**Risk Assessment & Method Statement**

**Return to School – Staff and Pupil Safety**

**Prepared by**

Antony Beal School Facilities Manager

Karen Sarbutts Head of School

Matthew Hoddinott Parent Governor

**Date and Revision**

12th May 2020 – Rev 1 Draft for Comment

**Location and Contacts**

Old Stratford Primary School

Willow Grove

Old Stratford

MK19 6AZ

01908267700

**School Contacts**

1. Karen Sarbutts Head of School head@oldstratford.northants-ecl.gov.uk
2. Claire Winborne Office Manager office@oldstratford.northants-ecl.gov.uk
3. Chris Balderstone Chair of Governors office@oldstratford,northants-ecl.gov.uk
4. Anthony Beel Facilities Manager office@oldstratford.northants-ecl.gov.uk
5. Matthew Hoddinott H&S Governor office@oldstratford.northants-ecl.gov.uk

|  |  |  |  |
| --- | --- | --- | --- |
|  | Print | Sign | Date |
| Originator | **Old Stratford Primary School Gov**M Hoddinott (consultant) |  | 12-05-2020 |
| Checked | **Old Stratford Primary School FM**A Beal FM Manager |  | 12-5-2020 |
| Approved by | **Old Stratford Primary School**K Sarbutts Head of School |  | 12-5-2020 |

**Contents Page No.**

Description …. 5

Reference Documents …. 5

Program and Duration …. 5

Reporting and Monitoring …. 5

Local Emergency Arrangements …. 6

Risk Assessments …. 7

Qualifications and Training …. 10

Method of Operations …. 13

Operational Interfaces …. 16

1. **Description of Works**

The safe return to school and operations during the COVID-19 Pandemic.

COVID 19 is a new illness that can affect your lungs and airways. It is caused by a virus called the Coronavirus. Symptoms can be mild, moderate, severe or fatal.

1. **Reference documents (where applicable)**
* The Health & Safety at work etc. Act 1974
* Management of health and Safety at work Regulations 1999
* Personal Protective Equipment at Work regulations 1992
* Control of Substances Hazardous to Health Regulations 2002 (COSHH)
* WHO Getting Your Work Place Ready for COVID 19
1. **Programme and duration**

To Start from 12th May 2020 until the virus is declared controllable, suitable measures are in place to prevent the possible spread of any virus throughout the school community and beyond. This will be determined through liaison with Government and local authorities.

1. **Reporting and Monitoring**

All staff, colleagues and visitors, including upon rare occasions, parents, will conform to the onsite rules and regulations as imposed by Old Stratford Primary School, The Grand Union Trust, Local Authorities or the Government, in terms of health and safety, site management and reasonable instructions given by Old Stratford Primary School Management Team.

**ALL COLLEAGUES ATTENDING SCHOOL WILL BE SUBJECTED A TEMPERATURE TEST PRIOR TO ENTERING THE MAIN SCHOOL BUILDING. THIS WILL BE RECORDED ON THE SIGNING IN SHEET. ACCEPTANCE OF THE TEST RECORDING WILL SIGNIFY THAT YOU HAVE READ THE RISK ASSESSMENT AND METHOD STATEMENT (RAMS), AND AGREE WITH THE SAFE METHOD OF OPERATION WHICH WILL BE ADHERED TO AT ALL TIMES.**

All Colleagues will receive a short induction talk given by their office colleagues (Claire Winborne and Graham Bright) and have read these RAMS prior to entering the premises. This will include guidance of this document, safe working practices and signing in and out of the premises

The school will ensure that a permanent 1st aider is always on site

The Facilities Manager will inspect the School on a daily basis to ensure that all actions are being adhered to.

There will be a weekly inspection by members of the Academy Management Team or Governors, to ensure that the RAMS are appropriate for the method of operation and updated as appropriate.

1. **Local Emergency Arrangements**

**On site First Aiders:-** Graham Bright, Catherine Ansell, Tara Watt

Milton Keynes University Hospital

Non Emergency Number – 111

Emergency Number - 999

Emergency procedures will be coordinated through the Office team, stating your location and nature of your emergency. Contact details will be provided at the induction and should be kept with you at all times.

1. **Risk Assessments**

|  |  |
| --- | --- |
| OLD STRATFORD Primary School | ***Risk Assessment form*** |
| **Activity:** | Return to work after COVID 19  | **Reference No:** | OS1 |
| **Assessed By:** | MH |
| **Location:** | Throughout the school as appropriate | **Approved By:** | AB |
| **Issue Date:** | 12-5-2020 |
| **Revision Date:** |  - |

|  |  |  | BEFORE CONTROL MEASURE |  | IMPLIMENTATION | AFTER CONTROL MEASURE |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard | Consequences | Persons affected | Severity | Likelihood | Total Risk | Control Measures(Where appropriate) | BY WHOM | Severity | Likelihood | Total Risk |
| Entering the school - Reception | SPREAD OF VIRUS –  | STAFF, Colleagues, Visitors, Pupils, Delivery Drivers,  | 4 | 4 | 16 | * All entrants to the school will have their temperature checked.
 | All | 4 | 1 | 4 |
| Entering the school - Reception | SPREAD OF VIRUS –  | STAFF, Colleagues, Visitors, Pupils, Delivery Drivers,  | 4 | 4 | 16 | * All entrants will be signed into school by Office Colleagues to avoid risk of cross contamination from Plastic Pens
 | All | 4 | 1 | 4 |
| Entering the school - Reception | SPREAD OF VIRUS –  | STAFF, Colleagues, Visitors, Pupils, Delivery Drivers,  | 4 | 4 | 16 | * Only one person allowed in reception at a time
 | All | 4 | 1 | 4 |
| Entering the school - Reception | SPREAD OF VIRUS –  | STAFF, Colleagues, Visitors, Pupils, Delivery Drivers,  | 4 | 4 | 16 | * Every person passing through the reception area will be required to clean their hands with sanitisers provided
 | All | 4 | 1 | 4 |
| Entering the school - Reception | SPREAD OF VIRUS –  | STAFF, Colleagues, Visitors, Pupils, Delivery Drivers,  | 4 | 4 | 16 | * Use the electronic door function, having sanitised your hands
 | All | 4 | 1 | 4 |
| Entering the school – Parent drop off area | SPREAD OF VIRUS –  | ParentsPupilsStaff | 4 | 4 | 16 | * STAND IN MARKED AREAS until called forward
* Reception Drop off from Car Park
* Year 1 drop off from PlayGround main entrance through Year ¾ and hall entrance
* Year 6 Drop off through side entrance off Dickens Drive
* STAFF TO CONTROL FLOW OF PARENTS
* Consideration of Staggered registration
* Children and Parents should walk to school to avoid congregation.
 | FMParents | 4 | 1 | 4 |
| Walkways and corridors  | SPREAD OF VIRUS  | PupilsStaff | 4 | 4 | 16 | * Marked walkways and doorways for directional guidance and distancing
 | All | 4 | 1 | 4 |
| Contact with others | SPREAD OF VIRUS  | PupilsStaffVisitors | 4 | 4 | 16 | * Toolbox talks on social distancing
* Handwashing stations outside classrooms, communal areas and toilets
* Access to canteen and staff areas restricted
* Class sizes to be spread (where possible) –
* Restricted routes per year group

(See operation) | All | 4 | 1 | 4 |
| Meal Times & Breaktimes | Spread of the Virus | PupilsStaffVisitors | 4 | 4 | 16 | * Staff and children to eat in their classrooms
* Any communal tables to be washed regularly
* All break times will be staggered as per start and end times.
 | All | 4 | 1 | 4 |
| General Admin | Spread of the Virus | PupilsStaffVisitors | 4 | 4 | 16 | * Handwashing
* Social Distancing
* Cleaning
* Rubbish Removal
* Regular cleaning of doors and handles throughout the day

(see operations)* Toilets to be separated between staff and pupils
* Door handles and hands to be cleaned before and after entering
 | All | 4 | 1 | 4 |
| Classroom TOYS and Stationary | Spread of the Virus | PupilsStaff | 4 | 4 | 16 | * Handwashing before use
* Toys will be allocated for separate days leaving 72 hours between use.
* Toys will be cleansed throughout the day
* Difficult toys to clean will be removed
* Children should use their own allocated stationary which will be kept in the child’s tray where possible.
* Any children without stationary should use specific items provided, BUT this must be left for 72 hours between use, cleaned or stay with specific children.
 | All | 4 | 1 | 4 |
| Deliveries | Spread of the virus | Driver & Office staff | 4 | 4 | 16 | * Deliveries to be left within the reception
* All deliveries to be cleaned prior to being brought into the premises
* Contactless deliveries at all times
 | Office | 4 | 1 | 4 |
| Classroom cleanliness and hygiene | Spread of the Virus | PupilsStaff | 4 | 4 | 16 | * Handwashing in accordance with the guidelines
* Promoting Catch IT Bin IT (Toilet Disposal) Kill IT
* Regular surface cleaning
 | All | 4 | 1 | 4 |
| Mental Health | Wellbeing and Stress | PupilsStaff | 4 | 4 | 16 | * Proactive Protective measures in place
* Open door policy from Senior Management
* Regular Management Updates and Pastoral Updates
* Signpost Guidance for further assistance and pastoral care
* Flexible working hours if possible
 | All | 2 | 2 | 4 |
| Illness during caretime | Spread of the Virus | PupilsStaff | 4 | 4 | 16 | * PPE is not generally required as described in Govt Guidance Note Coronavirus: Implementing protective measures in education and childcare settings. However, if a child becomes ill whilst at school and contact is required, facemasks (incl Glasses) and gloves will be provided.
 | All | 4 | 1 | 4 |
| Main Playground & Staff Rooms | Spread of the Virus | PupilsStaff | 4 | 4 | 16 | * All outdoor equipment is OUT of BOUNDS
* Year groups will be separate without mixing
* Colleagues Supervising outdoor breaks should only be involved with the same year group
* Staff room facilities are out of bounds to stop congregation – access is available for the storeroom following social distancing measures
 | All | 4 | 1 | 4 |
| Illness | Spread of Virus | PupilsStaff | 4 | 4 | 16 | * If a person becomes ill or feels unwell, they will be asked to leave the premises, by suitable means (Parent Collection for Children), as appropriate
* Staff should wear PPE when treating children who become ill
* Bathrooms etc should be cleaned immediately if there has been any contact from a person who subsequently becomes ill
 | All | 4 | 1 | 4 |
|  |  |  |  |  |  |  |  |  |  |  |

**RISK ASSESSMENT ACTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Activity | Reference No. | OSPS001 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Action Required | By Whom | Priority | Deadline for Completion | Date Completed | Signature |
| TOY Cleaning & Removal | Teachers and TAs | Immediate | 1st June |  |  |
| Handle Cleaning | Management & Cleaning Colleagues | Immediate | On Going | On-going |  |
| Tool Box Talks | HoS | Daily News Briefing | Ongoing | On-going |  |
| Walkway Markings Inside and Out (inlc Car Park and Playground) | FM | Immediate | 1st June | Ongoing |  |
| Temperature Checks and Signing IN | Office Colleagues | Immediate | Ongoing | On-going |  |
| Class Size Reorganisation | FM & HoS | Immediate | 1st June | On-going |  |
| PPE Sourcing where appropriate | FM | Immediate | Immediate |  |  |
| Sanitiser Numbering, recording and Placing | FM | Immediate | Ongoing | On going |  |
| Planning Lessons & Teacher Assignment  | HoS Teachers FM | Immediate | Ongoing |  |  |
| Parent Notes | HoS | Immediate | Ongoing |  |  |
| Discuss Plans with Colleagues | HoS | Immediate | Ongoing |  |  |
| Arrange additional Cleaning | HoS/FM | Immediate | Ongoing |  |  |
| Rubbish Removal | HoS Teachers | Immediate | Ongoing |  |  |
|  |  |  |  |  |  |

Please note – there is minimal manual handling as the installation process is mechanised and as such has removed the need for manual handling to an absolute minimum.

The only repetitive nature of the process is positioning the support units prior to the installation of the units.

The positioning of the units is undertaken with the use of a vacuum lifting head.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Assessor | M Hoddinott | Signature of Assessor |  | Date actions passed to individuals for action: | 12-5-2020 |

|  |
| --- |
| **RISK ASSESSMENT MATRIX**  |
| **RISK** |  | **SEVERITY** |  | **LIKELIHOOD** |
| **Severity** | **5** | **5** | **10** | **15** | **20** | **25** |  | 5 | Fatality |  | 5 | Almost Certain |
| **4** | **4** | **8** | **12** | **16** | **20** |  | 4 | Major injury |  | 4 | Probable |
| **3** | **3** | **6** | **9** | **12** | **15**  |  | 3 | Lost time |  | 3 | Possible |
| **2** | **2** | **4** | **6** | **8** | **10** |  | 2 | Minor injury |  | 2 | Remote |
| **1** | **1** | **2** | **3** | **4** | **5** |  | 1 | Negligible impact |  | 1 | Improbable |
|  | **1** | **2** | **3** | **4** | **5** |  |  |  |  |  |  |
| **Likelihood** |  |  |  |  |  |  |

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

**Explanatory Note:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** |  | **Likelihood** |  |
| 16-25 | Very high (Do not proceed without authorisation from the Directorate) | Almost certain | Self explanatory |
| 12-15 | High | Probable | More likely than not to occur |
| 6-10 | Medium | Possible | Has the potential to occur |
| 1-5 | Low | Remote | Unlikely to occur |
|  |  | Improbable | Occurrence is extremely unlikely |
| **Severity** |  |  |  |
|  |  |  |  |
| Fatality | Self-explanatory |  |  |
| Major injury | Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight. |  |
| Lost time | Injury that results in lost working time, but is less serious than a RIDDOR reportable incident. |  |
| Minor injury | First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles |  |
| Negligible impact | Self-explanatory |  |  |

All agreed actions must be given a low, medium, high or immediate priority.

**Low** 6 months to complete

**Medium** 3 months to complete

**High** 1 month to complete or to make satisfactory progress

**Immediate** Activity should not proceed until satisfactory progress has been made.

1. **Operations**
	1. **School Entrance**
		1. **Staff & Guests (inc Deliveries & Parents where appropriate)**

All Attendees for entrance to the school will have their temperature checked

Entrance will only be granted to those whose temperature is below 38 degrees C. If the temperature is above 38 but below 38.5 the person will be required to have an additional test within the hour to ascertain if there is a change upwards – if there is, they will be requested to leave the premises.

* + 1. **Children**

Children will be delivered to school at set registrations

Children will wait in designated areas for admission

Reception – Car Park and entrance through the reception area South Gate adjacent to the carpark

Y1a – Access through Y3/4 Entrance via the play ground in the south Area

Y1b – Access through the hall entrance from the playground.

Y6a – Access through the Year 6 Classroom door.

Y6b – Access from year 5 external classroom door.

Children of key workers – Access from the Year 2 external door.

Children will be encouraged to socially distance wherever understood and reasonable practicable

* 1. **Doors and walkways**

All year groups will be separated and given their own section of the school.

Training through tool box talks will demonstrate safe walking through narrow corridors

Larger Corridors will have a two way walking system

Doors will be kept open. WITH THE EXCEPTION of the external doors

One-way systems will be enforced where possible.

* 1. **Classrooms**

All Classrooms will have reduced class sizes to recognize and assist Social Distancing

Pupils will use their own stationary which should be in a personal tray that remains with the Pupils

Sanitiser will be available within the classroom

All soft furnishings will be removed

All Pupils and Staff will be taught to use Sanitiser and the regularity required for use

* 1. **Staff room**

This is out of bounds for congregation. The only access is for the store rooms.

* 1. **Toilets**

All staff will be allocated a toilet which they must use.

* 1. **Play areas**

All play apparatus in the main playground will be out of use. Each class will be allocated their own box of PE equipment for outside use.

* 1. **Lunch Breaks**

Lunch times will be staggered and timetabled. All teaching staff will eat in their classroom with their children. Hot meals will not be provided. Sandwiches can be ordered and delivered to classrooms.

1. **Qualifications & Training**

Site Supervisor will hold an SMSTS card and Gold/Black Manager CSCS Card

All operatives will hold a relevant CSCS card to their role on site

Regular tool box talks on H&S will be given at least 1 per week

Regular tool box talks on Environmental Issues will be given at least 1 per month

All operatives will read and sign this document

1. **OSPS Provisions**
2. **PPE if required:-**

Eye Protection (BS EN 166) where required for ill children

Gloves (BS EN 388) when required for ill children

protection FFP3 Mask where appropriate for ill children

1. **Public/Pupil / third party protection**

At the daily briefing, all colleagues will be reminded as to the requirements of this document.

**Daily Check Sheet**

The site supervisor and operatives will be responsible for checking the following

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Frequency** | **Responsibility** | **Check & Date** |
| Sanitiser | Daily | FM |  |
| Temperature Checks | Daily | Office Colleagues |  |
| Distancing | Daily | Everybody |  |
| Cleanliness  | On-going | All |  |
| Walkways | Ongoing | All |  |

The undersigned have read and understood the safe working practices given by OSPS HoS.

By signing this document, we agree to abide by the instructions of HoS / Governors and Government Advice

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ROLE** | **DATE** | **SIGNATURE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |