



# LEIGH ST PETER'S CE PRIMARY SCHOOL

Together with God we challenge minds, recognise talents and build dreams

## COVID-19: RISK ASSESSMENTS

## SCHOOL OPENING SEPTEMBER 2020

BUILDING SAFETY:				Responsibility: LG (Business Manager)	
DATE	IDENTIFY HAZARDS	WHO MIGHT BE HARMED AND HOW	WHAT ARE THE RISKS	ACTION TO REMOVE OR DECREASE THE RISK	RECHECK: WHEN AND HOW
Reviewed 1.6.20 & 6.8.20	Areas that are used constantly by staff and children.	all building users:	Possibility of contracting COVID-19 (low)	<p>Regular contact with ISS (cleaning contractor) to plan and undertake a thorough clean and disinfect of all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. – SBM</p> <p>Additional cleaning requirements are agreed, cleaning schedules and additional hours of work - including extra clean mid day of toilets and classrooms. Including deep cleaning if needed. – SBM and HT</p> <p>Additional wipes and/or cleaning equipment left in all communal places and staff use the policy <b>wipe in / wipe out</b> when they use or touch anything that others are likely to touch/use.</p> <p>Hand gels to be located in the school reception area for a visitor to use before they are allowed into the secure area of the school. Signposts in reception area to highlight social distancing for all visitors to be maintained.</p> <p>Open windows, roof vents and doors in classrooms to promote through ventilation <b>re-emphasise this and ask parents to make sure children have jumpers on and maybe t-shirts under their shirts.</b></p> <p>If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. <b>On evacuation, the wedge must be removed.</b></p> <p>Compliance with current hygiene standards published by the UK Government. <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p>	<p>✓ July 2020</p> <p>✓ To be reviewed end Sept 20</p> <p>✓ Reviewed Jan 21</p> <p>1.11.20</p> <p>1.11.20</p>
Reviewed 1.6.20 & 6.8.20	Fire	All building users	Hurt by fire (low)	<p>Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff.</p> <p>Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> <li>Physically test the fire alarm system and emergency lights are operational.</li> <li>Carry out weekly checks of alarms systems, call points and emergency lighting.</li> <li>Carry out regular hazard spotting to identify escape route obstructions.</li> <li>Check that all fire doors are operational.</li> <li>Fire drills should continue to be held as normal.</li> <li>Review, update and test individual named PEEP's</li> </ul> <p>Compliance with the RR(FS)O BB100</p>	<p>✓ July 2020</p> <p>✓ To be reviewed end Sept 20</p> <p>✓ Reviewed Jan 21</p>



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Reviewed 1.6.20 & 6.8.20	Legionella Management	All Building Users	Low – this has been checked through out school during the lockdown and a contract in place.	<p><b>Domestic hot water services</b> This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water) Continue hot water generation servicing in line with your legionella maintenance schedule. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <a href="#">Approved Code of Practice</a> and <a href="#">HSG 274</a>.</p> <ul style="list-style-type: none"> <li>If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.</li> </ul> <p><b>Re-opening after a lengthy closure</b> Before resuming normal operation and where necessary, discuss with you site manager to carryout appropriate checks and flushing of the complete system for all hot and cold water pipes (including drinking water) and certify the water system is safe before the buildings are reoccupied.</p>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>
Reviewed 1.6.20 & 6.8.20	Asbestos Management	All Building Users	Low – no building work has been completed	<p>Compliance with Asbestos Reg 12 &amp; HSG 264 There has been no maintenance or alterations to the building during the closure or reduced occupancy of the building. However, inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.</p>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>
Reviewed 1.6.20 & 6.8.20	Contractors	All building Users	Low	<p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>Observe good hygiene practice.</li> <li>Contractors to sign in and out as is normal practice</li> <li>Consider times when contractors can complete work within the school day/before or after school.</li> </ul>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>
6.8.20	Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	All building users	Low	<p>Compliance with PSSR 00 LOLAR 98 HSE Guidance Note to Dutyholders and Inspectors. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></p> <p><b>Required</b> - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&amp;T completed asap.</p>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>



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Wider opening to Year 1, Reception and Year 6 ALL CHILDREN:					Responsibility - SLT
DATE	IDENTIFY HAZARDS	WHO MIGHT BE HARMED AND HOW	WHAT ARE THE RISKS	ACTION TO REMOVE OR DECREASE THE RISK	RECHECK: WHEN AND HOW
Reviewed 1.6.20 & updated 6.8.20	Access control in and around the building	Staff, parents and children.	Parents dropping children off Children wanting contact with staff Walking around school	<p>* Current government guidelines followed  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <ul style="list-style-type: none"> <li>Information shared with parents before the start of term. Signs on fences and at key points - information for parents. <i>Reminder information sent in regular newsletters and posts on Dojo and facebook.</i></li> <li>Display signage for social distancing at the gate entrance and along the route to the office.</li> <li>Two metre markers coming on the path and coming into school. Staggered intake and end of day times to reduce the number of families on site at any one time. <i>Change end of day stagger to longer – there's not enough time for Rec and Y1 parents to come out. Remind SLT and pastoral to take walkie talkies out to manage the flow of adults.</i></li> <li>Request support from the police for Leigh Street at the beginning of Autumn term to set the tone for safer parking due to the one-way system.</li> <li><i>Change the entrance so that children are dropped off at the gate and there is less time for parents to need to be around the school at drop off.</i></li> <li>At pick up parents to enter via the Y2/3 gate and leave via the Y4/5/6 gate. SLT to take keys out with them when on the playground welcoming the parents in. One-way system in operation on the outdoor area. Discourage parents from gathering at school gates.</li> <li>Children to remain in their section of the corridor and only staff to take messages to office and to other adults in school – <i>all messages will be transferred via TEAMS from 8.1.21 (This will allow time for training in TEAMS as appropriate).</i></li> <li>Separate toilets for children's bubbles where possible – <i>Pastoral staff to check these signs are kept on the toilet doors and regularly remind children.</i></li> <li>Staff to keep mobile phones on in the classroom for easy contact and limit transmission of virus on other hand held devices.</li> <li>Hand sanitiser stations will be positioned on different entrances to the building and must be used by all staff and visitors.</li> <li>On the thinner corridors wait here signs are on the floor. All staff and children to adhere to them so they don't need to pass in smaller spaces.</li> <li>All year groups to use allocated entrances to school. Class bubbles to be allocated their own entry and exit point to and from the building.</li> <li><i>All staff and visitors to wear face masks while walking round school and in communal areas and wear visors if they want to.</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul> <p>1.11.20</p>
Reviewed 1.6.20 & 6.8.20	Food prep  Social distancing in kitchen	Children, kitchen staff	Contact with other staff	<ul style="list-style-type: none"> <li>Contractors to ensure work environment is COVID safe.</li> <li>Staff using online system in the morning – limited menu.</li> <li>School meals to be in take away containers and thrown away.</li> <li>Timetable of lunch with staggered times and only bubbles in one area.</li> <li>Cleaning and other equipment to be kept in bubble box.</li> </ul>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>



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6.8.20	<p>Staff and children catching COVID-19</p> <p>(Use of school PODs (2 year groups) and Bubbles (year group)).</p>	Staff, children and visitors	Catching COVID-19	<p>GOV.UK Guidance. Follow the <a href="#">social distancing guidelines</a></p> <p>Where possible within the school, the 2m distance rule applies. However, it is acknowledged that social distancing for very young children will be harder to maintain. The number of pupils is now based on a year group size bubble. To help minimise the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> <li>• Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus <b>as well as an unexplained headache or S&amp;D</b> (COVID-19)</li> <li>• <b>Staff and visitors to wear face mask and/or visor when in all communal areas. Staff to wear masks or visor when working 1:1 with a child.</b></li> <li>• <b>All rooms are ventilated well – windows/doors to be opened wide during any break and monitoring of room ventilation and appropriate heating levels by all staff.</b></li> <li>• <b>Staff to be specifically challenged, by any member of staff, where close contact is seen. To inform SLT if the breach continues.</b></li> <li>• Pupils to stay and work within their year group bubble <del>or POD</del> if having interventions.</li> <li>• Where possible keep staff within their PODs. <b>Where this isn't possible maintain social distancing and wear a visor/mask or both if crossing bubbles.</b></li> <li>• Allocate areas for play and quiet activities to class bubbles under the supervision of a member of staff with line of sight.</li> <li>• Remove unnecessary furniture to open up the classroom and organize the desks to face forward where possible and limit the number of children on each table where not possible <b>Some children struggling with this and staff limited with how they can manage support for SEMH. Some classes have moved back to table groups – this has been agreed with LA H&amp;S team but is being monitored.</b></li> <li>• Class assemblies will be in place and if whole school ones are done these are to be through zoom/teams.</li> <li>• Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</li> <li>• Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray.</li> <li>• Ensure play equipment that is used is appropriately cleaned after use by small groups of children.</li> <li>• <b>All staff to complete the contact tracing google form daily and be specific about contact. <del>document daily and leave outside HT room</del> – challenge when excess contact is recorded and remind staff about the 2m rule/time limiting and maintain in bubbles.</b></li> <li>• Review where required the EHCP and other support plans of the named pupils.</li> </ul>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul> <p>1.11.20</p> <p>1.11.20</p> <p>Reviewed 25.9.20</p>



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6.8.20	Contact with others that have tested positive for COVID-19  <b>Test and Trace</b>	Staff, children and visitors	Catching COVID-19	Maintaining records of staff and visitors to support the NHS Test and Trace The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS: <b>Staff</b> <ul style="list-style-type: none"> <li>the names of staff who work at the premises</li> <li>a contact phone number for each member of staff</li> <li>the dates and times that staff are at work</li> </ul> <b>Visitors</b> <ul style="list-style-type: none"> <li>the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group</li> <li>a contact phone number for each visitor, or for the lead member of a group.</li> <li>date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of the school.</li> </ul> <p>Staff to inform line manager if suffering from symptoms. Book a test and if positive test send information. Date of first symptoms, date of test, result date and reference from NHS (This is on the email sent and is a combination of letters and numbers). This MUST also be completed during any school holiday.</p>	<ul style="list-style-type: none"> <li>July 2020</li> <li>To be reviewed end Sept 20</li> <li>Reviewed Jan 21</li> </ul> <p>1.11.20</p>
Reviewed 1.6.20 & 6.8.20	Risk of catching COVID-19	All Children and staff Staff that fall into the vulnerable group for either BAME, age, clinically vulnerable or has someone at home who is extremely clinically vulnerable.	Too much contact with others  Taking virus home to others	Pupil group to remain in their bubble for all activities to minimise interaction with others. The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff) To implement any new government advice relating to children of families within the BAME risk group and other groups. <b>This needs reviewing for ECV staff.</b> Headteacher to complete a 1:1 informal discussion with any member of staff within a vulnerable risk groups including BAME, to offer reassurance for any concerns and/or support within the ability of the school. – <b>all RA for staff who were shielding need to be reviewed.</b> Reduce the number of people each staff member has contact with by using 'fixed teams or partnering' (so each person works with only a few others) School <u>Employee Assistance Programme</u> can help provide support, advice and information. Call them on 03303 800 658 (calls charged at local rate).	<ul style="list-style-type: none"> <li>July 2020</li> <li>To be reviewed end Sept 20</li> <li>Reviewed Jan 21</li> </ul> <p>1.11.20</p> <p>1.11.20</p>



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DATE	IDENTIFY HAZARDS	WHO MIGHT BE HARMED AND HOW	WHAT ARE THE RISKS	ACTION TO REMOVE OR DECREASE THE RISK	RECHECK: WHEN AND HOW
6.8.20	Staff gatherings:  communication with staff / staff training	Staff	Personal safety	<p>Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <ul style="list-style-type: none"> <li>All PPA to be taken at home or in groups of no more than 3 using zoom/teams.</li> <li>School briefing to be carried out via Zoom/team on Friday morning at 8.30 – all staff invited.</li> <li>Staff meetings <b>and any meetings where possible to be conducted via Zoom or TEAMS. If there are any CPD or department meeting from an outside provider that can't be delivered virtually then social distancing must be followed.</b></li> <li>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</li> </ul>	<ul style="list-style-type: none"> <li>July 2020</li> <li>To be reviewed end Sept 20</li> <li>Reviewed Jan 21</li> </ul>
	First Aid	Staff	Contracting COVID-19 due to close proximity of support needed.	<ul style="list-style-type: none"> <li>If a pupil becomes unwell with symptoms of coronavirus while in the school 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.</li> <li>If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 14 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test.</li> <li>If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then face shield protection should also be worn.</li> </ul>	<ul style="list-style-type: none"> <li>July 2020</li> <li>To be reviewed end Sept 20</li> <li>Reviewed Jan 21</li> </ul>
6.8.20	Off Site Visits	Staff and pupils	Catching COVID-19	<p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20:</p> <p>Vehicles are an enclosed space with a higher risk of transmission of the virus.</p> <ul style="list-style-type: none"> <li>use a vehicle with a bulkhead or partition that separates the driver and passenger,</li> <li>the driver and passenger should maintain a distance of 2 metres from each other the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so.</li> </ul>	<ul style="list-style-type: none"> <li>July 2020</li> <li>To be reviewed end Sept 20</li> <li>Reviewed Jan 21</li> </ul>
6.8.20	Breakfast club and after school clubs	Staff, pupils and parent/carers	Catching COVID-19	<p>Only Key worker or working families can access the clubs initially. Payments must be the right money – no change given. Coins will be placed into Milton before counting it. There will be an area for each bubble in the school hall and resources won't be shared.</p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-</a></p>	<ul style="list-style-type: none"> <li>July 2020</li> <li>To be reviewed end Sept 20</li> <li>Reviewed Jan 21</li> </ul>



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				<a href="#">covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>	
6.8.20	Employee Well being	School Staff and their families	Anxiety	<ul style="list-style-type: none"> <li><a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</li> <li><a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> </ul>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>
6.8.20	Spike in coronavirus and Anxiety	School Staff, Pupils and Parents	Lack of educational and SEMH support if forced to close.	<p><b>Help contain any outbreak by following the advice of the local health protection team advice.</b></p> <p>Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time.</p> <p>Clear plans in place to support all pupils in the event of an outbreak and a close of the bubble or the whole school.</p>	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>

**Further Information:**

The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.



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## MAINTAIN THIS IN THE EVENT OF FURTHER CLOSURES TO ALL CHILDREN OR BUBBLES:

Staff working at school with KW and Vulnerable children					
DATE	IDENTIFY HAZARDS	WHO MIGHT BE HARMED AND HOW	WHAT ARE THE RISKS	ACTION TO REMOVE OR DECREASE THE RISK	RECHECK: WHEN AND HOW
Reviewed 1.6.20 & 6.8.20	Risk of catching COVID-19	Staff who are working with children	Parents dropping children off  Children wanting contact with staff	Risk assess children depending on needs and behaviours before agreeing a place in school. Discuss with parent/careers about the risk and if they need to be in school – SLT only. Ensure social distancing with parents at all times, but more importantly when parents from key workers are collecting children. Ensure children wash their hands on entry to school at the beginning of the school day and regularly throughout the day. Adults to use hand sanitiser (must be kept out of reach of children). Wipe down surfaces and door handles regularly; put resources and toys in Milton solution (must be kept out of reach of children). Use sniffle stations for sneezes and tissues. Remind children about social distancing. Children who have challenging behaviour in school have individual risk assessments completed which identifies the risk and if a school place can be offered.	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>
Reviewed 1.6.20 & 6.8.20	Risk of catching COVID-19	Staff being in the school building	When staff are in the staff room  Staff showing symptoms of COVID-19  Parents picking up packs of work	Ensure social distancing at all times with other staff members. Do not enter offices to talk to other staff unless you can social distance Wash hands when enter the school building. Regularly wash hands and use hand sanitiser throughout the school day. If showing symptoms contact WSC and shift leader to let them know. Follow government guidelines for self-isolation. Access test for yourself and family: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> Ensure the office screen is closed at all times. Put notice on the entrance: only 1 person in the reception area at any time. If parents arrive to the office ask them to stand back by the outside door before opening the door.	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>
Reviewed 1.6.20 & 6.8.20	Risk of catching COVID-19	Staff in the office	Visitors arriving  Parents picking up packs of work	Ensure the office screen is closed at all times. Put notice on the entrance: only 1 person in the reception area at any time. Ask them to stand back by the outside door before opening the office screen. Once information shared close the screen. If any item is passed through make sure you wash and hand gel hands before continuing with work.	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>





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Staff working at home: in the event of a closure or PPA					
DATE	IDENTIFY HAZARDS	WHO MIGHT BE HARMED AND HOW	WHAT ARE THE RISKS	ACTION TO REMOVE OR DECREASE THE RISK	RECHECK: WHEN AND HOW
Reviewed 1.6.20 & 6.8.20	Screen time	Staff working for long hours Staff not taking enough breaks or at appropriate times	Back problems Sore eyes	Make sure your workspace is comfortable and away from distractions, where possible (see NEU advice: <a href="https://neu.org.uk/advice/coronavirus-safe-home-based-working">https://neu.org.uk/advice/coronavirus-safe-home-based-working</a> ) Ensure staff give themselves enough breaks away from the computer screen.	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>
Reviewed 1.6.20 & 6.8.20	Lone working	Staff feeling disconnected with work and colleagues	Mental Health of staff	Keep in touch with colleagues at work through text, call or video conferencing.	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>
Reviewed 1.6.20 & 6.8.20	Effect on mental health and well-being	Staff feeling stressed or isolated.	Juggling working from home with own childcare Feeling disconnected with colleagues (see above)	Plan in some time to go outside each day, before, after or during your working day, as Government guidance allows. Make sure you get a regular breaks and a lunch break. Make this time to connect with colleagues or family members. Take some time to research a topic that has interested you and not had time to prior to working at home. Timetable your work alongside your childcare needs and if struggling contact your line manager.	<ul style="list-style-type: none"> <li>✓ July 2020</li> <li>✓ To be reviewed end Sept 20</li> <li>✓ Reviewed Jan 21</li> </ul>



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Welfare checks on vulnerable families.					
DATE	IDENTIFY HAZARDS	WHO MIGHT BE HARMED AND HOW	WHAT ARE THE RISKS	ACTION TO REMOVE OR DECREASE THE RISK	RECHECK: WHEN AND HOW
Reviewed 1.6.20 & 6.8.20	Visiting alone	Staff being harmed	Unknown adults at the address	Contact social worker prior to visiting to check risk and only go to houses where there is no known risk. <b>Do not</b> go inside the home. Always report to office/designated leader when intend to complete home visits. Report any incidents or disagreements with parents / carer at the earliest opportunity. Leave a list of houses visiting and times and check in with school contact before you leave and during visits – agreed times. <b>Do not</b> deviate from the details under any circumstances unless you alter the details at the base. Always report into base once you have completed a visit and let colleagues know if you are returning to work or going home.	✓ July 2020 ✓ To be reviewed end Sept 20 ✓ Reviewed Jan 21
Reviewed 1.6.20 & 6.8.20	Risk of contracting COVID-19	Staff member being infected by COVID-19	Knocking on the front door Children wanting to come and say hi – getting too close	Wear gloves, knock and wait on the pavement – at a distance of more than 2 metres away from the door.  Member of staff asks parent/child to stay at the door while you talk to them.	✓ July 2020 ✓ To be reviewed end Sept 20 ✓ Reviewed Jan 21