



Completed by Mrs E Preston Headteacher		Person Responsible Mrs E Preston	Gladstone Primary Academy Covid 19 Risk Assessment Reviewed January 2022									
Details of hazard	Who is affected and how?	What controls are already in place?	Likelihood	Consequence	Risk Rating	Further actions required	By Whom	By When	Likelihood	Consequence	Risk Rating	
Infection of Coronavirus in the school or through work activities	Employees, pupils, visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19	Employees with symptoms or have come into contact with infected person are asked to self-isolate and testing is available.	5	4	20	<ul style="list-style-type: none"> <li>Identify staff with underlying health issues / shielding and consider their potential return to work and ensure risk assessments are completed for those staff and pupils returning who have been shielding</li> <li>Implement measures for staff / pupils who display symptoms in accordance with Government guidelines</li> <li>Implement social distancing protocols in line with guidance where practicable, Consider other alternatives where social distancing not practical, e.g. 1 to 1 coaching - use of PPE</li> <li>Tweak rotas for cleaning staff so that toilets and other communal areas can be cleaned at regular intervals such as the end break times and lunchtimes. This would include equipment that could be touched by many people (railings, tables, sport equipment, door and window handles, toys, teaching and learning aids).</li> <li>Regular handwashing / use of hand sanitiser for staff and children, following government guidelines. This includes before entering and leaving school and at regular intervals during the day.</li> <li>Staggered beginning and end of day initially to support a smooth transition back to normal opening and closing times. One-way system reduced and 3 gates to be used: Anchor Road, Woodhouse Fields and Tideswell Climbing Frame and a return to a 15 minute time to drop off from week 3</li> <li>Children and adults not to touch their mouths, eyes and nose. Recommendation to cover your mouth and nose with disposable tissues when you cough or sneeze. If one if not available, sneeze into the crook of your elbow, not in your hand. Dispose of tissues into a disposable rubbish bag and immediately wash hands with soap and water and use a hand sanitiser.</li> <li>New PE kit introduced and pupils to wear on their named day to avoid changing.</li> <li>Reading Books once returned to go in to labelled tray for 3 days before being returned to the shelf</li> <li>Reading Diaries to be returned to school once a week to be checked. All other work to be set using Clasdojo, Accelerated Reading,etc</li> <li>Advise parents / carers of lateral flow tests that they may order</li> <li>Lateral Flow tests to be taken by all visitors to the school: i.e. social workers, Peripatetics, Gym teacher etc</li> </ul>	EP	Sep 2021	2	4	8	

Classrooms / Office space	Employees, pupils' visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19	Each teacher / office manager is responsible / included in developing a service risk assessment for their classroom.	5	4	<p>20</p> <ul style="list-style-type: none"> <li>• Space planning to ensure that children are seated in small groups / rows</li> <li>• Allocate some equipment to children for personal use only, though table groups can share some resources. E.g. pencil crayons</li> <li>• Classes to work in Phases for the majority of the time to ensure a smooth transition back to 'normal practice' and to support good routines amongst staff and children and limit opportunities to meet across Phases</li> <li>• Increased fresh air (opening all windows and exterior / interior doors when possible) Children to be allowed to wear warm clothes over their uniform in needs be. (Not applicable if the weather is too cold)</li> <li>. No fans heaters / coolers to be used to circulate the air</li> <li>. Continue to stress 'catch it, bin it, kill it' and 'hands, face, space and ventilate'</li> <li>• Daily cleaning of desks - cleaning regime in place with additional cleaning</li> <li>• Hospital strength hand sanitizer / barrier foam and wipes freely available for people to use.</li> <li>• Monitors chosen from each Phase who will be able to access the Office areas for registers etc</li> <li>. Empty hand sanitizer bottles to be left on teachers' desks each evening for janitor to fill</li> <li>. Staff to take Lateral Flow Test twice weekly and daily if living with anyone who is positive</li> <li>. Staff to take PCR if in a Year Group with cases of Covid and then lateral flow tests for 10 days and a 2<sup>nd</sup> PCR after 5 days</li> <li>. Staff to receive vaccination (2 x ) for added protection if they so wish / are able as well as the booster</li> <li>. If there is a need for an Emergency Contingency Plan all arrangements will revert to the risk assessment dates May / June 2021</li> <li>. New Reading Diaries to be returned to school weekly to be checked and staff to ensure hands are sanitised when checking.</li> <li>. DOJO to communicate with parents</li> <li>. Contingency Plan to be put into place if necessary / contact Public Health if there is an increase in numbers and Year Group to return to: <ul style="list-style-type: none"> <li>➤ Year Group bubbles</li> <li>➤ Staff to remain in Year Group bubble and limit staff crossing Phases</li> <li>➤ Lunchtimes in classrooms to keep Year Group away from peers</li> <li>➤ Playtimes to be away from peers</li> <li>➤ If necessary cohort to watch assemblies via TEAMS</li> <li>➤ Parents to be asked to wear face masks when collecting or dropping off children</li> <li>➤ Additional cleaning in the classroom / deep clean initially</li> <li>➤ Limit on where the children can go in school</li> <li>➤ Specific toilets established for named Year Group</li> <li>➤ Staggered playtimes to ensure that Year Group does not mix with classes sharing the corridor spaces</li> <li>➤ SLT to check on ventilation in classrooms / Hall when used regularly</li> <li>➤ Tables for Lunchtimes moved to ensure that Year Group is kept apart from those in the Hall</li> <li>➤ Remove / do not use any soft furnishings / themed areas</li> <li>➤ Children to have their own pencils / equipment rather than share</li> <li>➤ Children to remain in their own seats to reduce the mixing of groups in the classroom</li> </ul> </li> </ul>	EP and all staff	On-Going	2	4	8
Reception area / public spaces communal areas	As above	Reception has glass sliding windows and floor space in front marked for parents / visitors to stand. Staff talk to visitors / children through the glass	5	4	<p>20</p> <ul style="list-style-type: none"> <li>• Continue to have screens at the reception desk where not already in place to prevent any contaminated droplets contacting reception staff. The screen also acts as a physical barrier to support social distancing. These to remain in case of an outbreak</li> <li>• Use of face coverings (i.e. masks) in communal areas and Visors may also be used IN ADDITION to face masks should staff so wish</li> <li>• Discourage waiting in communal areas for contractors or parents</li> <li>• No other visitors allowed in to the building other than for essential visit and they must take a lateral flow test</li> <li>. Other professionals entering the school (in exceptional circumstances) to use lateral flow tests before hand and present evidence to the Office</li> <li>• Cleaning regime in place – focus on the screen, doors and hard surfaces such as reception desk, seats, rails etc.</li> <li>• Classroom door to be kept open at the beginning and the end of the day and parents not allowed to touch them.</li> <li>. The Community Room to be used as an additional staffroom if space is limited or if staff prefer a quieter setting</li> <li>. Ensure that the foyer and reception area remains well ventilated</li> </ul>	KW	Sep	2	4	8

Lift	As above	No controls other than capacity 1 adult at a time.	5	4	20	<ul style="list-style-type: none"> <li>• Only one person at a time (physical separation) if necessary unless people are living in the same household or personal carer</li> <li>• Enhanced cleaning of lift buttons (maybe by person using lift).</li> <li>• Use of knuckles to reduce the risk of contamination</li> <li>• Use of face coverings if lifts used by more than one person.</li> <li>• Poster displayed on the lift to advise only use the lift if it essential, due to medical reasons.</li> </ul>	EP	Sep	1	3	3
Fire Evacuation No staff to go in to the office.	As above	<ul style="list-style-type: none"> <li>• Evacuation plans</li> <li>• Fire wardens appointed</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Evacuation plans, assembly areas and fire warden provision in place as Summer 2021</li> <li>• Assembly areas in place for all Year Groups.</li> <li>• Staff with risk assessments to be allocated a specific distanced area to use if they so wish</li> <li>• Door Guards to be fitted as advised for doors that will be kept open and unattended: Community Room, Hall, Reprographics Room</li> </ul>	CA/EP	Sep	1	3	3
Outdoor Play areas / Playgrounds  Parent / carer collection areas	As above	Existing controls in place	2	4	8	<ul style="list-style-type: none"> <li>• Ensure playgrounds are safe places,</li> <li>• Clear paths to prevent slips, trips and falls.</li> <li>• Parents / carers and staff to wear masks if speaking by the door / social distance to be kept</li> <li>• Areas that become congested to be closed off and parents to queue e.g. Year 1 and Year 4 Yards</li> <li>• Children to use a separate yard at lunchtime in their Year Group or Phase and Lunchtime Supervisors allocated.</li> </ul>	EP/ KW	Sep	1	4	4
Playground equipment	As above	Existing controls in place	2	4	8	<ul style="list-style-type: none"> <li>• Annual structural inspection performed. Inspection undertaken before use</li> </ul>	KW /CA	Sep	1	5	5
First Aid arrangements	As above	<ul style="list-style-type: none"> <li>• First aid provision determined by risk assessment</li> <li>• First Aiders appointed</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Review first aid arrangements ensure suitable provision including the paediatric first aiders.</li> <li>• Review number of trained first aiders if necessary</li> <li>• Consider alternative arrangements to cover shortfalls in first aid provision</li> <li>• Spare first aid equipment / sick bucket, sanitizer for classrooms to limit movement around the school.</li> <li>• Staff to speak to Clerical Assistant who will text parents re bumps. No notes going home</li> <li>• Lunchtime Staff to provide First Aid on the Main KS1 Yard unless serious and in need of the main First Aider in the Office</li> <li>• Additional First Aid boxes / buckets etc for Year Group to avoid cross over of equipment.</li> </ul>	CA	Sep	1	4	4
Suspected / confirmed Covid19 outbreak arrangements	As above	<ul style="list-style-type: none"> <li>• Infection Control Procedure</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Evacuation of area affected</li> <li>• Rigorous deep clean before reopening.</li> <li>• Contact DFE/ Public Health England re advice line and follow procedures</li> <li>• PHE to take on the role of Track and Trace</li> <li>• Review infection control procedure if necessary</li> <li>• Organise testing for staff / pupils as needed</li> <li>• Follow DFE / Government Guidance and Trust Policy</li> </ul>	EP	Sep	2	4	8

Workstations	Employees, contractors requiring use of workstations	SLT is responsible / included in developing a service risk assessment for their work area	5	4	20	<ul style="list-style-type: none"> <li>. Head teacher / SLT to review staff rotas to ensure there is adequate numbers of workstations for staff</li> <li>. Staff to complete PPA cover at home if appropriate and space is limited (due to poor ventilation in PPA rooms)</li> <li>• If workstations cannot be moved, use screens, or ensure staff do not work face to face other than their Phase group</li> <li>• Workstations cleaned down by staff before and after use.</li> <li>• No sharing of equipment.</li> <li>• staff can only take laptops home and carriers must wipe them down on arrival at home and before returning to school with anti-bacterial spray.</li> <li>. Staff may wear masks / visors in corridors and classrooms should they wish</li> </ul>	EP	Sep	2	4	8
Break out areas / staff room	Employees, pupils visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19	No existing controls	5	4	20	<ol style="list-style-type: none"> <li>1. Additional staffroom created in the Community room should staff wish to social distance</li> <li>2. All doors and windows to be kept open when possible to encourage flow of air</li> <li>3. Furniture still cleaned down daily with anti-bacterial spray</li> <li>4. Rota for staff time in these areas to be limited or use made of outdoor spaces by staff</li> <li>5. No fan heaters / coolers to be used</li> <li>6. Staff to wear masks (and visors if preferred) only if they so wish but MUST wear them when at the classroom door with parents am / pm</li> <li>7. HT. DHT to clean down own rooms at the end of each day or after meetings</li> </ol>	EP/ KW Cle ane rs	01 01 202 1	1	4	4
Community room	As above	No existing controls	5	4	20	<ol style="list-style-type: none"> <li>1. Hard furniture to be used if possible</li> <li>2. Limit the number of staff using this space and rota established for staff Year Group bubble use</li> <li>3. Increased cleaning during the day and staff to clean tables and chairs before and after use</li> </ol>	Cle ane / rs EP	July / Sep	2	4	8
Lunchtimes	As above	Existing controls in place	3	4	12	<ul style="list-style-type: none"> <li>• Kitchen will be cleaned regularly by the cleaning team, focusing on handles, taps, hard surfaces.</li> <li>• Staff encouraged to wash their hands after using the facilities in the washrooms.</li> <li>. Screen created to go across the serving hatch in the Hall if there is an outbreak in school (removed otherwise)</li> <li>. Lunchtime staff to serve puddings, bread and salad to prevent all children using serving tongues</li> <li>• Door Guard mechanisms fitted to prevent handling of doors and enabling unattended main doors to remain open: hall, photocopier room, main hall &amp; community room</li> <li>. Tables to be cleaned down with anti-bacterial spray between use</li> <li>. Children to continue to play in Year Groups to limit the number of children they have close contact with during the day</li> </ul>	EK	Sep	2	4	8
Toilets	As above	• No control except for availability of urinals, WCs and wash hand basins	5	4	20	<ul style="list-style-type: none"> <li>• WCs should be flushed with seat covers down / wipes provided to clean toilet seats before / after use. Signs on all toilets as a reminder</li> <li>• Paper towels provided instead of blow dryers in all toilets</li> <li>• Enhanced cleaning regime for door handles, bolts, taps and anything other objects that could be touched by hands.</li> <li>• Hand sanitizer to be provided.</li> <li>• Specify which toilets to be used by phases/ staff</li> <li>• Hand driers not to be used and switched off at the mains where possible (taped)</li> <li>• Hand sanitizer when leaving the toilets</li> <li>• Extra Signs in toilet re washing hands</li> <li>• Extra soap ordered to ensure we do not run out</li> <li>• Lessons on how to ensure that hands are washed thoroughly and dried correctly</li> <li>• Toilets to be cleaned mid-day by cleaning staff to ensure handles and all surfaces are clean</li> </ul>	EP/ LO D	Sep / Jan 21	2	4	8

Stairwells	As above	Existing controls in place	5	4	20	<ul style="list-style-type: none"> <li>Landings as waiting areas to ensure physical distancing</li> <li>Enhanced cleaning of door handles, handrails, push plates etc.</li> </ul>	EP/MP	Sep 2	4	8
Photocopier	As above	Located in accessible area – existing controls in place but higher number of staff	5	4	20	<ul style="list-style-type: none"> <li>Review location of photocopier in line with social distancing guidelines (1 to go in the staff room)</li> <li>Staff encouraged to wash their hands after using the equipment.</li> <li>Photocopier to be wiped down with an antibacterial wipe before and after use.</li> </ul>	MP	Sep 1	4	4
Server rooms / Electrical cupboards / ventilation rooms / ducts etc.	As above	The use of such rooms will be identified within activity risk assessments by IT department, or contractors.	5	4	20	<ul style="list-style-type: none"> <li>Only accessible by authorised personnel, e.g. Site staff, IT / contractors in an emergency.</li> <li>Staff to make appointments to speak to technician outside of the room</li> <li>If contractors are in school turn off air conditioning</li> <li>Social distancing measures in place</li> <li>Risk assessments to reflect physical distancing</li> </ul>	MP	Sep 1	4	4
Contractors	As above	Existing procedure in place	5	4	20	<ul style="list-style-type: none"> <li>Confirm with contractors that they will observe physical distancing</li> <li>Ensure that contractors submit risk assessments identifying suitable measures for social distancing and control of infection</li> <li>Appointment system for contractors to appear on site</li> <li>Staff to be mindful of social distancing rules whilst contractors are at work</li> <li>Provide the contractor with any specific social distancing rules and/or control of infection protocols at the time of arrival or prior to any works being undertaken</li> <li>Builders on site to have own COVID assessments and read and sign Trust Policy</li> </ul>	LO D/K t/ W	Sep 1 Oct	4	4
Visitors	As above	Existing procedures for visitors to school already in place	5	4	20	<ul style="list-style-type: none"> <li>Visitors have been asked to stay at home if they have any covid19 symptoms and to adhere to the government guidance</li> <li>Posters to be displayed to reinforce guidance.</li> <li>Only professional staff allowed as well as contractors allowed – all to take a lateral flow test before entering the building / show evidence to tests</li> <li>Professional visitors in school to be limited in terms of where they can go linked to any Year Groups having to work in a bubble (link Contingency Planning)</li> <li>No parents allowed in to the school other than in exceptional circumstances and after taking a lateral flow test</li> <li>Other professionals to come in to school under exceptional circumstances after a negative lateral flow test</li> </ul>	EP	Sep 1	4	4
COSHH: Cleaning products and materials	As above	Cleaning team are responsible for the procurement of cleaning products and materials.	2	4	8	<ul style="list-style-type: none"> <li>Where additional cleaning products / materials are used, contact the City council's cleaning team or external cleaning contractor who can assess any hazards that might be caused by the mixing of products.</li> <li>Ensure a suitable Coshh assessment is developed.</li> <li>Support from Health and Safety Governor</li> </ul>	LO D KW PW	Sep 1	4	4
Footpaths	As above	No existing controls other than spacing outside office	5	4	20	<ul style="list-style-type: none"> <li>Update the Gritting Policy in time for inclement weather</li> </ul>	EP/ KW	Sep 1 Jan 21	4	8

COSHH: Hand Sanitiser	As above	Existing controls for staff / pupils / contractors already be in place	3	4	12	<ul style="list-style-type: none"> <li>. Handwashing should remain a priority however if hand sanitiser is provided a COSHH assessment must be completed.</li> <li>. Posters in place to promote hand washing – al staff toilets and pupils to make own</li> <li>. Class teacher to be in charge of hand sanitisers for pupils.</li> <li>. Classrooms to have own supply of anti bac soap and paper towels</li> <li>. Older pupils to be able to bring in small hand sanitizer</li> </ul>	KW /LO D PW	Sep 1	4	8
Emotional distress of children	Children of all ages	Current nurturing school approach but moving forward some of these resources will not be available	3	4	12	<ol style="list-style-type: none"> <li>1. Children to have one day induction with new teachers / Tas. Pamphlet created to go with reports / website. Clips made for Nursery pupils and stay and play sessions arranged for week 1.</li> <li>2. Small numbers of children to support their emotional need</li> <li>3. PSHE curriculum to be delivered to support children's well-being using Sandwell resources</li> <li>4. Use of Learning Mentors to support pupils</li> <li>5. Revisit Sandwell Resilience section for the first term alongside PSHE curriculum</li> <li>6. Nurture Team to support children socially distanced / TEAMS as appropriate</li> <li>7. Assembly theme initially to discuss hopes and fears</li> </ol>	EP / DE	Sep 3	3	9
Emotional distress of staff	All staff on and off site	Current support for staff but there have been fewer pupils and staff on site. An increase will cause increased stress & anxiety for staff	3	4	16	<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Opportunities given to discuss concerns and shared control measures (virtually or by e-mail)</li> <li>3. Sharing of support helplines</li> <li>4. Leaders available via e-mail to share concern</li> <li>5. Risk assessments regularly reviewed</li> <li>6. Designated "staff areas" areas for different groups of staff – maybe rota for same area if needed and an additional Staff Room created</li> <li>7. Planned time for planning and preparation time is protected</li> <li>8. Risk assessments created for staff who are returning having been shielding to be reviewed regularly / on-going</li> <li>9. Ensuring that staff are kept up to date with developments – checking e-mails regularly</li> <li>10. Questionnaire to be completed as part of the Societas Trust well-being agenda Autumn Term</li> <li>11. Raise awareness of Counselling Teams available to staff</li> <li>12. Staff individual risk assessments to be reviewed prior to any local or national lockdowns and guidance re vulnerable staff to be followed</li> <li>13. Staff Suggestion Box and Worry Box in place in foyer</li> <li>14. Staff Inset Day re Stress and Resilience Oct 2021</li> </ol>	EP & Phase Leaders	Sep 3	3	9
Behaviour of children who refuse to follow rules and put other at risk of transmission	All above	Currently children causing concern not in school currently but are returning from 1 <sup>st</sup> June and re likely to cause disruption and put others at risk	5	4	20	<ol style="list-style-type: none"> <li>1. Individual risk assessments drawn up for children giving cause for concern</li> <li>2. Risk assessment and gradings shared with parent / carer</li> <li>3. Support from other agencies if possible: EWO, Ed P, CAHMS, Trailblaisers</li> <li>4. Risk assessment agreed with parent</li> <li>5. Home / School support for parent / carer by school and other agencies</li> <li>6. Senior Learning Mentor / Learning Mentor to arrange phased return if SEMH pupils are experiencing difficulties settling</li> </ol>	SL T	Sep 1	4	4
IT Support and equipment	Above	No controls in place currently	5	4	20	<ol style="list-style-type: none"> <li>1. Staff requiring support to use message, TEAM message or e-mail</li> <li>2. iPad / laptop to be placed outside server room – staff to deliver not children</li> <li>3. Technician to support equipment remotely if possible and not allowed in classroom if occupied</li> <li>4. Server not to be entered other than IT technician / contractors</li> <li>5. Air con to be turned off if others enter</li> <li>6. IPAD cabinet sockets labelled to identify iPads</li> <li>7. IPADS / laptops to be cleaned at the end of every day and only one user</li> <li>8. Staff laptops to be taken home, cleaned before leaving and cleaned before returned. Laptop cases not to be taken off site / home</li> </ol>	EP	Sep 2	4	8



Christmas performance		<p>Previously 150 adults / parents seated plus all pupils in the production at some point.</p> <p>Chairs close together</p> <p>Blinds and doors closed to enable lighting to be effective. High level windows closed for heat retention and to prevent damage to high level blinds</p>	5	4	<ol style="list-style-type: none"> <li>1. Performances limited to Year Groups and their parents / carers</li> <li>2. Review number of cases to determine if performance is to be in the Hall or in the amphitheatre yard</li> <li>3. Chairs set out with 2 m gaps and in groups of 2 per child (30 groups maximum)</li> <li>4. Those attending to wear masks throughout</li> <li>5. High level windows open an hour before the performance and the Hall doors open.</li> <li>6. Exterior door open to ensure flow of air in to the hall</li> <li>7. Parents encouraged to leave immediately and not socialise in the building</li> <li>8. Parents / carers to enter the Hall via the KS1 entrance rather than the foyer</li> <li>9. Programme to be no more than 20 minutes</li> </ol>	EP	Dec	2	4	8
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