <p>A screen is already in place school Hygiene stations are in place, with instructions to use it, prior to entering the building</p> <p>In Class School has considered which subjects can be taught safely</p> <p>Hall will be timetabled to ensure one group accessing PE at a time only. Any PE equipment used will be wiped down with sanitising wipes following use. PE will consist of physical activity rather than team games.</p> <p>The Sensory processing room will be accessed by 2 children (supported by a member of staff each – 4 persons in total) at a time only. Any sensory processing equipment used will be wiped down with sanitising wipes following use.</p> <p>The 2 m distance cannot be maintained due to the needs of the pupils but will be encouraged individuals</p>			
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		<p>will be side by side or back to back rather than directly facing and for as short a time period as possible.</p> <p>Unnecessary furniture will be removed from classes to increase space.</p> <p>Where possible windows will be open to aid ventilation</p> <p>Some classes will be taught outdoors where practicable and weather permitting</p> <p>Teaching staff should, as far as possible, maintain 2m away from colleagues and pupils.</p> <p>Moving around school The school has identified specific pinch points</p> <p>It will not be possible to create a route of traffic. Our corridors are wide, to support mobile and wheelchair needs. Signage on corridors to remind staff not to loiter and to maintain as much distance between persons as is practicable</p> <p>Children supported as they move around school</p> <p>Supervision in place to prevent horseplay</p> <p>As far as possible, class groups are kept together and in the same room negating the need to move around school. Workrooms allocated to specific class group bubbles (sole use for that bubble)</p> <p>Toilet use is supervised to prevent too many pupils entering at once.</p>				
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		<p>Allocated toilets where possible according to individual need.</p> <p>Communication is done with teaching staff electronically</p> <p>Lunchtimes/consumption of food Pupils to be supported to be encouraged to adhere to hand washing etc.</p> <p>Owing to the needs of the children staff will not be able to support this adhering to social distancing and will therefore require PPE to facilitate this.</p> <p>Clear signage on hygiene, hand washing and the use of hand sanitizers</p> <p>Hand washing before and after eating food Hand washing before and after touching/preparing food</p> <p>Lunch times staggered for both pupils and staff</p> <p>Rota for staffroom to ensure limit for capacity not exceeded</p> <p>Lunch seating areas restricted to 1 class bubble per table considering social distancing measures with no directly face to face seating.</p> <p>Class bubble groupings are spaced out across school and not just in in school hall for their dinner.</p> <p>Children supported to make choices to ensure children do not handle food before selecting.</p>		<p>Time spent within 1m of anyone should be minimised and face to face contact avoided.</p> <p>Timetabling should try to allow for groups being kept apart and the minimum of movement around the site.</p> <p>Signage to be displayed to advise of limits on number of users of the area at any one time, specific areas allocated to class bubbles</p> <p>Cleaning of tables between users</p> <p>The use of staff rooms should be minimised.</p>		
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		<p>Office/Support staff Where feasible and appropriate for members of staff to work from home consideration will be given to this</p> <p>Small offices are restricted to single occupant use only</p> <p>Signage is used to reinforce the message and to advise of areas which should be restricted to one person at a time.</p> <p>Reprographics areas sanitiser wipes to be used between each user</p> <p>Vulnerable persons</p> <p>Extremely clinically vulnerable/clinically vulnerable/vulnerable staff members are identified and an individual risk assessment is completed with them to identify any additional control measures for them beyond those in place generally.</p> <p>Individual risk assessments will be carried out for pupils identified as extremely clinically vulnerable, clinically vulnerable, vulnerable or as having behaviours which can increase the risk of transmission of covid-19 (eg spitting or biting)</p> <p>Staff or pupils arriving at school unwell or become unwell whilst in school They will be sent home and advised to follow the staying at home guidance to self-isolate for at least 7 days and arrange to have a test. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>		<p>Children who require staff to perform aerosol generating procedures (AGP) – school to liaise with population health & healthcare professionals to create individual risk assessments</p> <p>Advice will be given that other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>		
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		<p>Persons who have been in direct contact with person will be sent home to follow staying at home guidance and await further instruction. Person becoming unwell will be tested for Covid. Person & contacts will not return to school until negative result received. Should person receive positive result 'test and trace' advice will be followed.</p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to Bluebird room where they can be isolated behind a closed door. (This room has its own toilet)</p> <p>If possible a window will be opened for ventilation</p> <p>Where it is not possible to isolate them, staffs have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>The area around the person with symptoms will be cleaned and disinfected with standard cleaning products after they have left</p> <p>Children that need to go to the bathroom while waiting to be collected are told if possible to use the bathroom within Bluebird room.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The school will engage with the NHS test and trace process</p>		<p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained or if contact is necessary.</p> <p>Everyone must wash hands thoroughly for 20 seconds after contact with someone who is unwell.</p> <p>NB - The HSE has set a final date of requalification for expired certificates affected by Covid-19 of 30th September 2020</p> <p>(All first aiders up to date – next requalification booked for November 2020)</p>		
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		<p>A step by step document has been provided by Public Health to assist schools in identifying the correct steps to follow.</p> <p>There is a dedicated Public Health e mail which schools may contact for further advice and clarification on actions to be taken. Covid-19@tameside.gov.uk</p> <p>First Aid A first aid needs assessment has been completed to determine first aid provision based on the workplace setting, occupants and the hazards and risks that may be present in school</p> <p>All staff holding a first aid certificate have one which expires on or after November 2020</p> <p>Assistance should be given from a safe distance as far as possible to minimise the time in a shared breathing zone.</p> <p>When responding to incidents, PPE should be worn by staff if a distance of 2 metres cannot be maintained or if contact is necessary. The provision of PPE should be determined based on anticipated risk of contamination from respiratory secretions, droplets of blood or other body fluids.</p> <p>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</p>		<p>This will be reviewed based on government guidance</p> <p>Consider advising parents to limit the number of different wraparound providers they access as far as possible and to seek assurance that providers have the appropriate protective measures in place.</p>		
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			<p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Educational Visits Overnight and overseas educational visits will not take place.</p> <p>Visit venues/locations will only be considered where Covid-secure measures are in place.</p> <p>No external inclusion until further notice</p> <p>Music Singing will not take place in large groups (eg school choirs and ensembles or in assemblies)</p> <p>Music lessons will be limited to single class groups (max 11 pupils) with social distancing and windows open where possible</p> <p>Instruments will not be shared.</p>				
<p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>	<p>School employees parents, pupils and the general public</p> <p>Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath In more severe cases, infection can cause pneumonia, severe</p>	H	<p>General Measures School Employees are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>School leaders are advised to follow the NHS and DfE guidance for employers and schools on COVID-19. Covid-19 Guidance to-employers Implementing protective measures in education and childcare settings</p> <p>Specific Measures</p>	M	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government to reduce risk</p>	<p>Handwashing posters on display throughout school – TT/RH</p> <p>Playground equipment, Soft furnishing toys and items that</p>	<p>Completed</p> <p>Completed</p>

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<p>acute respiratory syndrome, kidney failure and even death)</p>		<p>As per direct transmission and in addition:</p> <p>Hygiene stations at main entrances is in place, with instructions to use it, prior to entering the building.</p> <p>Where hand sanitizer is available in locations around the school it should be used in addition to hand washing</p> <p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser. Young pupils are supervised where appropriate.</p> <p>Catch it, bin it, kill it approach is followed to encourage good respiratory hygiene.</p> <p>Posters will be displayed in school to remind everyone of public health advice</p> <p>Classrooms in use are thoroughly cleaned at the end of the day</p> <p>Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination, before being used by anyone else.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p> <p>Unnecessary items are removed from classrooms and Soft furnishings, soft toys and toys that are hard to clean are removed and stored elsewhere</p>		<p>Ensure that sufficient hand washing or hand sanitiser stations are available.</p> <p>Young children and pupils with complex needs will be assisted to clean their hands properly.</p> <p>Hand cleaning routines will, as far as possible, be built into the day;</p> <ul style="list-style-type: none"> • On arrival at school • On return from breaks • When there is a change of room • Before and after eating <p>There should be enough tissues and bins available in school.</p> <p>Where pupils are unable to maintain good respiratory hygiene due to complex needs a risk assessment should be completed to ensure controls can be put in place to support them and the staff working with them.</p> <p>A cleaning schedule should be in place to ensure more frequent cleaning of rooms/shared areas that are used by different groups</p>	<p>cannot be cleaned removed – staff/overview by TT/RH</p> <p>Preparation of isolation room – cover staff</p> <p>Clean of door handles and frequently touched surfaces – class teams and cover staff</p> <p>Cleaning risk assessment reviewed and shared by DO</p>	<p>September 2020</p> <p>Ongoing</p> <p>September 2020</p>
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			<p>Individual frequently used equipment should not be shared, eg pens and pencils</p> <p>Playground equipment must be frequently cleaned</p> <p>Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Cover staff to facilitate cleaning of frequently touched surfaces across the day.</p> <p>Cleaning materials available in staff toilets for individual staff to use.</p> <p>General cleaning is done in line with the guidance for non-healthcare settings Covid-19-decontamination-in-non-healthcare-settings</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In addition refer to separate cleaning risk assessment</p>		<p>Classroom based resources shared within the bubble (books and games) should be cleaned as frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles (sports, art and science equipment for example) must be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be unused for 48 hours (72 hours in the case of plastics)</p> <p>The new PH guidance on cleaning will be reviewed once released</p>		
Inadequate premises checks due to lack of staffing	School employees and pupils Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm.	M	<p>All statutory checks and ppm's are maintained and up to date</p> <p>Where possible checks take place before or after school or away from other persons</p> <p>Assurances are sought from external organizations providing FM services.</p> <p>In schools where premises checks are carried out in house, contingency arrangements are implemented or developed for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p>	L		Weekly safety checks completed by – TT/RH in event of absence of site manager	weekly

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			All premises checks being carried out by SSG in absence of site manager, with support of other staff where appropriate				
Stress and anxiety	School employees Stress related ill Health	M	Employees are encouraged to discuss any issues/problems they may have with their line manager. Guidance for school managers will be sought from their HR provider or the Corporate Health and Safety team.	L		Reference of support made in letters and Staff Handbook – TT/ RH	ongoing
Irritant Contact Dermatitis	Employees Pupils Exposure through excessive hand washing. Increased frequency of hand washing mixed with poor drying can on occasion lead to chapping of the hands and create sores	M	Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils. Sufficient time is allowed for pupils to dry their hands properly as part of the hand washing regime	L	Early detection can prevent more serious dermatitis from developing.	Reference of support made in letters and Staff Handbook – TT/ RH	ongoing
Ignition of alcohol based hand sanitizer	Employees Pupils Burns to the hands as a result of ignition of sanitizer vapour	L	Employees are asked to wash their hands with soap and water if possible. If only alcohol based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.	L		Reference of support made in letters and Staff Handbook – TT/ RH	ongoing

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Review Date	Reviewed By	Amendment
July 2020	Rachel Hindle Tina Tray	Full opening of schools control measures relating to special school needs
Sept 2020	Rachel Hindle	Additions in light of advice from Tameside H&S team
Sept 2020	Rachel Hindle	Additions regarding test and trace as advised by Tameside H&S team/ fist aid courses booked

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence