

## Reddish Hall School RISK ASSESSMENT FORM

<p>RISK ASSESSMENT NUMBER : NA DATE : July 2020 – Short Term Risk Assessment</p> <p>TASK / ACTIVITY DESCRIPTION:</p> <p style="background-color: yellow;">This Risk Assessment covers the initial 3 weeks of the Autumn Term (7<sup>th</sup> til 25<sup>th</sup> September 2020)</p> <p style="background-color: yellow;">Reddish Hall School is committed to ensuring maximum provision for our children and young people at the earliest possible opportunity. As a result, we intend, subject to government guidelines, to open to all pupils on Monday 7<sup>th</sup> September 2020 with additional “covid secure” control measures in place as set out below which cover our intention to provide the following;</p> <ul style="list-style-type: none"> <li>Re-opening of school to all pupils and full staff team</li> <li>Supporting the mental health of all pupils and staff</li> <li>Taking steps to safeguard the physical health of all pupils, staff and visitors on site</li> <li>Supporting the return to school of all pupils whilst minimising risk of Covid-19 transmission</li> </ul>	<p>PERSONS AT RISK :</p> <p><u>Staff</u> Members of the staff team who have no underlying health concerns, symptoms and are not required to self-isolate as per government guidance.</p> <p><u>Children</u> Pupils who have no underlying health concerns, symptoms and are not required to self-isolate as per government guidance. Pupils whereby it is deemed safe for them to attend school as they are able to maintain social distancing and follow amended school rules.</p>	<p>RELEVANT POLICY :</p> <p><b>Reddish Hall School First Aid Policy</b> <b>Reddish Hall School Emergency Evacuation Policy</b> <b>Outcomes First Group Health and Safety policy</b> <b>Reddish Hall School Safeguarding Policy</b></p>
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KEY: S = Severity      L = Likelihood      R = Risk Rating

NO	DETAILS OF HAZARD(S)	PREVIOUS OCCURENCES	EXISTING CONTROL MEASURES	ADDITIONAL CONTROL MEASURES REQUIRED	S	L	R
1	<b>Access to site</b>  Individuals from outside of the school community transferring infection	NA	Register to be taken of all pupils on site and recorded on Double First as per normal procedure.  No parents/drivers or escorts are permitted entry to either building with the exception of reception  Signage in Reception and around the school building indicating requirements of social distancing and hand washing/sanitising	Any arrivals outside of pre-arranged times are to report to reception. A member of staff will then be telephoned to collect the individual	4	1	4

2	<p><b>Social Distancing</b></p> <p>Infectious individual transmitting coronavirus around the site</p>	NA	<p>On-site social distancing guidance should be followed as much as possible with as much space between individuals as is practicable.</p> <p>No more than 8 pupils permitted in 1 room at any time with a maximum of 3 staff supervising to allow sufficient social distancing space between individuals.</p> <p>As per government guidelines the necessary minimum distance acceptable is 1m plus. Wherever possible the distances should exceed this figure.</p> <p>Pupils are placed into “bubbles” with key staff attached to each bubble. This will reduce the numbers of individuals exposed to any possible infection.</p> <p>Playtimes, lunchtimes and areas for recreation are staggered on a rota to avoid cross-contamination or bubbles mixing.</p> <p>Radios/workphones are to be used in order to reduce movement around the site.</p> <p>Staff working on tasks not involving pupils are able to use available spaces in both buildings and are instructed to work at a distance from others.</p> <p>Physical contact of any kind between staff or pupils is not to be permitted. This includes contingent touch (hugs) and handshakes. The one exception to this would be a situation where a child or young person needed to be physically restrained as a last resort by trained staff in order to prevent harm to self, other people or to prevent the commission of a crime.</p> <p>Staff meetings involving the full staff team shall be carried out over video conferencing as a rule and video conferencing shall be the preferred method for all meetings of 6 people or more where practical.</p>	<p>Physical contact of any kind between staff or pupils is not to be permitted. This includes contingent touch (hugs) and handshakes.</p> <p>If there is a suspected or confirmed case of Covid 19 within a bubble the whole bubble will self-isolate until such time that an all clear or negative test is achieved.</p> <p>Pupils unable or unwilling to follow Social Distancing guidelines may be required to work in an alternative area or</p>	4	1	4
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3	Supervision	NA	<p>Minimum staff to pupil ratio is 1:3</p> <p>Staff on site are experienced and know the pupils well.</p> <p>Working at height is not permitted by anybody but the site manager who has had appropriate training.</p> <p>Wherever possible older pupils can be indirectly supervised where appropriate to reduce contact. When working in contact with the students staff will work in pairs to maintain safeguarding.</p>	Duties to be inherently safe when issued to staff. Senior Leader on site to be fully aware of all members of staff on site	3	1	3
6	<p><b>Access to First Aid</b></p> <p>Lack of first aider leads to worsening condition of casualty</p> <p>First aider breaking social distancing to treat casualty spreads infection</p>	NA	<p>First Aid boxes available around the site including reception, science, kitchen and all Primary classrooms.</p> <p>Sufficient number of First Aiders onsite at all times. School has 7 trained First Aiders amongst the staff team.</p> <p>Gloves available in all first aid kits.</p> <p>Appropriate PPE to be worn when providing treatment, minimum gloves and face mask along with strict hand hygiene protocols</p>	If First Aider deems action further than able to administer, Ambulance to be called & SLT informed.	5	1	5
8	<p><b>Cleaning and Health and Safety of the Area</b></p> <p>Possibly infected surfaces/areas are not cleaned leading to cross-contamination</p>	NA	<p>All activities to be tidied away by last member of staff on Rota.</p> <p>Reddish Hall School contracted cleaners to clean toilets, wipe surfaces and empty bins every day. Floors are hoovered once a week. Staff on Rota to sweep up and mop any spillages instantly.</p> <p>Sanitising spray and wipes provided in common areas and classrooms for staff to wipe down and cleanse touch spots throughout the day.</p>	<p>Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products <a href="#">and wearing appropriate PPE</a></p> <p>Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues-Access to soap and water in toilets and hand sanitiser in other communal areas.</p> <p>Staff to maintain and model high levels of cleanliness and hygiene including handwashing, tidiness, cough etiquette and surface cleaning.</p>	5	1	5

10	<p><b>Maintaining provision</b></p> <p>The school is unable to remain open to any students due to a case of illness within school</p> <p>Pupils suffer missed education</p>	NA	<p>Children or Staff should stay at home if they are unwell with a new, continuous cough or a high temperature to avoid spreading infection to others.</p> <p>Bubbles are in operation within the school to reduce the numbers of staff and pupils needing to self isolate should a suspected or confirmed case of Covid-19 be identified.</p> <p>Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products</p> <p>Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues.</p>	<p>Any individual returned home will be required to Self-isolate along with the rest of their “bubble” for 14 days as per government guidance or until a negative test result is provided.</p> <p>Where a young person is not able to attend school, work packs shall be issued along with login details for the schools Edmodo facility. Members of the staff team will make regular contact with the pupil to “check-in” and where possible and risk assessed as safe will make home-visits to maintain contact.</p> <p>PPE is available for all staff comprising of sterile gloves and face mask therefore reducing exposure and cross infection</p>	5	1	5
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**KEY**

LEVELS OF RISK		Severity				
		Negligible (1)	Slight (2)	Moderate (3)	Serious (4)	Fatal (5)
Likelihood	Not Likely (1)	1=L	2=L	3=L	4=L	5=L
	Possible (2)	2=L	4=L	6=M	8=M	10=M
	Likely (3)	3=L	6=M	9=M	12=H	15=H
	Very Likely (4)	4=L	8=M	12=H	16=VH	20=VH
	Almost Certain (5)	5=L	10=M	15=H	20=VH	25=VH

Residual Risk	Level of approval / notification required
1 to 5 = Low	Line Manager to Approve with signature & date
6 to 10 = Medium	Department manager must review & reduce the risk rating further if possible prior to activity commencing.
12 to 15 = High	As above + Placing Authority & Head of Service / H&S Mgr must approve R.A. prior to activity commencing. (Approval required depending on expertise & Relevance)
16 TO 25 = Very High	As above + CEO must be informed of the risk, decide on action to take.

Assessment carried out by: A Lomax  
Date of Assessment: 14<sup>th</sup> July 2020

Assessment Copied to:  
Date to be reviewed by: 31<sup>st</sup> August 2020

Signed: H&S Mgr \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed: Head-teacher \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_