

RISK ASSESSMENT FINDINGS

Risk	Return to School – Covid-19
Date last updated	26.1.2021
Assessor	
Approved By	M. Kent
Review Date	On-going as required

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999

RISK ASSESSMENT RECORD

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: **Return to School (Covid-19)**

DATE: 09.07.20

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee P = Public C = Contractors V = Visitors EM = Expectant Mothers YP = Young Persons	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1- 6 LOW RISK Monitor 8-12 MEDIUM RISK Monitor, review & reduce risk where possible 14-25 HIGH RISK Further Action Required

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	Risk				5. Further Action Required/ Recommendations	6. Target Date for Completion
			L	S	Score	Risk		
Spread of Covid-19 Coronavirus	E, YP, P, C, V, EM	<p>Hand Washing</p> <ul style="list-style-type: none"> ▪ Hand washing facilities with soap and water in place. ▪ Stringent hand washing taking place. ▪ See hand washing guidance. ▪ https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ▪ Gel sanitisers in any area where washing facilities not readily available <p>Help will be available for any Students who have trouble cleaning their hands independently.</p> <p>Supplies for soap, hand sanitiser and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> <p>Posters, leaflets and other materials are available for display.</p>	2	3	6		<p>Staff, Students and Visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the School for staff <u>and students.</u></p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	
Contact with someone suffering from coronavirus	E, YP, P, C, V, EM	Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus	2	4	8		The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from	

	<p>symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. If the person needs to be isolated at school until being picked up this will be in Meeting Room 2 at reception (Juniors – Medical room on lower school corridor) . 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic Student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the Student has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic Student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p>					<p>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 • 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 fluid-resistant surgical 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 disposable gloves, a disposable apron and a fluid-resistant surgical 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 	
--	--	--	--	--	--	--	--

		If cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking people to self-isolate.					
Contact with coronavirus when getting to and from school	E, YP, P, C, V, EM	<p>Everyone will be encouraged to walk, cycle or drive to school, and warned to avoid taking public transport where possible.</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>For Students that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • To alert reception as appropriate. • The protocols for minimising adult to adult contact. We ask that no parents wait on the school grounds to collect their child and adhere to social distancing guidelines.* • Parent cannot attend school and will not be allowed entrance to reception unless invited in for a meeting • That only one parent should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p> <p>*Where appropriate (Infant and Junior School) parents are allowed to drop student off at designated drop off points within school – all parents must however adhere to drop off times and social distancing.</p>	2	3	6		
Spreading infection through contact with coronavirus on surfaces	E, YP, P, C, V, EM	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	3	4	12		Rigorous checks will be carried out by the Site manager to ensure that the necessary procedures are being followed

	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by Students will be cleaned thoroughly each morning before School is permitted to open to students</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p>						
--	--	--	--	--	--	--	--

		<p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling Students' books.</p>					
Spreading infection due to excessive contact and mixing between Students and staff in classrooms	E, YP, P, C, V, EM	<p>Students will be kept wherever possible in year group bubbles,</p> <p>Junior – class bubbles for learning. 15min play/lunch outside as year group.</p> <p>Staggered break time and lunchtime will be deployed for each bubble.</p> <p>Space will be maintained between Students, 1m apart where possible, with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>The one way system in school will support bubble isolation but staff will cross bubbles in order to deliver specialist teaching.</p>	3	4	12		<p>Staff, Students and Visitors to be reminded on a daily basis of the importance of social distancing both in the School and outside of it.</p> <p>Management checks to ensure this is adhered to</p>
Spreading infection due to excessive contact and mixing between Students and staff around the school	E, YP, P, C, V, EM	<p>Assemblies will be delivered on a class basis rather than a year group basis.</p> <p>Students will be supervised wherever possible to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p>					

		<p>A new outdoor dining facility will support bubbles and increase capacity and social distancing.</p> <p>Toilets will be assigned to year group bubbles. (HS)</p> <p>Bubble entrances and exits to be used (HS)</p> <p>Staggered Lunch Times/Break times</p> <p>Separate indoor and outdoor Lunch areas</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Staff and contractors not working with Student groups will be asked to maintain 2m distances from each other and from the Student groups.</p>	3	4	12		
PPE use	E, YP, P, C, V, EM	<p>PPE <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p><i>Local Authority guidance 03/09/2020 strongly recommends the wearing of face mask/covings for all secondary students and staff whilst in communal areas – the LA have directly linked this to the current situation that areas of Kirklees finds itself in (Local Lockdown).</i></p> <p><i>The High School will adopt this stance in the first instance for communal areas only.</i></p>	3	4	12		<p>The majority of staff in education settings will not require PPE beyond what they would normally need for 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 • 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 fluid-resistant surgical 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 disposable gloves, a disposable apron and a fluid-resistant surgical 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	
Spreading infection due to the school environment	E, YP, P, C, V, EM	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	3	4	12		<p>All premises issues should be reported via Ainleyj@nlconline.org.uk</p> <p>where they will be prioritised according to health and safety issues</p>	
Deliveries to the School	E, YP, P, C	<p>Any parcels or deliveries should be accepted, but no signatures or use of PDA's should be carried out. Deliveries should be handled with gloves and unpacked immediately. All packaging should be removed from the premises and disposed of in the usual channels</p>	2	4	8		Disposable gloves and sanitising wipes are provided for this purpose	
Mental Health	E, YP, P, C, V, EM	<p>Leaders will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <ul style="list-style-type: none"> • https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ • www.hseni.gov.uk/stress 	2	2	4		Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	
Spreading infection			2	2	4			

due to excessive contact and mixing in meetings	E, YP, P, C, V, EM	Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.					
Individuals vulnerable to serious infection coming into school	E, YP, P, C, V, EM	Shielding ended on the 1 st August 2020. From the 1 st August staff and students who are either clinically extremely vulnerable (as defined here) or are clinically vulnerable (as defined here) should attend school and follow all of the guidance for social distancing. If they live with someone who's clinically extremely vulnerable, they should attend following social distancing, If a staff member believes themselves to be clinically extremely vulnerable or clinically vulnerable they must seek advice from a doctor/medical professional and follow the guidance suggested. If this guidance was to impact the daily running of school then they should inform the Head immediately.	2	2	4		Where individual guidance has been sought and medical advice given (by a medical professional) the school will put an Individual Risk Assessment in place. The school will ensure this plan adheres to the guidance received from the medical professional.
Carrying out rapid testing for staff	E	From 25 th January 2021 Rapid testing kits were made available <ul style="list-style-type: none"> Staff briefing for all staff on site – help by ZL Registration officer and COVID coordinator allocated – Claire Fellows and Zoë Lowe Data Privacy notice signed by staff wishing to participate Incident reporting information included for all staff 	3	2	6		Review in line with any guidance Staff to continue to adhere to COVID restrictions in school . Test results logged by individual staff via Track and Trace.
Spreading infection due to singing. JUNIOR SITE SPECIFIC	E, YP	To mitigate risk of aerosols, areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.	3	4	12		School following Musica Kirklees guidance November 2020

		Children will sing in class bubbles. All children to face forward when singing. Use of 'Sing Up' and interactive whiteboard to prevent need for hand out sheets. Limit singing to 30 minutes. Limit high energy songs. Staff member leading to be 2m away from children.					
Spreading infection due to playing musical instruments. JUNIOR SITE SPECIFIC	E, YP	Untuned and tuned instruments will be handed out to individual children. No instruments will be shared. All instrument collected in at end of session and quarantined for 72hrs.	3	4	12		Only one class using instruments each half term

Music and drama in school

All pupils should have access to a quality arts education. Music and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with the particular guidance provided by the DCMS for professionals and non-professionals, available at [working safely during coronavirus \(COVID-19\): performing arts](#).

Minimising contact between individuals

In all subject areas we will do everything possible to minimise contacts and mixing. We will reduce the number of contacts between pupils/students and staff. This will be achieved through keeping groups separate (in bubbles) and through maintaining the social distance between individuals. Both measures will help, but the balance between them will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum. If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Additionally, any background or accompanying music levels which do not encourage teachers or other performers to raise their voices unduly will be removed. Where appropriate microphones will be

used to reduce the need for shouting or prolonged periods of loud speaking or singing. Where equipment may be shared e.g. microphones the following guidance will be adhered to [handling equipment](#).

Performances

Under current restrictions the school is not planning on any indoor or outdoor face-to-face performance in front of a live audience.

Peripatetic teachers

Schools will continue to engage peripatetic teachers during this period, including staff from music education hubs.

Peripatetic teachers will move between schools, but you should consider how to minimise the number of visitors where possible. All will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.

If a teacher is operating on a peripatetic basis, and operating across multiple groups or individuals, it is important that they do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell. In addition, they should:

1. Maintain distancing requirements with each group they teach, where appropriate.
2. Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing.
3. Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.

Further information on the music education hubs, including contact details for local hubs, can be found at [music education hub](#), published by the Arts Council England.

Music teaching in school, including singing, and playing wind and brass instruments in groups

- **Playing indoors**

We will use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. We will also limit the numbers to account for ventilation of the space and the ability to social distance. It is vitally important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](#).

- **Singing, wind and brass playing**

Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow of at least 10l/s/person for all present and strict social distancing and mitigation as described below can be maintained.

- **Social distancing**

In the smaller groups where these activities can take place, we will observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.

- **Seating positions**

Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.

- **Microphones**

Use microphones where possible or encourage singing quietly.

By considering and adopting these cumulative risk mitigation measures, the overall risk will be reduced.

Handling equipment and instruments

Measures to take when handling equipment, including instruments, include the following.

- **Handwashing**

Requiring increased handwashing before and after handling equipment, especially if being used by more than one person.

- **Avoiding sharing instruments**

Avoid sharing equipment wherever possible. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at [hygiene: handwashing, sanitation facilities and toilets](#). Instruments should be cleaned by the pupils playing them, where possible.

- **Individual lessons and performance in groups**

In individual lessons for music and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.

Physical activity in school

Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.

Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted.

We only provide team sports on the list available at [return to recreational team sport framework](#).

Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.

Schools will refer to the following guidance:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)
- guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance documents](#)
- [using changing rooms safely](#)

Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.

Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.