

Springfield Primary School

	Name	Date
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Trust review:	Rebecca Welton	05/03/2021
Governor review:	Darren Gibbons	03/03/2021
Trustee review:	CMAT Trustees	08/01/2021

Context

On 22 February 2021 the DfE published guidance for Full Opening of Schools from 8th March 2021. We were asked to plan for all pupils, in all year groups, to return to school full-time from this date and this new guidance sits alongside guidance on asymptomatic testing in schools and the announcement of a broadening of the definition of people who may be at increased risk of becoming seriously unwell from Coronavirus because of a combination of their individual characteristics and their underlying health conditions.

The opening of schools represents a series of risks to the Trust across the categories of people, curriculum, reputation, finance, assets, compliance and strategy. In respect of the re-opening of schools the highest priority risks are in respect of health and safety.

As an employer, Challenger Multi Academy Trust has clear legal duties under health and safety law, in addition to its duties for safeguarding students. There are three overlapping general obligations:

- duty to protect the health, as well as safety, of their employees;
- duty to protect others who may be exposed to health risks as a result of our activities, including students, members of the public, service providers and contractors;
- duty to manage the health and safety risks from the school premises under our control, which includes the means of access to and circulation within our schools.

The duty is to do everything "reasonably practicable" to manage these risks. The onus of demonstrating that everything reasonably practicable has been done falls to the Trust. In order to demonstrate compliance with the law we must follow government guidance.

The Trust must carry out a thorough strategic risk assessment to ensure that the Government's guidance can be implemented in full and appropriate control measures can be put in place. Schools will not reopen until the Trust is satisfied that risks will be managed appropriately.

The Trust's strategic risk assessment will be kept under close review to ensure that it is effective in practice and that it is responsive to further changes in guidance. We will consult with our employees and their Trades Unions, parents/carers and students about any arrangements put in place to control the risks associated with coronavirus and good communication will be essential to ensuring that these measures are effective.

Each school will also have in place a risk assessment for each clinically vulnerable member of staff and student to ensure that the Government's guidance can be followed in full.

Likewise, the asymptomatic testing of students and staff in school or at home will be covered in a separate risk assessment undertaken by each of our schools, supported by the Trust, to follow the DfE templates for the programme.

School Responsibilities

The Head Teacher of each Trust school is ordinarily required to develop local detailed operational arrangements for health and safety and is responsible for the day-to-day health and safety of staff and pupils, delegating some functions to other staff, in particular the senior leadership team, school managers/site and facilities managers etc.

Head Teachers have specific delegated duties which are relevant to the process of reopening our schools as indicated in the Trust's Strategic Risk Assessment, including:

- management of health and safety including any site specific risk assessment, the development and implementation of school safe systems of work and providing information, instruction, supervision and training to Trust employees;
- the provision and use of any necessary PPE;
- management of the workplace, including cleanliness, ventilation, sufficient space, toilet and wash facilities and safe pedestrian routes;

This document has been prepared in line with the Health and Safety Executive (HSE) guidance "Working safely during the COVID-19 outbreak". This document covers the controls implemented by the school to control COVID-19 risks. The full detail of controls will be communicated to all those affected.

Description of risk	Who might be harmed?	Controls	Additional actions	Action due date	Responsible person
Getting or spreading coronavirus by not washing hands or not washing them adequately	Students Staff Visitors Suppliers Contractors	<ul style="list-style-type: none"> - Follow HSE guidance on cleaning, hygiene and hand sanitiser - Provide water, soap and drying facilities - Provide information on how to wash hands properly and display posters - Ensure adequate hand washing facilities - Provide hand sanitiser for occasions when people can't wash their hands. - Communicate guidance on handwashing - Identify if additional hand washing facilities are needed (Sanitiser at gates) 	<ul style="list-style-type: none"> - Monitoring and supervision to ensure controls are followed - Monitor stocks of soap/hand sanitiser etc. - Ensure hand sanitiser has 70% alcohol and only used when washing hands is not possible or in addition to (at gates) 	Ongoing Ongoing	CA/SC AW
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, toilet facilities, staff rooms, entry/exit points and other	Students Staff Visitors Suppliers Contractors	<ul style="list-style-type: none"> - Identify areas where people will congregate (e.g. canteens, staff rooms etc) Staff room is out of bounds, staff email requests to front of house. - Identify where there are "pinch points" making social distancing more difficult (narrow corridors, doorways) - Identify areas where people touch the same surfaces (door handles, kitchen equipment etc) 	<ul style="list-style-type: none"> - Monitoring and supervision to ensure controls are followed - Near-miss reporting to identify where controls cannot be followed or people are not doing what they should. - Stress the importance of use of virtual communication even for PPA in teams. 	Ongoing Ongoing Ongoing	All staff CA/SC CA/SC

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communal areas.		<ul style="list-style-type: none"> - Areas and surfaces which are frequently touched but are difficult to clean - Communal areas with less ventilation - Limit the number of people in rooms so that social distancing rules can be met, e.g. stagger break times, have maximum occupancy numbers for rooms - Reorganise facilities in communal areas such as spacing out tables in classrooms, canteens etc so social distancing rules can be met - Where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact - Put in place one-way systems in corridors to manage the flow of people moving around school and to allow social distancing rules to be met - Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve ventilation - Keep surfaces in communal areas clear for people to sit and eat at to make cleaning easier 	<ul style="list-style-type: none"> - Cleaning products to be used between use at photocopier and staff toilets - All staff to use virtual communication for requests during the school day while children are in setting 		

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		<ul style="list-style-type: none"> - Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens - Put signs up to remind people to wash and sanitise hands and not touch their faces - Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Students Staff Visitors Suppliers Contractors	<ul style="list-style-type: none"> - Use the guidance on cleaning and hygiene during the coronavirus outbreak - Identify surfaces that are frequently touched and by many people e.g. handrails, door handles, shared equipment etc and specify the frequency and level of cleaning and by whom - Reduce the need for people to move around school as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing equipment by allocating it on personal issue or 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented - Lunchtime staff to deliver to identified bubbles doors but not enter bubbles - Lunchtime staff to ensure hands are washed between bubbles and wear masks at their discretion 	Ongoing	CA/SC/AW/Lunchtime/All staff

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		<p>put cleaning regimes in place to clean between each user</p> <ul style="list-style-type: none"> - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork - Identify other areas that will need cleaning to prevent the spread of coronavirus e.g. canteen, welfare facilities etc and specify the frequency and level of cleaning and who will do it. - Identify what cleaning products are needed and where they should be used - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide plenty of bins and ensure they are emptied often - Clean things like reusable boxes regularly - Put procedures in place to clean if someone develops symptoms of coronavirus at school (Staff Guidance) - Provide information telling people who needs to clean and when - Provide instruction and training to people who need to clean. Include 			

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		information on: the products they need to use; precautions they need to follow; the areas they need to clean - Identify how cleaning products will be replenished			
Mental health and wellbeing of staff affected through isolation or anxiety about coronavirus	Staff	<ul style="list-style-type: none"> - Follow guidance on stress and mental health - Regular keep in touch meetings with people working from home - Talking openly with staff and ensuring they have an avenue to raise concerns and know who to talk to - Involve staff in completing risk assessments so they can help identify potential problems and solutions - Keep staff updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with staff and ensure they are managing their workload - Share information and advice with staff about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified 	<ul style="list-style-type: none"> - Staff have access to 1:1 sessions with Trauma Therapist if required/wanted 	Ongoing	CA/SC/Key Stage Leads

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Mental health and wellbeing of students affected through isolation or anxiety about coronavirus	Students	<ul style="list-style-type: none"> - Follow guidance on stress and mental health - Talking openly with students and ensuring they have an avenue to raise concerns and know who to talk to - Keep students updated on what is happening so they feel involved and reassured 	<ul style="list-style-type: none"> - Share information and advice with students about mental health and wellbeing 		All Staff and Trauma Therapist
Contracting or spreading the virus by not social distancing	Students Staff Visitors Suppliers Contractors	<ul style="list-style-type: none"> - Follow guidance on social distancing - Identify places where, under normal circumstances, it would not be possible to maintain social distancing - Identify how to enforce social distancing rules in the first instance (e.g. marker tape on floor, one-way systems, staggered start/finish and break times, limiting external visitors, using all available space, providing facilities to help people walk or cycle to school). - Where it isn't possible to meet social distancing then additional measures should be put in place (e.g. physical screens and splash barriers, enhanced cleaning regimes, increased hand washing, limiting the amount of time spent on a task, improving ventilation). 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure social distancing rules are followed - Staff are permitted to wear masks or shields in communal or classroom environments - Two adults who are first line at gates MUST wear mask 	Ongoing	All staff

Description of risk	Who might be harmed?	Controls	Additional actions	Action due date	Responsible person
		<ul style="list-style-type: none"> - Display signs to remind people to socially distance - Provide information and instruction so people understand what they need to do (Staff and Parental guides) - Provide signage and ways to communicate to external visitors what they need to do to maintain social distancing. 			
Increased risk of infection and complications for vulnerable people	Staff Students	<ul style="list-style-type: none"> - Identify who falls into the following categories: clinically extremely vulnerable; self isolating; with symptoms of coronavirus - Discuss with the staff member/parent/guardian what the personal risks are and what needs to be done in each case - Identify how and where work or learning will work in line with current guidance - If people are coming to school identify how you will protect them through social distancing and hygiene procedures - Put systems in place so people know when to notify you that they fall into one of these categories 	EHCP risk assessments in place for identified children.	Ongoing	CA/OP/CE/SC
Exposure to workplace hazards	Staff Students	<ul style="list-style-type: none"> - Follow HSE guidance on PPE 	Staff can wear masks/shields at their discretion	Ongoing	CA/SC/AW/CE

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because it isn't possible to get normal personal protective equipment (PPE)		<ul style="list-style-type: none"> - Identify which tasks require PPE and the right protection factor needed for these tasks - Put systems in place to keep PPE supplies under review so action can be taken before supplies run out. - (Please note – face coverings are not PPE and are not required to be worn at school). 			
Inappropriate use of face coverings	Staff Students	<ul style="list-style-type: none"> - that face coverings and clear disposable storage bags should be provided by the wearer - that face coverings are to be worn to cover the mouth and nose and are made of a plain material which may be coloured but not patterned or containing text other than manufacturers details - Staff must use professional judgement when they feel it is required to wear this to mitigate the risk 	All staff have been provided with a school facemask which must be work at the school gates.	Ongoing	All staff CA/SC/CE