



MELLOR PRIMARY SCHOOL

Risk assessment Covid -19

Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) Cleaning frequently touched surfaces often using standard products.
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your school leadership team and access a test as soon as possible).
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.

8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Re-familiar yourself with the school's behaviour policy and know what role in it you're being asked to take.

Staying COVID Secure – Our Commitment

- ✓ **We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.**
- ✓ **We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.**
- ✓ **We will share this Risk Assessment and its findings with our staff and consult on its contents.**
- ✓ **We will continue to comply with all relevant Health and Safety Legislation.**

Our Staff

Ref	Control Measure	DfE guidance	Risks
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend. Where possible they are required to work from home.	<p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</p>	<p>Staff not vigilant on Health and safety</p> <p>Families not truthful about household health</p> <p>Staff not engaged with virtual conferencing could miss latest advice/guidance</p>
02	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend school and where possible work from home.		
03	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school.		
04	We regularly contact / keep in touch with any colleagues who are self- isolating/ working from home and monitor / support all staff for both their Physical and Mental Health & Wellbeing		
05	Support is available for all staff via Health, Safety and Wellbeing Team; healthandsafety@stockport.gov.uk – 0161 474 3056.		
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.		
07	Health risk assessments to be undertaken with any returning staff.		
08	Staff to avoid physical contact. Where possible, meeting and training sessions conducted through virtual conferencing		
09	Staff to receive appropriate instruction and training on infection control and the standard procedure and risk assessments within which		

	they will operate.		
10	Staffing rota to ensure only vital staff are present in school.		
11	Following DfE guidance, staff kept up to date with plans e.g. safety measure, timetable changes, staggered arrival and departure times.		
12	Admin team – one person at a time until screens fitted. Limit contact with other adults		
13	Staff assigned to different ‘bubbles’ to remain the same for the duration of the term.		
14	Staff should only enter the school site between 8am and 4.30pm unless covering OOSC for children of key workers and excepting caretaker.	<p>Keep ‘bubbles’ together where possible and:</p> <ul style="list-style-type: none"> ▪ ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days ▪ ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible; these stay the same during the day and on subsequent days. 	

Our Pupils

Ref	Control Measure	DfE guidance	Risks
15	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school	<p>As part of the response to coronavirus (COVID-19), educational settings have been asked to continue to provide care for a limited number of children and young people:</p> <ul style="list-style-type: none"> those who are vulnerable those whose parents/carers are critical to the coronavirus (COVID-19) response. <p>The government encourages vulnerable children and young people to attend educational settings unless they have underlying health conditions that put them at severe risk.</p> <p>During the coronavirus (COVID-19) outbreak, for the purposes of continued attendance at educational settings, vulnerable children and young people are defined as those who:</p> <ul style="list-style-type: none"> are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child have an education, health and care (EHC) plan whose needs cannot be met safely in the home environment have been assessed as otherwise vulnerable by educational providers or 	<p>Families not truthful about household health</p> <p>Parents need for childcare to be able to return to work, will need to be managed against ratios and 'bubbles'</p> <p>Staff mixing with different 'bubbles' and cross contamination</p> <p>Lack of space</p> <p>Difficulty of social distancing young children</p>
16	All pupils who live with a person who is Clinically Extremely Vulnerable must also not attend school		
17	All pupils or persons within their household that have COVID 19 symptoms should not attend school/ setting.		
18	We will provide on-line/distance learning for all pupils who are not in school		
19	Only children who are symptom free or have completed the required isolation period attend school. Any child who displays signs of a cold will not be allowed in school until 48 hours after symptoms have ended and a negative test result.		
20	All pupils in school are required to be in 'bubble' of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching		

	Assistant working under the direction of a teacher). Each 'bubble' will be named with colours. 'Bubbles' will be decided by year and then alphabetically in the first instance, except Y6 children who allocated according to their destination High School bubbles where possible. Vulnerable children and children of key workers should also be split into small groups of no more than 15. Desks to be spaced as far apart as possible.	local authorities (including children's social care services), and who are therefore in need of continued education provision - this might include children on the edge of receiving support from children's social care services, adopted children, or those who are young carers, and others at the provider and local authority discretion	
21	Only children toilet trained to return to school		
22	To minimise distress in under 5's, children who are confident, who can cope with change, will be suited for return.	Children and young people who are considered <u>extremely clinically vulnerable and shielding</u> should continue to shield and should not be expected to attend. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category. Children and young people who live in a household with someone who is <u>extremely clinically vulnerable and shielding</u> should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions. Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the <u>social distancing guidance</u> and including those who are pregnant, can attend.	
23	Children who do not follow our clear		

	<p>Behaviour Policy of Safe, Ready, Respect will be given two warnings. If they continue to disobey the strict rules on social distancing and /or hygiene routines then the leadership team may ring parents and that pupil may be sent home.</p> <p>Children are not to be inside the building alone during lunchtime unless they have requested the toilet. (See Behaviour Policy).</p>	<p>In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy.</p> <p>Behaviour policy changes will also need to be communicated to pupils, parents and staff.</p>	
24	<p>No PE can be taught yet so all PE bags to stay at home.</p>	<p>Areas schools may wish to add to their behaviour policy are:</p> <ul style="list-style-type: none"> • following any altered routines for arrival or departure • following school instructions on hygiene, such as handwashing and sanitising • following instructions on who pupils can socialise with at school • moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) • expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands • tell an adult if you are experiencing symptoms of coronavirus • rules about sharing any equipment or other items including drinking bottles • amended expectations about breaks or play times, including where children may or may not 	

		<p>play</p> <ul style="list-style-type: none">• use of toilets• clear rules about coughing or spitting at or towards any other person• clear rules for pupils at home about conduct in relation to remote education• rewards and sanction system where appropriate <p>Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p>	
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School

Capacity, Access and Egress

Ref	Control Measure	DfE guidance	Risks
25	Designated Entrance and Exit Points to the Building (for each 'bubble' of pupils where possible).		Families not sticking to staggered times or use good time management
26	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). Signage for movement around external building for parents. Use of tape on floor to demarcate areas and walkways.		Families not following the entrance and exit rules. Families not monitored at exit points due to staff capacity
27	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.		Families not sticking to social distancing
28	Restrictions on access to school by third parties (parents, members of the public, visitors etc.) Unannounced visitors not to be admitted		Families not truthful about household health Staff not challenging families about health
29	Stagger drop off and collection times, lunch and break times for each group.		Non-essential travel and social interaction guidelines not followed by staff and families
30	Only parents who are symptom free and /or have completed the required isolation period will be able to drop off or collect their child.		Families not advising school if children have had medication
31	Parents to drop off and collect children at indicated areas for each 'bubble' outside. (Parents not to enter school to avoid any possible contamination.)		Not enough staff to ensure children can adapt easier to routine changes
32	Parents to use post box in entrance porch to avoid entering school.		
33	Prop doors open, where safe to do so (bearing		

	in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.		
34	One way circulation to be implemented.		
Physical / Social Distancing in the Building			
Ref	Control Measure	DfE guidance	Risks
36	Class rooms organised maintaining space between seats/ desks where possible.	<ul style="list-style-type: none"> ▪ for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff ▪ although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> • ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days • ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible; these stay the same during the day and on subsequent days. 	
37	Social distancing message is re-enforced to pupils at regular intervals.		
38	Outside space is used wherever possible for learning.		
39	Reduced movement around school - ensure 'bubble' move around school together. 'Bubbles' are to remain apart from each other for the entire day in their key zone.		
40	The hall to be used as a store room and restricted as much as possible.		
41	Staff room to be used as key worker 'bubble'.		
42	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.		
43	The use of communal internal spaces should be restricted as much as possible.		
44	Johnson Room to be used as isolation room for anyone presenting symptoms. OOSC as a second emergency space.		
45	First Aid Room to be used as refreshment station for one of the bubbles and office.		
46	First Aid to take place in 'bubble'. More complex First Aid by Trophy cabinet to ensure good ventilation. (But also see Infection control below)		
47	Non Essential repair / contracted works in buildings to be carried outside school hours		
48	New family show rounds to be suspended for the time being.		
49	Children and staff to remain in their		

	designated 'bubble' area for lunch.	ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. You may want to consider seating students at the same desk each day if they attend on consecutive days	
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Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	DfE guidance	Risks
50	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance		<p>Face coverings or face masks should not be worn in any circumstance by those who may not be able to handle them e.g. young children or those with special educational needs or disabilities, as it may inadvertently increase the risk of infection.</p> <p>Staff/ pupils return to school before appropriate isolation</p> <p>Testing shows a false negative</p> <p>PPE supplies not used appropriately by staff</p> <p>PPE supplies being sourced</p> <p>Cleaning and washing not undertaken sufficiently</p>
51	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.		
52	If a child or member of staff becomes ill they must be tested. They will only be allowed back into school after a negative test result or appropriate isolation has finished. It is suggested that all other staff having contact also be tested. If a positive test result all other children and adults in the 'bubble' must be tested and can only return after a negative result. There is no need to test members of their household unless they have a positive result.		

53	<p>Pupils who experience COVID-19 symptoms should be collected from school as soon as possible. They should be isolated in the Johnson Room with the internal door closed but with the external door and windows open for ventilation. If not possible to isolate then move them to an area 2m apart from all other pupils and staff whilst on site. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting. (Made up PPE kit bags will be provided.) The area should then be immediately thoroughly cleaned if the area cannot be left unvisited. The person responsible for cleaning the area should wear appropriate PPE.</p>	<ul style="list-style-type: none"> Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. The majority of staff in education settings will not require PPE beyond what they would normally need for 	<p>Toileting procedure whilst isolating needs monitoring and cleaning</p>
54	<p>Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:</p> <ul style="list-style-type: none"> The individual tests negative' waste can then be put in with the normal waste. The individual tests positive or results not know, then store it for at least 72 hours and put with normal waste. 		<p>Storage issues</p>
55	<p>If the person displaying symptoms needs to go to the bathroom while waiting to be collected then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>		
56	<p>If a member of staff has helped someone who has displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>		

57	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school. (Regularly monitored & maintained).	<p>their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way <p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines 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>	Children from different 'bubbles' using other's stationery.
58	All staff and pupils are reminded to regularly wash their hands with soap and water, especially upon arrival at school, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Organise children in order to wash hands.		
59	Different hand wash facilities should be available for each 'bubble' within school where possible.		
60	Remove unnecessary items from class rooms and soft toys/ toys / soft furnishings that are hard to clean. (No toys, teddies or blankets (or similar) to be brought into school. No use of play dough, sand etc.		
61	Encourage pupils to avoid touching their face, eyes, nose and mouth.		
62	Sharing of pencils/ pens and other items of stationery is avoided where-ever possible. (Pupils have their own stationery packs provided by school.		
63	Children/staff to wear different clothing every day that can be washed every day. (School uniform is not necessary)		
64	Clean and disinfect frequently touched surfaces throughout the day. Wear one pair of disposable gloves and dispose of immediately after use. Staff will be responsible for cleaning their 'pod' – which includes 2 adjacent 'bubbles'.		

65	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.		<p>Rota/system of cleaning not adhered to. Hardware used not identified as being used.</p> <p>Tissues not disposed of properly.</p> <p>Insufficient materials.</p>
66	Regularly clean electronics, e.g. tablets, touch screens, keyboards, telephones and remote controls throughout the day.		
67	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)		
68	Bins and cleaning of 'bubble' area to be done by staff working in that area. Staff to be trained on cleaning processes e.g. which bucket, cloth etc. Bins to have liners to limit contact with waste.		
69	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.		
70	Increased frequency of cleaning of communal areas and locations / high contact points, including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 		
71	Staff should bring in food which does not require heating or additional preparation.		
72	Use of refreshment areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Staff to use own / designated mug.		
73	Staff not to use shared coat racks, but to store coats on the back of their chairs and bags safely under their desks.		

74	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p> <p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>Hand-Washing Poster</p>		
75	Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.		
76	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to admin office/caretaker		
77	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.		

Key Roles and Responsibilities

Ref	Control Measure	DfE guidance	Risks
78	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.		<p>Insufficient capacity to monitor school grounds.</p> <p>Incidental occurrences affect staff capacity to maintain routine.</p> <p>Staff illness affecting capacity.</p>
79	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).		
80	Sufficient numbers of trained staff are in place to provide Emergency First Aid.		
81	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.		
82	<p>Activities and lessons will be co-designed by all staff during the initial planning phase but will include:</p> <ul style="list-style-type: none"> ▪ PSHE programme to help mental wellness. ▪ Outdoor learning to ensure engaging activity and reduced opportunity for virus spread. ▪ Phased in Maths / English lessons. ▪ Confident approach to self-marking and corrections – considering feedback process. ▪ Physical activity – outside weather permitting. 		
83	<p>Timetable for the day</p> <p>‘Bubbles’ should have staggered break times and lunch times.</p> <p>Parents handover, emotional welfare check in and initial hygiene routine and</p>	<p>refresh the timetable:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • consider which lessons or classroom activities could take place outdoors <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time 	

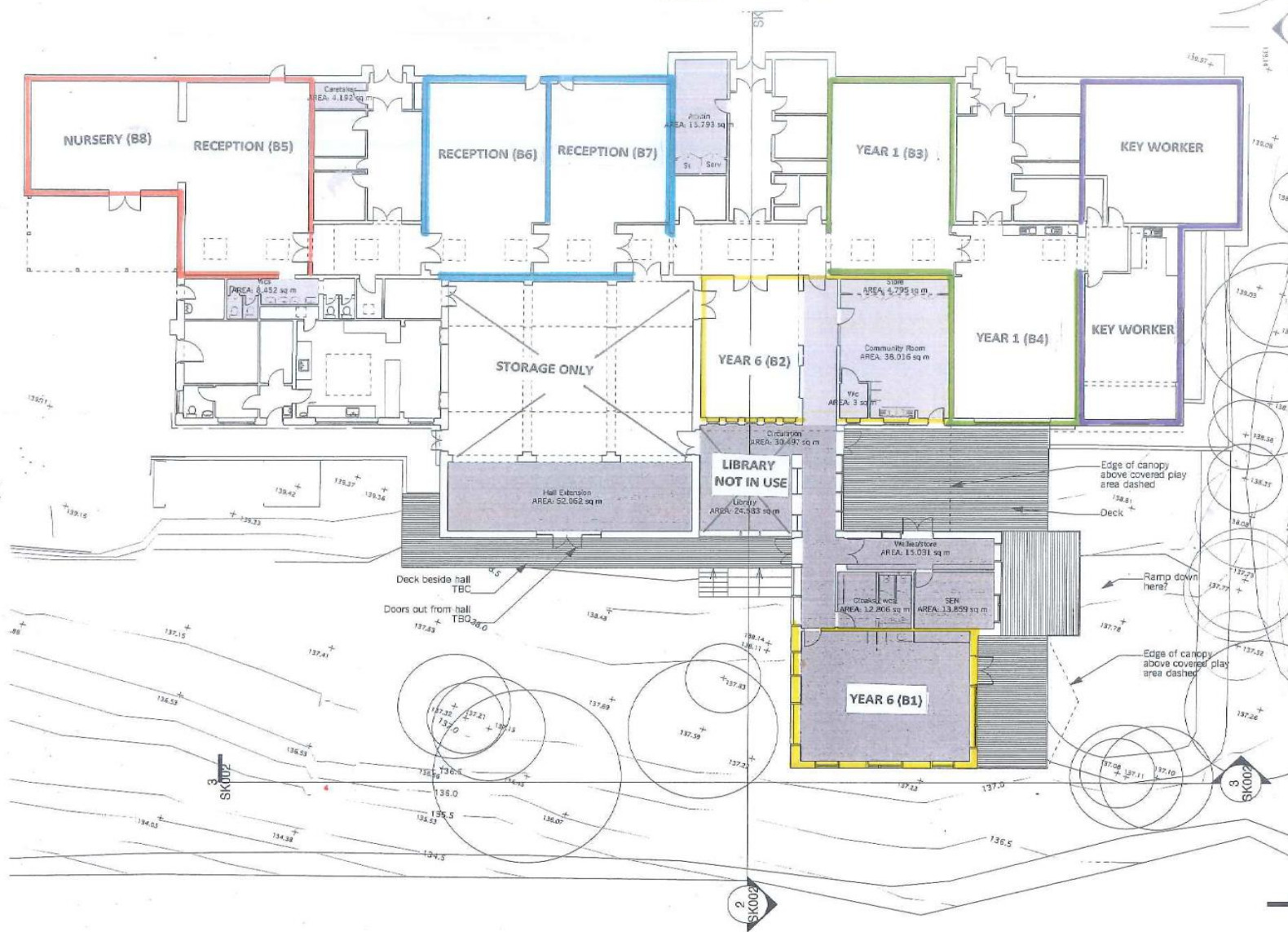
	<p>registration:</p> <p>8.30 – 8.40 am Key Workers</p> <p>8.40 – 8.50 am Year 6 children B1 & 2</p> <p>8.50 – 9.00 am Year 1 children B3 & 4</p> <p>9.00 – 9.10 am Rec B5 & 6</p> <p>9.10 – 9.20 am Rec/Nur B7 & 8</p> <p>Families with more than one child go with oldest time direction.</p> <p>Pick up:</p> <p>12 noon Nursery</p> <p>2.30 – 2.45 pm Rec</p> <p>2.44 – 3.00 pm Year 1</p> <p>3.00 – 3.15 pm Year 6</p> <p>3.15 – onwards Key Workers</p> <p>45minute slot at the start and 45 mins at the end of day to handover children. Hygiene rules at the start and end of day.</p> <p>Staggered break-times so that all pupils socially distanced into class bubbles.</p> <p>Lunch times-</p> <p>11.45 am – 12.15pm</p> <p>12.15 pm – 12.45pm</p> <p>Each 'bubble' to be supervised by the</p>	<ul style="list-style-type: none"> staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms 	
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	<p>adult cleaning in that pod</p> <ul style="list-style-type: none"> ▪ Lunch to be eaten at the same desk in the classroom area. ▪ Children are not to access the building during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own bubble. 		
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Statutory Premises Compliance and Maintenance			
Ref	Control Measure		Risks
84	<p>PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:</p> <ul style="list-style-type: none"> • Fire Alarm and Detection • Gates • Sanitary bin collection • Reception mat • Photocopier • Telephones • I.T. 		

	<ul style="list-style-type: none"> • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=working-safely&utm_content=home-page-popular		
85	Defect Reporting arrangements are in place.		

FRONT OF SCHOOL



REVISIONS			notes
rev. no.	date	description	
1		New build areas	
2		Remodelled areas	
Existing GIA: 1142m ²			
Proposed new build GIA: 221m ²			
X 00-00-00 Revision Description (list from bottom upwards)			job title
Mellor School			
Knowle Rd			
Stockport SK6 5PL			dwg. title
Proposed Plan			
1:200@A3	scale	EB	drawn
570_SK-001	dwg. no.	/	rev. no.
570	job no.	06-03-13	date
PRELIMINARY			status
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Approved by Head Teacher		Date	
		Date	
Chair of Governors			