

**Reddish Hall School**  
**RISK ASSESSMENT FORM**

<p>RISK ASSESSMENT NUMBER : NA DATE : January 2021 – Covid-19 Risk Assessment (Updated September 2021)</p> <p>TASK / ACTIVITY DESCRIPTION:</p> <p>Re-opening of school on full timetable in line with the latest government guidelines in order to facilitate;</p> <ul style="list-style-type: none"> <li>• 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>The most recent government advice is that social distancing, bubbles, PPE and self-isolation for clinically extremely vulnerable pupils or staff are no longer advised. Likewise self isolating after being in contact with a suspected or confirmed case of Covid-19 is also now no longer a requirement for those under the age of 18 years and 6 months or above if fully vaccinated. This advice is reflected below along with control measures to be brought into place should rates rise and local restrictions are advised by Public Health England/Stockport.</p>	<p>PERSONS AT RISK :</p> <p><u>Staff, Pupils and Visitors required to be on site in order to provide statutory requirement for education</u></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

## 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, and place tissues in the lidded bins.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products.
6. 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.
7. Limit your class from sharing equipment and resources (like stationery).
8. Consider keeping your classroom door and windows open if possible, for air flow.
9. Limit the number of children from your class using the toilet to one individual at any one time, and remind the children of personal hygiene.

NO	DETAILS OF HAZARD(S)	PREVIOUS OCCURENCES	EXISTING CONTROL MEASURES	ADDITIONAL CONTROL MEASURES REQUIRED IF INSTRUCTED BY PUBLIC HEALTH TO “STEP-UP” THE SCHOOL RESPONSE	S	L	R
1	<p><b>Access to site</b></p> <p>Individuals from outside of the school community transferring infection</p>	NA	<p>Register to be taken of all pupils on site and recorded on Double First as per normal procedure.</p> <p>Signage in Reception and around the school building indicating requirements of respiratory hygiene and hand washing/sanitising</p> <p>Unannounced visitors not to be admitted.</p>	<p>Any arrivals outside of pre-arranged times are to report to reception. A member of staff will then be telephoned to collect the individual</p> <p>No parents/drivers or escorts are permitted entry to either building with the exception of reception and only then when accompanying a young person for a rapid flow test.</p> <p>Social distancing to be re-introduced into school environment and including reintroduction of the “bubbles” by Keystage as a minimum if instructed by public health.</p> <p>Restrictions on access to school by third parties (parents, members of the public, visitors etc.)</p> <p>No visitors to be permitted onto the school premises other than essential maintenance personnel. Essential visitors shall wear appropriate PPE at all times and maintain distance from staff and pupils.</p>	4	1	4
2	<p><b>Transmission of infection</b></p> <p>Infectious individual transmitting coronavirus around the site</p> <p>Families not being honest about health within household</p> <p>Pupils mix freely and do not maintain social distancing</p>	NA	<p>A pupil displaying symptoms in school shall be moved to the medical room with the door propped open to enable airflow. Staff supervising shall wear PPE of gloves and face mask as a minimum. The room shall be deep cleaned once the pupil has been collected by staff wearing gloves, mask and apron. A test should be sought straight away by parent/carer</p> <p>A staff member displaying symptoms in school should leave immediately and be tested as soon as possible. All areas that the staff member has come into contact with shall be immediately</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>Pupils and staff have dedicated areas to eat lunch for their bubble and must stick to these areas alone.</p> <p>Staff to wear face masks in communal areas and to only enter communal areas or other classrooms (bubbles) when absolutely necessary.</p>	4	1	4

<p>A pupil or staff member displays symptoms within school</p> <p>Soft furnishings / items that are difficult to clean harbour infection</p> <p>Staff sharing equipment crosses bubbles</p>			<p>cleaned/sanitised by staff wearing appropriate PPE as above.</p> <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 for at least 72 hours and put with normal waste.</p> <p>If the isolated individual needs to use the toilet whilst waiting to be collected the toilet/room must also be cleaned using standard cleaning supplied immediately after being vacated and by staff wearing appropriate PPE as above.</p> <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> <p>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)</p> <p>Regularly clean electronics, e.g. tablets, touch screens, keyboards, telephones and remote controls throughout the day.</p>	<p>Pastoral support workers shall wear face masks or shields at all times.</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>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>If a positive test result within school is received Public Health Stockport will advise regarding contact tracing and any isolation/testing requirements for others.</p> <p>Pupils unable or unwilling to follow Social Distancing guidelines may be required to work in an alternative area.</p> <p>A 1-way system is to be introduced in the main hall to aid movement and segregation of bubbles.</p> <p>Pupils within KS2 and KS3 shall eat their lunches within their classroom "bubble base" with only KS3 accessing the serving hatch at a dedicated time for their bubble.</p> <p>Breaktime activities carried out indoors shall be restricted to the class bubble only and supervised by the bubble staff. For KS3 the outdoor lunchtime activities can continue due to low numbers and being out in the open air. Steps will be taken towards individuals that cannot sensibly maintain sufficient distance even in the outdoor environment.</p>			
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				Staff should make every effort to wear appropriate PPE when engaging in physical interventions and ensure hands (staff and pupils) are sanitised immediately afterwards.			
3	Supervision  Poor supervision leads to bubbles being crossed and lack of social distancing	NA	Minimum staff to pupil ratio is 1:3  Staff on site are experienced and know the pupils well.  Working at height is not permitted by anybody but the site manager who has had appropriate training.  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.	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	<b>Access to First Aid</b>  Lack of first aider leads to worsening condition of casualty  First aider breaking social distancing to treat casualty spreads infection	NA	First Aid boxes available around the site including reception, science, kitchen and all Primary classrooms.  Sufficient number of First Aiders onsite at all times. School has 14 trained First Aiders amongst the staff team.  Gloves available in all first aid kits.  Appropriate PPE to be worn when providing treatment	If First Aider deems action is required further than able to administer, Ambulance to be called where appropriate & SLT informed.  Appropriate PPE to be worn when providing treatment, minimum gloves and face mask along with strict hand hygiene protocols	5	1	5
8	<b>Cleaning and Health and Safety of the Area</b>  Possibly infected surfaces/areas are not cleaned leading to cross-contamination	NA	All activities to be tidied away by last member of staff on Rota.  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.  Sanitising spray and wipes provided in common areas and classrooms for staff to wipe down and cleanse touch spots throughout the day.  Staff to maintain and model high levels of cleanliness and hygiene including handwashing, tidiness, cough etiquette and surface cleaning.  Supervise young children to ensure they wash their	All desks and chairs plus touch points in rooms to be sanitised between groups in specialist rooms.  Where possible Secondary specialist subject teachers will move and not the pupils. Teachers will therefore be crossing bubbles and so must exercise full social distancing measures when working outside of their own bubble including wearing PPE where necessary.	5	1	5

			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.  Clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products and wearing appropriate PPE				
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 (or any other symptoms as per government guidelines) to avoid spreading infection to others.</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 displaying symptoms will be sent home to be tested. Their “bubble” will remain open and in school until the results of the test are received. If these results are negative the individual will return as normal. If a positive test result is received Public Health Stockport will advise on the next steps for school and on any further testing or isolation required for others.</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

**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	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.

	Certain (5)					
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Assessment carried out by: A Lomax  
Date of Assessment: 05/09/2021

Assessment Copied to:  
Date to be reviewed by: 05/12/2021

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

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