



Risk Assessment - 2082RA

Internal Reference: (2082RA)
Information valid as of 04/03/2021 11:15



■ General Details

Assessor	Julia Murray	
Assessment Date	02/03/2021	
Assigned Reviewer	Julia Murray	
Next Review Date	04/01/2022	
Signed Off By	Hazel Richardson	
Signed Off On	04/03/2021	
Operation Assessed	Covid-19 Cusgarne's response and controls- March 2021 full reopening (Cusgarne Primary School)	

Associated with specific area

Aspire Academy Trust Head Office

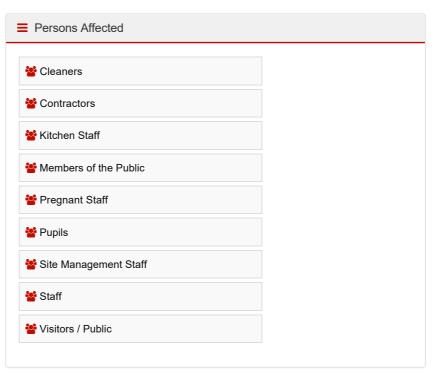
Primary

Cusgarne Primary School

Description of work area and/or activity assessed

To set out the hazards and controls arising from Covid-19 pandemic, updated due to full reopening of Cusgarne School.





ng Hazard Information

Task Status





Infection

Spread of Covid-19







Measures Currently in place to prevent risk of injury

Hands must be washed by pupils and staff for at least 20 seconds (or sanitiser used if using soap and water is not feasible) on entering the school, returning from breaks, before and after eating, after coughing or sneezing, when staff or pupils change rooms and whenever contact with others has taken place. Hand sanitiser and hand sanitiser machines are located by the main entrance and in each classroom.

Hands must also be washed/ sanitised by staff before and after touching any external gates, padlocks or keypads.

Coughs and sneezes must be caught in a tissue or the crook of your arm, catch it, bin it, kill it.

Social distancing is to be encouraged, but young children are not expected to socially distance within their bubble. Adults socially distance between themselves and when appropriate, from children. We talk to them about 'hands, face and space' - washing/ sanitising their hands, not touching their faces and respecting each other's personal space.

You must not enter or allow others to enter the building who are displaying symptoms.

Anyone who develops symptoms whilst on site will be sent home and reminded of the need for isolation (see section below for managing this process.)

Glen Cleaning will continue to provide a high-level enhanced cleaning daily to each school reducing the need for additional cleaning throughout the day.

Shared rooms - Desks, door handles and any other high use areas should be wiped down with a disposable cloths or hot soapy water after use. Where access to hot soapy water is not available we will use the approved disinfectant spray which can be spray directly onto the surface and does not need to be wiped down.

Classrooms with their own toilet facilities – No additional cleaning is required during the school day unless lunch is eaten in the classrooms. In which case tables should be cleaned using hot soapy water and disposable cloth.

Classrooms with shared toilet facilities - Once a day clean frequently used touch surfaces with hot soapy water.

Shared pupil toilets – Once a day frequently used touch surfaces should be cleaned using spray i.e. door handles and taps – toilet seats do not require cleaning.

Staff toilets - Each member of staff should clean touched surfaces after use with spray.

Staffrooms (including servery) - Each member of staff is responsible for cleaning down the area with hot soapy water following use.

IT – Please do not clean down electrical items with spray or wipes, but ensure that hands are washed or sanitised prior to use. School reception areas should have hand sanitiser available for visitors to use on arrival.

COVID Isolation Rooms – Must be cleaned after each use and bin emptied. All other bins do not need emptying until the end of the day.

Any other items that are shared between bubbles should be cleaned with hot soapy water; sanitising sprays and wipes have also been provided.

Items that cannot be cleaned between bubbles should be left out of use for 24 hours for cardboard, wooden or paper objects or 72 hours for plastic items.

Children will not be allowed to bring in items from home apart from their packed lunch box, drinking bottles, their own reading folders with their reading book and record in, and their PE kit only for the days they have PE.

PPE is required if pupils/staff are symptomatic in school or during intimate care settings, these are placed in three different locations within the school- in the office, in Robin classroom and in the toilet off the hall.

All staff are required to wear a face covering at the school gate and in all communal areas, but are required to remove them once in the classroom. Vulnerable staff who have an individual risk assessment have been provided with clear visors to use with their mask. Staff who request a visor can also be issued with one. Our two admin staff will need to wear a mask as they work in a communal area. Pupils will be allowed to wear a face mask or covering at the school gate but must put them safely into a plastic bag once in the classroom. Parents are also now required to wear face masks or a face covering at the school gate or in the

Sneeze guards have been installed at all open Reception areas. Visitors are met at the gate wherever possible and are only allowed access to school if it is a prearranged appointment with the premises team. They will be reminded to stand behind the screen to talk to the office staff once they have been allowed access through the intercoms system, and their contact details will be taken for test and trace. All visitors will be required to also wear a mask in all communal areas. Our two members of admin staff will work on a rota so that they can maintain social distancing, no other staff are allowed behind the counter whilst a member of the admin staff are there.

Doors can be propped open where safe to do so but these MUST be closed at night, when the room is unoccupied and when the fire alarm sounds to contain any fire or smoke spread. Where there are two doors into a toilet area, the door nearest the classroom/corridor can be wedged open. All windows should be opened in occupied rooms, and others where available to aid

Bins must be emptied at the end of the day by the cleaners from Glen cleaning.

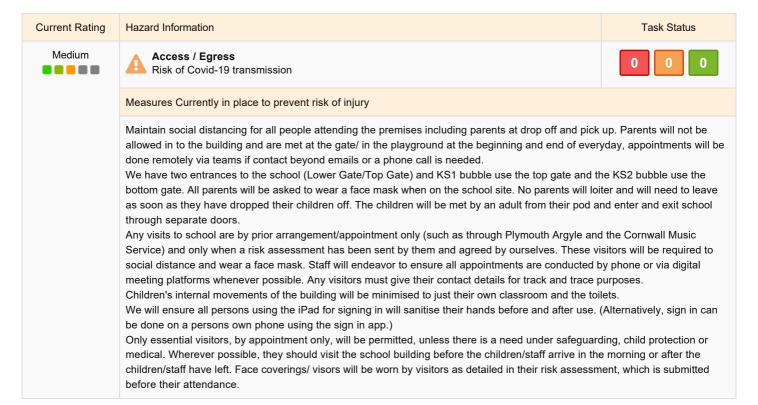
The photocopier is in a communal area, so admin staff will put photocopied or printed work into a drop tray, to reduce the risk of adults coming into contact (no children will be allowed to collect printing/photocopying). If the photocopier is used by any adult then they must sanitise their hands before and after using it using the hand sanitiser machine in reception. This also applies to the sign in ipad at reception.

All deliveries must be sanitised or quarantined, depending on the covering or the nature of the package; if paper or card quarnatine must be 24hrs.

Children will move through the corridors only to access the toilets or a timetabled hall session. The use of staffrooms will be minimised as far as possible- we have two places in school to make hot drinks- the staff room and the kitchen. We have two staff

Current Rating	Hazard Information	Task Status
	toilets- one by the main children's toilets and one off the hall- these must be cleaned after use by all a provided which should not be wiped down.	adults using the spray









We have two bubbles altogether- a KS1 and a KS2 bubble, however in the school building the classes will remain in their own learning areas. Weekly bulletins will remind parents of the need for pupils to stay at home if displaying symptoms. Any pupils arriving to school with symptoms or developing symptoms on site will be sent home.

All pupils will frequently wash/ sanitise hands throughout the day, with help for younger pupils given as required, this has been timetabled in first thing in the morning and before and after any transition.

The whole school will have morning breaks and lunchtimes together, however the playground will be zoned to minimise the mixing of the two bubbles. At lunchtime KS2 children will eat in their classrooms, however KS 1 will continue to eat together in the hall. Separate playground equipment will be provided for each bubble. The adults will ensure that they social distance from each other and wear a face covering in communal areas. They will not remain within 2m of any child for any length of time, wherever possible. All desks will face forward in KS2 and for the year 2s in the mornings whilst in the library and adults must social distance from the children wherever possible. In the KS1 classroom which includes EYFS children, there is no requirement to social distance and tables can be grouped.

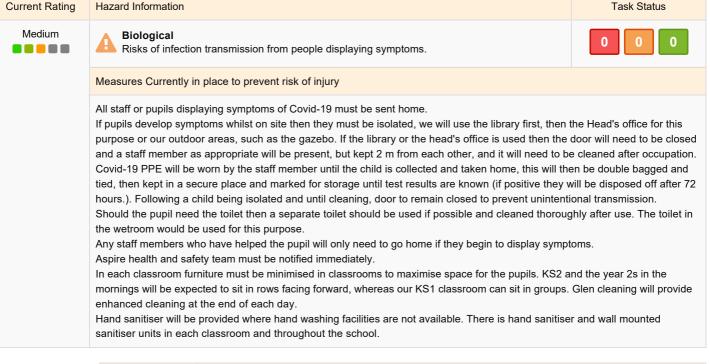
Adults and children will need to sanitise their hands before and after using any equipment that is shared between classes or quarantine it for at least 48 hours.

External installed outdoor play equipment on the bottom field can be used by the children in the KS2 bubble only, who will continue to wash/ sanitise their hands before and after use.

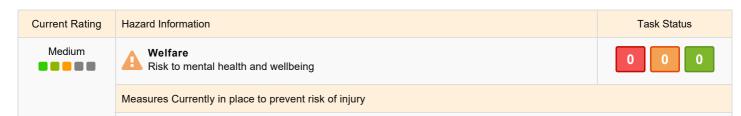
Number of pupils using toilets must be monitored and controlled, managed by the teacher/TA.

Children will have their own water bottles which must be clearly name labelled. Wherever possible the children will have their own set of resources, such as stationary, to use.





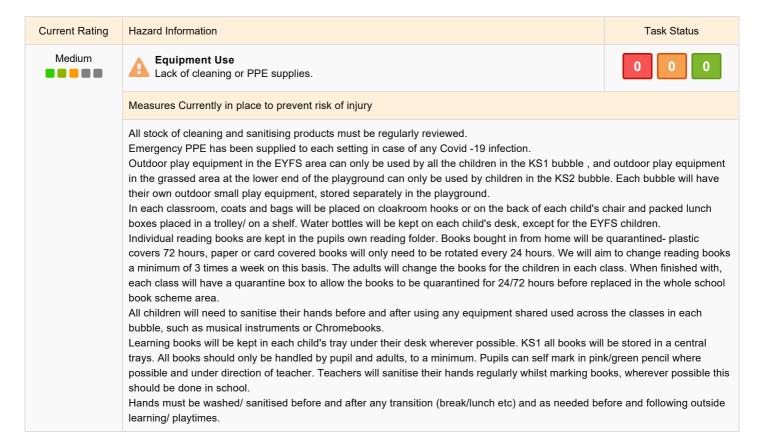




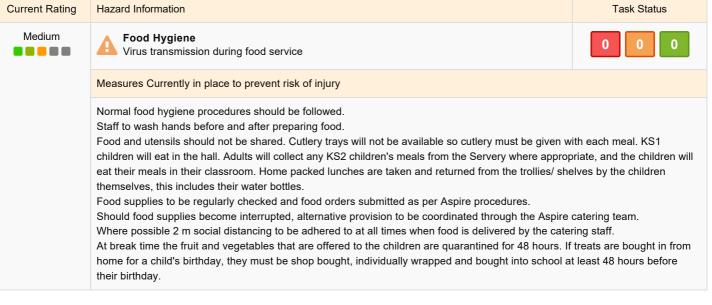
Mental health and wellbeing awareness will be promoted to all staff. Staff in the extremely clinically vulnerable group will be required to work from home if government guidance is issued to this effect, such as during local or national lockdowns. At present we do not have any staff in this category. Staff in the clinically vulnerable group have an Individual Risk Assessments which was completed ready for our return in September, these were reviewed in October, December and March and will continue to be reviewed on a regular basis. They will be required to wear a visor if they are unable to stay 2m+ from any one child for more than 15 minutes, but this should be avoided wherever possible.

Visors can be given to any member of staff that requests it. All staff are required to wear a face covering in communal areas. All staff in school can continue to test with LFTs twice a week at home, as per existing guidance.

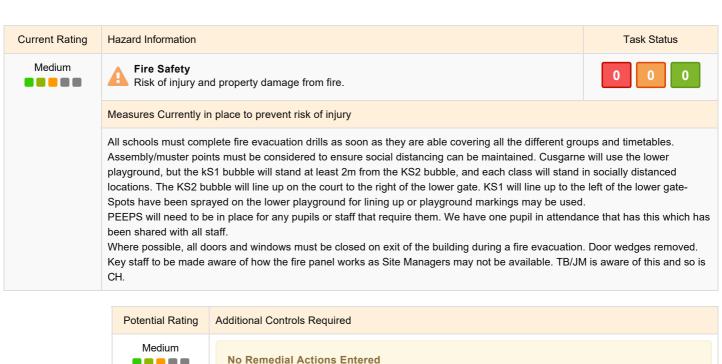
Potential Rating	Additional Controls Required		
Medium	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.		















Assessment Acceptance

Name	Job Title	Signature	Date
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