Maryland Primary School
Where our children's future matters most

Covid-Secure Risk Assessment

- This risk assessment has been completed in line with government guidance including department for health bulletins and the HSE website
- **This is a working document and will be reviewed and updated regularly**

Area of school / event	Risks	RAG before	Measures in place to reduce the risk	RAG after	Responsible for control **SLT to monitor all aspects**
Overall premises	Spread of virus through contact in common use high traffic areas Spread of virus through poor lack of **ventilation**		• SLT to conduct regular H&S walkabouts. Any risks identified to be addressed by site supervisors. • Staff use of ID card for INVENTRY system to avoid touching the screen • Specific doors to be kept open with a door stopper (so easily closed in case of a fire) - to reduce amount of unnecessary shared contact with handles (as long as not a fire door or along an evacuation route). Review the following doors:-staffroom internal -toilets, inner door (children's toilets) -ICT suite -SLT/HT office -quads -classroom -support room -welfare -SMART zone • RISO (whole school shared printer) - wipes to be placed by RISO so screen can be wiped regularly - paper to be stacked on top of cupboard beside RISO, instead of inside, ease of access • No long queues/gatherings at the RISO (no more than 2 people), staff should come back after a short while • Not use AC if the same air travels between multiple rooms (not applicable to Maryland units) single units in rooms such as office, leadership room can be used • At least one window in each room to be open at all times - this can be the upper level window to avoid excess draft/feeling too cold • External doors to classrooms and main halls to be opened periodically throughout the day, eg. 5-10 mins during break times in classrooms, after lunch and after PE lessons so blast of fresh air enters the room periodically • Ensure air vents in halls are always switched on • Placement of carbon dioxide units around the school to monitor poor ventilation (awaiting DFE delivery)		SLT Site supervisors All staff
Staff and pupil interaction	Extremely clinically vulnerable		• If staff who were previously considered extremely clinically vulnerable request that their individual risk assessment continues post Aug 19th, this will be carried out using Newham's risk assessment checklist - once any adjustments have been agreed it is the responsibility of the		SLT

	adult or child being more susceptible to contracting the virus		employee to follow https://newhamconnect.uk/Services/5829 • Staff working with vulnerable children need to be mindful of social distancing and keep to strict hygiene protocols including the use of PPE when needed - particularly if staff who are working with the children are unvaccinated or are considered 'loose agents' - ***Loose Agent Protocol*** must be adhered to • Unvaccinated staff are encouraged to test for Covid twice weekly as a minimum • SLT carry out duty of care to support all employees regarding possible Covid anxiety, signpost to professional services • Staff will be encouraged to participate in testing and vaccination scheme, prioritising those staff who are 'loose agents' or work in Early Years to add a layer of protection		Welfare Team Teachers
Entering and exiting	Spread of virus due to congregating / increased foot flow… ...risk of staff/visitors with the virus entering the premises		• All school gates to be opened each day (2 on Gurney Road, 2 on Buxton Road) to prevent bottleneck of parents each morning/afternoon • Staff to continue following hygiene protocol eg. wash hands on arrival to work • Foot controlled hand sanitiser pump at the main point of entrance for visitors • Thermal body temperature scanner at front office to scan staff and visitor temperatures • Revisit flowchart of procedures		SLT Welfare support team
Lunch times	Spread of virus in common spaces/high traffic areas		• Precaution will be taken at the service points. Perspex to be erected at the arches (infants and junior). Salads and deserts to be served from behind the counter. • Dining table to be arranged in square shapes as opposed to galley style for better distanicing. Maximum tables to be set up to compensate for the envisaged delay at the service points due to the new arrangement. • Serving time to start earlier to allow for more time to serve • Children to wash their hands before and after eating and at the end of lunch play • Stringent handwashing regime before eating and after all outdoor activities • Juniper catering company have their own risk assessment: https://drive.google.com/drive/u/0/folders/1JLXr2W5XSHhEJu3TN0-WZmV-Q4r9bKyY		Lunchtime managers Support staff Site Supervisors SLT

					Teachers
Assembly	Spread of virus due to proximity of pupils		• Air vents to be turned on in halls, if more ventilation required periodically open external doors to let in burst of fresh air • Remote control and hall & ICT station to be cleaned after use, staff sanitize hands		SLT
First aid	**Pupil or staff *presenting COVID 19 symptoms*** ***Confirmed COVID 19 case***		• Parents must contact the school in the first instance if the child displays symptoms or there is a confirmed case so that the school take necessary action. • If the child presents symptoms at school, staff should follow the ***Flowchart of Procedures*** guidance which includes isolating the child in the isolation room (welfare room), triaging the child's symptoms, recording relevant information, etc. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell • If a child has any of the COVID symptoms, advise them to take a Covid test • Siblings from affected individuals can still attend school if they are showing no symptoms and encourage measures in place at home for distancing until definitive Covid test result of symptomatic sibling has been established • If the test is positive, they must complete the remainder of the 10-day self-isolation. If you have a confirmed case of COVID-19 at your school, you need to: 1. Inform the Newham public health team: publichealthenquiries@newham.gov.uk 2. Contact NPW, Newham's schools silver officer service: geetha.unnithan@theeducationspace.co.uk 020 8249 6900 ext: 173 07807 727366 07770 227 094**Out of Hours Contact number 3.Also contact Newham public health team or LCRC if you have other questions related to Covid-19 Inform DfE on 0800 046 8687		All staff SLT Welfare Team Cleaners

			Coronavirus helpline information ● School to conduct risk assessment on who has been in 'close' contact, there are varying degrees of contact, can recommend that they take a PCR test for reassurance, no need to isolate whilst waiting for results (unless symptomatic) ● If a staff member tests positive, follow the same guidance as above and ***Flowchart of Procedures*** **Key protocol reminders when showing symptoms or confirmed cases whilst on site** (follow ***Flowchart of Procedures*** guidance:. ● Individual with symptoms or confirmed case to be isolated from others in the welfare room ● Temperatures to be taken with thermal body scanner at the front office - see protocol for Dave (portable handheld temp readers are also available if required) ● Deep cleaning of areas of the premises that the potentially infected person has been in contact with, using PPE ● If child needs chaperoning to or supervision within the isolation room first aider/staff to wear PPE including visors, gloves, aprons and eye protection ● Always remove the mask or visor from the back of the head to avoid touching the face ● Any time there is a suspected case of Covid SLT must lead on parent communication ● Parents called to collect the child via the office (child to remain in isolation room until parent arrives) **Other measures:** ● Staff take responsibility for reporting their own health issues, vaccinations, testing and isolating and informing the headteacher of the results. Main rule is self distancing; if you have it, stay away from others. ● Ensure that there are enough trained paediatric first aiders on site each day ● First aid policy updated and all first aiders trained on this, shared with all staff ● Training for lunch time managers regarding protocol for dealing with Covid symptoms ● All staff to update the office of new emergency contact details and medical form if these are out of date		
Hygiene	Poor hygiene leads to spread of virus		● All staff follow the school's hygiene directive which is very comprehensive, SLT to increase monitoring including of those staff who may arrive late to work on occasions - handwashing/sanitising on arrival is **mandatory** ● 1:1 & Welfare team, loose agents wear PPE if no result - keep distanced		All staff Site Supervisors

			Staff should: - have a change of clothing in school for emergencies - have hair tied back - not wear ties or draping scarves - reduce jewellery - keep hydrated - follow hand washing rules stringently (gloves are better for cleaning items and surfaces) Pupils will: - Sanitise their hands on arrival to their classroom - Keep their own personal belongings to the themselves / have allocated resources kept in their trays - Use the toilets throughout the day as and when needed (not only at break time - this will help to reduce any possible congestion in the toilets) - Sanitise their hands on arrival back to the classroom after playtime - Wash their hands with soap and water thoroughly (revisit with children) before lunch ● Expectations of pupils to be revisited frequently in assembly time ● Welfare team and Site supervisor to regularly audit stock to ensure ample stock of soap, sanitiser, disposable gloves, paper towels, aprons,(limited number of face shields for identified staff).. ● Only antibacterial wipes & sanitiser with at least 60% alcohol ● Each classroom has a hygiene station to consist of: gloves, wipes, disinfectant spray, bar of soap, paper towels, tissues, hand sanitizer. TAs to monitor if stock needs replenishing. ● Reception classes can cut paper towels in half ● Cleaning team summer regime to ensure school ready for Sept 1st opening: 5 weeks deep clean schedule covering all aspects of the building including CC, nursery, classrooms , hall - new protective seal on floors, etc. Catering staff to deep clean tables and benches wk comm 13th July. ● Enhanced cleaning regime throughout the day by the Welfare team as well at the end of the day by the cleaning team (Juniper). To include frequent cleaning of contact points e.g. handles, keypads, etc. ● Uniform to be worn by pupils - parents instructed to wash/ensure fresh uniform worn daily ● PE kit to be brought in and washed after each use - parents to be instructed ● Toilets to be monitored for cleanliness more frequently ● Extra bins to be purchased, lidded bins for storing of used tissues, ensure emptied more frequently		SLT
Visitors including contractors,	Visitors to the school		● All visitors should book an appointment ahead of arrival ● Visitors reminded not to enter the premises if displaying symptoms of COVID 19 - use of body		SLT

governors, externally employed staff & parents	unaware of social distancing guidance / increased risk of spreading the virus		thermal scanner at main entrance to school • All visitors to use hand sanitiser on arrival (provided at school office entrance) and exit • All visitors to read the COVID safe protocol for visitors upon arrival • All visitors briefed on being mindful of social distancing • Visitors are welcome to wear masks whilst on site, not mandatory • Staff may choose to wear a face covering when interacting with parents amd visitors, not mandatory • Avoid handshaking • Thermal body scanner to be used by visitors and externally employed staff, only enter main building if granted access • Contractors on site to follow the same routine as above and work to be scheduled out of school hours where possible. Where not possible, the area of the school where the work is to take place will be restricted to staff and pupils. • Any exchange of documents or 'paperwork' that is needed should be done preferably via email rather than physically • Where there are meetings to be held on site (eg . Governors) the following will be enforced: -governors to use their lanyards to sign in and out (reduce need to touch INVENTRY sign-in screen) -use of ventilated rooms, open windows for air circulation -cleaned equipment to be provided only if necessary (eg. disinfected Chromebook) - no sharing -where possible though attendees should bring their own resources eg. personal pens, laptops, etc - no sharing -forward facing set-up ie. table layout, seats spaced at least 2m apart from each other -all tables and chairs to be cleaned by cleaning team before and after the meeting -tissues, hand sanitizer, washing facilities available throughout the meeting • SEND specialist therapists, clinician and other support agency staff will follow the school guidance on keeping safe whilst on the premises. Record of their visits will be captured on Inventry		Governors Office staff Visitors/ contractors
Staff room	Staffroom becomes crowded, close proximity of staff to spread virus		• Windows always open / open external door periodically to allow burst of air into the room throughout the day • Use dishwasher for sterilising equipment, no washing by hand • Water machine, hot water urn, dishwasher need frequent wiping throughout the day as high frequency touch spots - hygiene station eg. wipes to be placed close by		SLT All staff

Offices	As above		• Window open,can use AC unit if needed • Stringent cleaning of all electronic equipment in offices • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects • Ensure that where there are rooms with multiple desks in they are rearranged so that they are at least 2M apart • Limit sharing of resources or desks		SLT to monitor
Safeguarding including provision for SEND	Pupils with SEND needing further measures to prevent spread of virus		• Key policies in light of COVID 19 Eg. safeguarding, behaviour policy, SEND, have been updated. • Extra precaution to be taken around particular SEND pupils with whom close proximity is unavoidable. LSAs to use PPE as they see fit or may be necessary depending on the risk assessment for individual pupils (eg. those with SEND). They may also need to check the temperature of those that are prone to spitting and must be sensitive to the triggers for spitting. ***This is usually a way of showing their discontent for instructions given***. • Also for those ones who '***mouthe***' things around them, a daily risk assessment of objects in their vicinity must be carried out . Plastics must be sterilised. Areas around these children must be wiped down frequently. Their 'boxes of tricks' must be audited and disinfected, ready for September. These must now include wipes and other PPE equipment.		SENDCO
Toilets	Toilets becoming overcrowded increasing proximity of pupils		• Pupils to be allowed to use the toilets at all times of the day to avoid overcrowding at particular times • Avoid crunch points before and after lunch by allowing pupils to hand wash at classroom sinks as well as the toilet. • Soap stations to be placed in y5&6 toilets, to allow more chn to wash hands. (whilst maintaining distance) • Avoid queuing for the hand-drier. Paper towels & bin made available. • Welfare team to conduct hygiene checks throughout the day • Handwashing routines to be supervised by the TA to ensure that pupils are spaced out		Support staff Teachers SLT
Staffing	Staff shortages due to sickness absence / need to quarantine		• All teaching staff, including SLT, to cover classes as and when needed • Requirement for people returning from some countries to quarantine on their return. The latest guidance on quarantine can be accessed at https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk • Staff must inform SLT before confirming travel arrangements so the school can plan ahead • Leave required for quarantine upon return from a holiday will be unpaid. Any travel plans during the summer holidays must not impact on staff being available to work on Sept 1st (start of		SLT

			autumn term) as stated in the latest government guidance. • School contingency plan for kitchen closure - meals **also see Juniper contingency plans - staffing**		
Behaviour	Pupils not following new rules on movement around the school and social distancing		• Review of behaviour policy • All pupils taught rules about personal spacing, hygiene and movement around the school straight away on the first day upon return		SLT
Communication strategy to pupils, parents and staff	Staff and pupils may become anxious if there is lack of clarity regarding changes, could impact negatively on wellbeing		• Communicate information relevant to pupils and their families ahead of 1st Sept. Via ParentMail, website • Covid risk assessment review/consultation communicated to staff in weekly updates or staff meetings • Regular assembles with children in the hall to review measures in place and communicate changes, applying social distancing rules • Designated person/s to lead on communications with various stakeholders (Covid Champion) • Keep parents informed with Covid bulletins, updates in newsletters, sharing of government guidelines eg. to promote safer public transport advice to parents https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/926732/coronavirus-safer-travel-easy-read-guidance-document.pdf • Senior Leadership Team are available throughout the day via phone / scheduled meetings to address any concerns from parents • Office staff trained to deal with parent queries based school risk assessment, government guidance and information from NPW (HR queries) • Follow HSE guidance on stress and mental health • Signpost staff to services such as NHS therapy sessions if dealing with anxieties • Ensure staff are familiar with expectations when working from home and have support from SLT as and when needed • Wellbeing board in staffroom to be updated		SLT

Competence	Lack of capacity to implement health and safety actions by all departments		• Increased communication opportunities so all staff know the risks and understand how to manage them. • Key responsible people are identified and there are clearly established roles and responsibilities. • Utilise skills and knowledge of staff • Training/updates takes place frequently • Lessons learned and good practice are shared internally and externally - daily review of risk assessment and meetings with departments to further improve and achieve highest standards		SLT Governors
Educational Visits	Transmitting virus in common areas in public		• School trips to recommence - EVC coordinator to ensure Covid checklist from Local Authority is used to create a risk assessment for each visit		EVC co-ordinator

Signature of person(s) responsible for health and safety

Darren Lock
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