



Handforth Grange Primary School

School Re-opening Risk Assessment

13th July 2020

Prepared on 12th May 2020, by Frank Field Education Trust appointed 'Competent Person' for Health & Safety: Compliance Education, The Ashcroft Centre, Ashcroft Road, Knowsley Industrial Park, Liverpool, L33 7TW, following a visit to school by Gillian Marshall, Health & Safety on 8th May 2020 with full access to site and following submission of the school's draft re-opening plan. Amended to take into account new DfE guidelines and increase pupil numbers 13th July 2020.

Persons Exposed		Frequency of Exposure		Duration of Exposure	
Employees	<input checked="" type="checkbox"/>	Continually		Less than 1hr	
Contractor	<input checked="" type="checkbox"/>	Hourly		1-2 hrs	
Young Person	<input checked="" type="checkbox"/>	Daily	<input checked="" type="checkbox"/>	3-4 hrs	
Expectant Mother	<input checked="" type="checkbox"/>	Weekly		5-6 hrs	
Visitors and/or Public	<input checked="" type="checkbox"/>	Monthly		7-8 hrs	
Trespassers		Yearly		More than 8 hrs	<input checked="" type="checkbox"/>
Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)			0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measure		
Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)					

No	Hazard	Initial			Existing control measures	Residual			Additional controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after lockdown	4	3	12	<ul style="list-style-type: none"> The school is being deep cleaned in week commencing 20th July following Summer Half Term 2 and in week commencing 24th August 2020 before reopening and classrooms will be left for 72 hours after deep cleaning before re-opening 	4	0	12	YES

					<ul style="list-style-type: none"> - Room clearance to allow effective cleaning completed tbc by staff team w/c 20/7/20 - Room's signed off by Headteacher for cleaning to commence w/c 20/7/20 - Initial cleaning completed by staff team following Compliance Education cleaning guidelines w/c 20/7/20 - Final deep clean scheduled prior to re-opening 24/8/20 by Cobwebs Ltd. - Pupil-facing rooms to be closed and locked to non-bubble staff for 72 hours risk period prior to re-opening 28/8/20 – 1/9/20 <ul style="list-style-type: none"> • All staff are competent and instructed with regards to the procedures in place for the protection against infection from the risk of Covid-19. <ul style="list-style-type: none"> - All staff have received on-line training on Covid-19 based on Compliance Education staff PowerPoint - All staff have had further one-to-one training with SMT member regarding School re-opening plan - All staff have received a copy of the Re-opening plans, read them and signed to say that they have read them - Headteacher has a copy of the signed register • A school reopening plan has been created in line with current Government, Public Health and DfE guidelines. As part of the Governments guidelines <ul style="list-style-type: none"> - (13/7/2020) – see Annex A (attached) 				
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				<ul style="list-style-type: none"> • All staff and children will have access to Coronavirus tests. <ul style="list-style-type: none"> - Government confirm access to tests for staff and children - All pre-prepared letters (based on Compliance Education pro-formas) for staff and parents state that tests must be taken and have instructions of how to access • All children will return full time from 1st September 2020 • A strict guideline has been produced and will be implemented by the school as far as reasonably practicable. (See School Reopening Plan) <ul style="list-style-type: none"> - See School Re-opening Plan (Annex A) - See Staff training - See Staff signing to say received, read and understand • If necessary, the school will liaise with Cheshire East Local Authority and Frank Field Education Trust if we cannot meet the government's guidelines due to staff shortages or space within the school. <ul style="list-style-type: none"> - School re-opening plan, School layout, School staffing allow for re-opening based on Cheshire East policies and in accordance with DfE, PHE and Compliance Education distancing guidelines • Headteacher will carry out Final Re-Opening check prior to re-opening in accordance with Compliance Education document <ul style="list-style-type: none"> - W/C 31/8/20 				
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2	Social distancing	4	3	12	<ul style="list-style-type: none"> • Covid-19 rules have been created - anybody disobeying the rules will be disciplined <ul style="list-style-type: none"> - Amended Behaviour Policy completed • All staff and Pupils should be encouraged to stay apart as much as possible, but <p>Whilst we will try our best to support social distancing, <u>we cannot guarantee social distancing</u>. Indeed, government guidance includes the following: <i>'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.'</i></p> <ul style="list-style-type: none"> ▪ Movement around the school is kept to a minimum. <ul style="list-style-type: none"> - School has generated, and trained staff in School Route Plan to avoid possibility of Bubble interaction during transitions and distancing play areas and break / lunch times / areas ▪ Children and staff are placed into class groups (bubbles) ▪ Queuing 1 metres (3ft) or more apart – where possible this will be 2metres (6ft) <ul style="list-style-type: none"> - Entrance queuing spaced at 2m intervals using signage / spray paint w/c 31/8/20 - No queuing in school – staff trained as per re-opening plan ▪ Stagger drop-off and collection times <ul style="list-style-type: none"> - Planned and communicated to parents through Re-opening plan (Annex A) 	4	3	12	YES
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				<ul style="list-style-type: none">• Parents / carers will not be allowed on the school grounds at any time.<ul style="list-style-type: none">- Communication with the school office will be via telephone or email only (communicated to parents)- No parents / visitors on site▪ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact – see Annex A▪ Practical lesson plans are reviewed to ensure social distancing can be maintained.<ul style="list-style-type: none">- See re-opening plan (Annex A)- Rooms checked by Headteacher to ensure compliance in EYFS especially with use of resources (w/c 31/8/20)▪ Break times are staggered.<ul style="list-style-type: none">- See Annex A▪ Staff and pupils are discouraged from gathering in large groups.<ul style="list-style-type: none">- No gathering at all outside Bubbles- All Bubbles to attempt to ensure Social Distancing as much as possible▪ Walking in single file on the left-hand side of the corridors.<ul style="list-style-type: none">- Already in place school wide for 4 years- All transitions planned so corridor transitions greatly minimised				
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					<ul style="list-style-type: none"> ▪ Visiting the toilet one after the other. <ul style="list-style-type: none"> - All toilets clearly signed as unisex, one at a time (9/6/20) - Communicated to parents ▪ If necessary, the school will liaise with Cheshire East Local Authority and Frank Field Education Trust if we cannot meet the governments guidelines due to staff shortages or space within the school. This may mean children and/or staff being relocated to another school or asked to teach another age group. 				
3	Practising Social Distancing with young people with an EHC plan or children of EYFS age	4	3	12	<ul style="list-style-type: none"> • Social Distancing rules are followed as far as reasonably practicable. <ul style="list-style-type: none"> - See Annex A Extra support. • Pupils are encouraged to practice social distancing. <ul style="list-style-type: none"> - Pre-opening PowerPoint / Social Story sent to all returning parents / children prior to return containing Social Distancing expectations (Annex D) • Parents/Carers are asked to reinforce this message at home. <ul style="list-style-type: none"> - See Social Story (Annex D) • Lesson plans/play activities are reviewed with social distancing in mind. Nursery pupils will be allocated to small sub-groups within the 'bubble', reducing contact between children further. <ul style="list-style-type: none"> - Re-opening plan (Annex A) 	4	3	12	YES

				<ul style="list-style-type: none"> • Teaching support staff are instructed to wash their hands regularly and to avoid touching their face. <ul style="list-style-type: none"> - Staff training • Staff assistance is available to pupils who are having trouble wash their own hands. <ul style="list-style-type: none"> - Staff training <p>Nappy or Pad Changing</p> <ul style="list-style-type: none"> • Parents/carers are requested to ensure their child has a clean new nappy/pad on when they arrive at school. This is to minimise the number of nappy/pad changers throughout the day. <ul style="list-style-type: none"> - SENCo has had telephone meeting with every EHCP parents returning to make this point • Where possible staff are to stand side-on when changing nappies/pads and to wipe away from themselves. <ul style="list-style-type: none"> - Staff training for RP bubble staff by AB using Compliance Education Cleaning Risk Assessment (1/6/20) • Suitable personal protective equipment is available Disposable gloves Fluid resistant type IIR surgical mask Only if you suspect the child may have coronavirus as you will be within the 2 metres social distancing rule. <ul style="list-style-type: none"> - All set up in Intimate care area 9/6/20 • Once used all PPE is disposed of together with the nappy. <ul style="list-style-type: none"> - Staff training 				
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					<ul style="list-style-type: none"> • Hands are washed before and after each nappy/pad change. <ul style="list-style-type: none"> - Staff training • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. <ul style="list-style-type: none"> - Staff training • Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids <ul style="list-style-type: none"> - All pregnant staff working from home - All vulnerable staff taken off pupil-facing activities • Where possible potty training should be implemented <ul style="list-style-type: none"> - Staff training 				
4	Staff/Pupils showing signs of an Infectious Disease (coronavirus COVID-19)	4	2	8	<ul style="list-style-type: none"> • Staff, Visitors and Contractors are instructed not to attend school if they are displaying Coronavirus symptoms. <ul style="list-style-type: none"> - Visitors banned from site - Contractors only allowed on site if essential and pre-sent own risk assessment • Parents/Carers are instructed to monitor their child's health and should refrain from sending their child to school if they or themselves are displaying Coronavirus symptoms. • Staff and Parents are asked to follow the advice of their GP and should self-isolate for 7 to 14 days. 	4	1	4	

					<ul style="list-style-type: none"> • The infected person must be tested before being allowed to return to work/school. - 				
5	Staff/Pupil confirmed of having an Infectious Disease.	4	3	12	<ul style="list-style-type: none"> • Staff and Parents/Carers are asked to notify the school immediately. <ul style="list-style-type: none"> - Annex A • The school will contact Public Health England and Compliance as soon as a member of staff or pupil has tested positive. <ul style="list-style-type: none"> - Admin staff have contact numbers ready • The school will follow Public Health England's advice. • Staff who have caught the infection will refrain from attending school and should self-isolate for 7 days. <ul style="list-style-type: none"> - Annex A • In the event of a staff member or a child falling ill with a confirmed case of Covid-19, parents will be notified and the 'bubble' will be closed for 14 days <ul style="list-style-type: none"> - Communicated to parents Annex A • Parents/Carers are asked to keep their child off school and should self-isolate for 14 days. <ul style="list-style-type: none"> - Annex A • Parents / carers will be notified of any confirmed in any 'bubble' <ul style="list-style-type: none"> - Annex A • Staff members and / or children must be symptom free for 7 days before returning to school <ul style="list-style-type: none"> - Annex A 	4	2	8	

					<ul style="list-style-type: none"> • Staff and Parents are asked to follow the advice of their GP and/or Public Health England. <ul style="list-style-type: none"> - Annex A • Where possible the infected person will be tested before being allowed to return to work/school. <ul style="list-style-type: none"> - Annex A 				
6	Staff/Pupils displaying symptoms during school hour	4	3	12	<ul style="list-style-type: none"> • The Head Teacher and/or SLT will be notified immediately. • The child will be accompanied to the Covid-First Aid Room away from other staff and children maintaining social distancing guidelines if possible. If a child needs help to get to the Covid-First Aid room then the staff member will use PPE <ul style="list-style-type: none"> - Medical Room 2 set up and clearly signed 1/6/20 - PPE added from Cheshire East 1/6/20 • If a pupil is sent to the Covid-First Aid room. The trained first aider will wear PPE and remain outside the room, monitoring the child safely through the room's vision panel <ul style="list-style-type: none"> - Staff trained Annex A • Any PPE worn by staff will be disposed of according to PHE guidelines • Staff or pupils displaying symptoms of Coronavirus will be sent home <ul style="list-style-type: none"> - Annex A • Parents/Carers will be contacted to arrange for their child to be collected according to the safety guidelines 	4	2	8	YES

					<ul style="list-style-type: none"> - Admin staff have all emergency contact numbers ready • Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds. <ul style="list-style-type: none"> - Annex A • A suspected coronavirus letter will be sent home with each child and parents/carers are asked to monitor the health of their child. 				
7	Stopping the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> • The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. The transmission of the virus into the wider environment can be restricted by taking appropriate actions in line with the Governments previous guidelines which have been communicated already to children (elbow sneeze / DaB-panda etc.) <ul style="list-style-type: none"> - Annex A • There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms. Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes. <ul style="list-style-type: none"> - Annex A - 	4	1	4	

				<p>Handwashing</p> <ul style="list-style-type: none"> • Handwashing is one of the most important ways of controlling the spread of infections, <ul style="list-style-type: none"> - Annex A • The recommended method is the use of liquid soap, warm water and paper towels. <ul style="list-style-type: none"> - All toilets set up 1/6/20 - Signage evident throughout school 8/6/20 - Annex A • Always wash hands after using the toilet, before eating or handling food, and after handling animals. <ul style="list-style-type: none"> - Annex A + Signage 8/6/20 - <p>Coughing and sneezing</p> <ul style="list-style-type: none"> • Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged. <ul style="list-style-type: none"> - Annex A <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> • The correct PPE should be used when handling cleaning chemicals. <ul style="list-style-type: none"> - All Bubble rooms have PPE (8/6/20) - Medical Room 2 has PPE (1/6/20) • PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. Nappy or Pad Changing (PPE), Disposable gloves & Fluid resistant type IIR surgical mask Only if you suspect the child may have 				
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					<p>coronavirus as you will be within 2 metres social distancing rule</p> <ul style="list-style-type: none"> - Annex A - Set up of Medical Room 2 				
8	Stopping the virus from spreading General Cleaning	4	3	12	<p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • The school is cleaned with normal household disinfectant. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids. • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. • Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE <p>Cleaning of blood and body fluid spillages.</p> <ul style="list-style-type: none"> • All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). • When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is 	4	1	4	

				<p>effective against bacteria and viruses and suitable for use on the affected surface.</p> <ul style="list-style-type: none">• Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. <p>Laundry</p> <ul style="list-style-type: none">• Should be dealt with in a separate dedicated facility.• Soiled linen should be washed separately at the hottest wash the fabric will tolerate.• Wear PPE when handling soiled linen.• Children’s soiled clothing should be bagged to go home, never rinsed by hand.<ul style="list-style-type: none">- Staff training (1/6/20) <p>Clinical waste.</p> <ul style="list-style-type: none">• Always segregate domestic and clinical waste, in accordance with local policy.• Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in footoperated bins.<ul style="list-style-type: none">- Staff training (1/6/20)• All clinical waste must be removed by a registered waste contractor.• All clinical waste bags should be less than two-thirds full and stored in a dedicated area.				
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9	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> • The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected. • Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning. • Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing. <ul style="list-style-type: none"> - Medical Room 2 • Once used all PPE is disposed of • Hands are washed before and after cleaning for at least 20 seconds. • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. <ul style="list-style-type: none"> - Every bubble allocated specific handwashing facilities • Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids <ul style="list-style-type: none"> - No pregnant staff on site - All vulnerable staff non-pupil facing 	4	1	4	
10	Stopping the virus from	4	3	12	Cleaning of the environment,	4	1	4	

	spreading Deep Cleaning			<ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses (like Covid-19) 				
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				<ul style="list-style-type: none"> • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, <ul style="list-style-type: none"> • Upholstered furniture and mattresses, steam cleaning should be used. <ul style="list-style-type: none"> - All soft furnishings removed • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. Laundry • Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. • Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. • Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above 				
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				<p>Clinical waste.</p> <ul style="list-style-type: none">• Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):• 1. Should be put in a plastic rubbish bag and tied when full.• 2. The plastic bag should then be placed in a second bin bag and tied.• 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known• Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.• If the individual tests negative, this can be put in with the normal waste• If the individual tests positive, then store it for at least 72 hours and put in with the normal waste• If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.				
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