

SCHOOL NAME Greenvale		Risk Assessment No	002	
Topic:	SCHOOL REOPENING – DURING PANDEMIC		People at Risk:	Staff, Students, Visitors, Parents/Carers, Contractors, Delivery Drivers
Assessment carried out by:	Lynne Haines	Date:	October 2020	Date of Review: Every half Term / Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>Contracting Corona Virus</b>  <b>How:</b>            Students and staff being exposed to the virus due to lack of social distancing from others / coming into contact with the virus from touching an infected surface.</p>	<p>See Social Distancing RA - 001</p> <p>Classroom cleaning sheet in place – staff update when cleaning has taken place.            See <u>Cleaning / Sanitising Guidance</u>            SLT to carry out impromptu site inspection to ensure cleaning regime is in place.</p> <p>The school have a drop off pick up procedure in place.</p> <p>System implemented so parents / carers will not be able to enter the school grounds</p> <p>Guidelines sent to parents / carers by the school about the new school arrangements and social distancing.            See <u>Student / Parent Guidelines</u></p> <p>One member of staff will take each</p>	H	<p>Identified place to store PPE in all classes. Generic PPE given to all classes in boxes with list of contents so that it is recognisable in each class.            PPE carried by staff in bags.</p> <p>Video regarding new school systems available on the school website for any parents / staff,.</p> <p>Parent guidelines distributed to staff so that everyone is clear.</p> <p>All arrivals fully supervised by SLT and Learning Mentors.</p> <p>Many classes have their own separate outside areas and they will be brought from the bus by staff.</p>	Head , SLT, SBM & FM. Complete	H

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	<p>arriving student to their classes – using the set route. They will leave via the same route after being called to buses.</p> <p>Class groups / bubbles very small (6-10 students) always fully supervised and will not mix with other groups outside Key stage. If individuals are present from other KS bubbles a distance greater than 2m will be maintained. All staff classrooms given PPE, hand sanitiser and spray cleaner to enable them to maintain good hygiene. This will be available in a small bag that they can wear.</p> <p>KS sub-bubbles are only small in size 23-45 students.</p> <p>Head Teacher / SLT minimise moves and where possible keep school staff and students consistent within the classes and not change where possible</p> <p>Class staff and Students to avoid coming into contact with other classes during the school day. See <u>Class group Checklist</u></p> <p>Rota's in place for staggered breaks / lunch and outside play.</p> <p>Social distancing markers have been placed on floors / areas where Students /</p>		<p>Classes called individually to lunch in the hall into separated areas. Many students to eat lunches in classrooms.</p> <p>Staff constantly reminded about measures at briefing and verbally / in writing through reminders.</p> <p>Students who make their own way to school /with parents will be allocated a drop off time and will enter the building through different gates. All other students are on school transport or taxis. They will be instructed to wait outside / in transport until directed to come inside.</p> <p>Parents sent updated guidance Sept 20 and reminded to read this directly after half term.</p> <p>All staff not to enter office but to access staff through the glass screen / hatch outside reception. One way system and floor markers in place in reception.</p> <p>Perspex dividers placed next to SAO and facilities manager's desks.</p> <p>Door from waiting room to corridor now unlocked so staff have additional route out after signing in.</p>		

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	<p>staff must line up.</p> <p>A Poster is displayed where Parents / Carers pick up and drop off on the school gate– reminding them that they should not come to the school if they or members of the household are displaying any symptoms of the virus</p> <p>Parents / carers informed of the risks of the transmission of the virus whilst they travel on public transport and encourage them to walk to the school / cycle where possible See Student / Parent Guideline– guidance guidelines sent to all parents / carers September2020.</p> <p>School has a protective glass screen at the Reception to protect staff. School office space risk assessed to reduce the risk of office staff coming into contact with each other and reduce the risk of contracting the virus. See <u>Office / Reception Guidance</u> See <u>Office / Reception RA</u></p>		<p>Staff on gate duty given specific guidance re letting parents access the site.</p>		
<p><b>Contracting Corona Virus</b> <b>How:</b> Staff being exposed to the virus due to lack of social distancing and</p>	<p>See <u>Contractors Guidance Checklist</u> – if a contractor needs to attend site to carry out essential works. This will only be allowed after school hours and the area will be sanitised afterwards.</p>	H	<p>Contractors do not access the building whilst the students are in school.</p> <p>One toilet allocated to visitors. Spray cleaner will be placed inside. Toilet has external lock fitted.</p>	Head , PFI, SBM & FM Completed	M

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coming into contact with the virus from contractors and delivery persons (packages)	<p>Deliveries drivers not permitted to enter the school building and items should be dropped and held at the Premises office or in the parcel room.</p> <p>Packages are left unopened for a minimum of 24 hours</p> <p>Staff issued with PPE to open the packages and empty the contents and advised to wipe and cleanse contents with sanitisers</p>				
<p><b>Contracting Corona Virus</b>  <b>How:</b>  Staff being exposed to the virus due to lack of social distancing from Student and coming into contact with the virus after an infected Student has touched a surface or showing symptoms of the virus</p>	<p>Class group sizes are determined individually by Head Teacher – all are very small for the classroom size. Additional break out areas such as group rooms are also available.</p> <p>Windows will be kept open for ventilation and students asked to bring extra layers or blankets for wheelchair users as necessary.</p> <p>Staff to ensure Students to wash their hands regularly – particularly before and after breaks.  Staff supervise Students washing their hands to ensure it is effective.</p> <p>Staff to ensure there are tissues available for Students and that they dispose of them immediately and wash their hands.</p>	<b>H</b>	<p>PFI premises staff do more regular cleaning and emptying of bins during the day.</p> <p>Classes are very small numbers and have KS outdoor space.</p> <p>Member of staff checks stocks and gives out tissues etc. Staff can collect necessary resources as needed from locked cupboards.</p> <p>Soap in all classrooms at sink and not locked away. Also in all toilets and changing areas.</p>	Head & SLT Completed	M

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	<p>School staff have access to handwashing facilities and antibacterial hand wash. There is a sink in every room.</p> <p>Extra Cleaning is place across the day. Frequently touched points are wiped regularly and there is a cleaner for trolleys and tables in the dining hall.</p> <p>Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets. See <u>Cleaning / Sanitising Checklist</u></p> <p>If Student displays symptoms of the virus, they are taken by a staff member immediately to therapy room where the agreed procedure will be followed. See <u>Student with suspected Corona Virus Procedure</u></p> <p>Staff not to face a Student when working with them – to stand above them where possible or to their side.</p> <p>Staff to wash their hands immediately after sharing resources with Students.</p>		<p>Staff to sign checklists to indicate cleaning.</p> <p>Visors provided when working with some students who might spit or who cannot cover their mouths or for specific tasks such as feeding the young people or hoisted personal care.</p>		
<p><b>Contracting Corona Virus</b> <b>How:</b> Student being exposed to the virus due to lack</p>	<p>Staggered breaks and lunch arranged by Key Stage Coordinator.</p> <p>Playground area is very large. Maximum one KS / sub-bubble. Individual areas</p>	H	<p>Facilities manager organised signage across the school with SBM.</p> <p>Staff reminded at briefing to maintain good hand</p>	Head , SBM, Teachers	H

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of social distancing from other Student or touching a surface/resource where the virus is present	<p>outside classes to be used where available.</p> <p>Students encouraged by staff not to touch their faces by school staff and awareness sessions (age appropriate)</p> <p>Staff to supervise Student when handwashing and drying of hands to ensure they are doing it correctly. Paper towels available for Students and a bin to dispose of after use.</p> <p>Staff to supervise students to go to the toilet.</p> <p>Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets / taps</p> <p>Soft furnishings and toys removed from the classroom.</p> <p>Students to be given their own stationery sets and instructed not to share.</p> <p>Seating within the class to be distanced as far as is practicable – visual markers on seating</p> <p>Staff to place desks / activity areas as far away from each other as is possible.</p>		<p>hygiene.</p> <p>Learning mentors available to support school staff.</p>	Completed	

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	<p>The dining hall tables and chairs/stools organised to ensure Student are not sitting next to each other SLT to direct students to separate areas. Rotas in place so only KS sub bubbles are in the hall at any one time. Additional cleaning between sub bubbles. Some classes to eat in class to reduce number of students in the hall.</p> <p>Supervising staff to ensure Students do not share drinking / eating utensils Parents/ Carers instructed to provide individual drinking bottles for their child.</p> <p>Outside gym equipment in playground sprayed down with soapy water after use.</p> <p>Resources are washed down regularly or placed in the dish washer.</p>				
<p><b>Communication</b> <b>How:</b> Parents / carers not aware of any new advice from the Government about schools / virus. Parents / carers not aware of any reported cases in the school.</p>	<p>School to inform parents / carers about the measures that we are taking and how they can help. See <u>Parent / Carer Guideline</u></p> <p>Any confirmed cases of the virus will be reported to parents and staff as soon as possible.</p>	M	School to update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government (as soon as is possible) Text, email and on the website.	Head Completed	L
<p><b>First Aid / Intimate Care</b> <b>How:</b></p>	<p><u>See First Aid RA – 004</u> <u>See Infectious Diseases RA - 003</u> <u>See Intimate Care RA - 007</u></p>	H	Additional PPE will be provided to all those doing personal care, assisting eating and drinking and with some students.	Head Deputy	M

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
Unable to maintain social distancing whilst undertaking first aid and elements of intimate care. No correct PPE available				and LM Completed	
<b>Fire</b> <b>How:</b> Staff and Students unaware of the fire evacuation procedure. Persons from Class groups / bubbles coming into contact with each other during an evacuation. Insufficient fire marshalls on site.	<u>See Fire Evacuation RA - 006</u>	M	Fire evacuation procedure is unchanged. Classes assemble in the ball court in class groups / key stage sub-bubbles.  School has a double knock system in place which avoids false alarm fire drills.  All of SLT are Fire Marshalls.	Head SBM Completed	L
<b>Medications / Medical Conditions</b> <b>How:</b> No medications on site, out of date medications, medication not available, no authorisation to administer medication	<u>See Medications Risk Assessment No 5</u>	M	School procedure fully in place to avoid this in pre-pandemic times.	Head Completed	L

**Signed:**

**Role:**

**Date:**