

<b>FALKNER HOUSE SCHOOL – NURSERY to YEAR 6</b>		<b>RISK ASSESSMENT</b>	
		<b>HEALTH &amp; SAFETY ASSESSMENT</b>	
<b>Area</b>	Brechin Place	<b>Subject</b>	Coronavirus – Return to Work

<u>Identified Hazards</u>	<u>Risk</u> L M H	<u>Controls in place</u>	<u>Responsibility</u>
Following National guidelines Lapses in following or keeping up to date	x	<ul style="list-style-type: none"> <li>• Headteacher / Bursar to ensure daily checks are made with Government updates</li> <li>• Website information is regularly updated</li> <li>• Parents and pupils updated via class teachers/email as necessary</li> <li>• Any change in information to be shared with parents and staff</li> </ul>	Headteacher/Bursar
Control of access and numbers in school	x	<ul style="list-style-type: none"> <li>• No parents or visitors allowed in the school building without prior arrangement</li> <li>• Parent meetings to be conducted by Zoom where possible</li> <li>• Deliveries to be left outside kitchen or front door</li> </ul>	Office/Kitchen
Infection protection and control	x	<ul style="list-style-type: none"> <li>• Reiterate regularly by email to parents and verbally to children and staff the symptoms of Covid-19 and the procedures that should be followed regarding self-isolation.</li> <li>• No staff or pupils to attend school if showing the symptoms of Covid-19</li> <li>• Seek regular updates about the health of those self-isolating</li> <li>• All individuals are to sanitise their hands as they enter school</li> <li>• Regular washing of hands with soap and water or hand sanitiser and always whenever handling shared resources</li> <li>• Where possible have doors and windows open</li> <li>• Promoting good respiratory hygiene with special regard to disposal of tissues</li> <li>• Only one child at a time in each toilet area</li> <li>• Children should bring their own water bottles in to school</li> <li>• Pupils are to use their own stationary</li> <li>• School resources should not be taken home unless absolutely essential. They should be cleaned thoroughly on return to school</li> <li>• Resources for activities should be cleaned before and after use</li> </ul>	All staff

		<ul style="list-style-type: none"> <li>• Furniture and equipment not required should be removed and stored</li> <li>• All non-essential soft furnishings and soft toys should be removed</li> <li>• Regular cleaning of frequently touched surfaces – desks, bannisters, door handles etc</li> <li>• School to be deep cleaned prior to start of term and daily cleaning to concentrate on high risk areas</li> <li>• Rolling program of cleaning the school throughout the day</li> <li>• No sharing of musical instruments other than piano which should be cleaned after each use</li> </ul>	
Social Distancing outside school	x	<ul style="list-style-type: none"> <li>• Adjusted drop off and pick ups for each class</li> <li>• Early opening of the gates to enable parents to drop / collect children</li> <li>• Maximum of one adult to drop off and collect children</li> <li>• Encourage parents to arrive exactly at the drop off time for their child and to maintain SD etiquette whilst waiting</li> <li>• Staff will be on duty outside school to help with SD</li> </ul>	All
Social Distancing within school	x	<ul style="list-style-type: none"> <li>• Upper and Lower School bubbles introduced</li> <li>• pupils to remain in the same bubble throughout the day</li> <li>• Pupils sat as far apart as possible as the classroom space will allow</li> <li>• Ensure as far as possible that pupils do not hug, touch each other</li> <li>• Break times to be staggered to allow the children to be in the playground while maintaining SD</li> <li>• Class groups to be split during break times and allocated an area of the playground in which to play. Where possible children are to remain in the subgroup for every break.</li> <li>• The playground to be marked in to distinct areas and allocated to a class subgroup.</li> <li>• All portable equipment to be removed from the playground and the tree bench to be wiped down at the end of each break by the teacher</li> <li>• Movement around the school to be kept to a minimum and when at all possible only use the stairs when clear of other groups</li> </ul>	All

		<ul style="list-style-type: none"> <li>No whole school assemblies or gatherings</li> <li>Staff to be aware of SD within the staff room when using the photocopier/printers</li> <li>Staff should take their lunch in their classrooms where possible</li> </ul>	
Medical Risks	x	<ul style="list-style-type: none"> <li>Individuals feeling unwell should be temperature tested by the office using the infrared thermometers</li> <li>PPE will be issued to staff with symptoms and also staff who accompany children to the sick bay where they will be isolated prior to collection</li> <li>Parents of pupils with symptoms should use <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a> to arrange a Covid-19 test</li> <li>Staff identified as being in a vulnerable group will be allocated a room in which to base themselves</li> <li>Staff with suspected symptoms will have a test arranged by the Bursar</li> <li>Pupil registers and staff records to be updated with covid related sickness</li> </ul>	Office/Bursar/All
Catering	x	<ul style="list-style-type: none"> <li>SD guidelines should be followed by catering staff where possible</li> <li>A Perspex screen to be installed at the serving hatch</li> <li>Morning snacks should be sent to the classroom and be issued individually by the teacher as requested</li> <li>Lunch should be plated for each child and salad bar closed until safe to reopen</li> <li>Worksurfaces and tables should be cleaned at regular intervals</li> <li>All aprons, clothing and towels should be washed at the end of each day</li> </ul>	Kitchen
Cleaning	x	<ul style="list-style-type: none"> <li>A thorough deep clean of the school is to take place before re-opening</li> <li>The school will be cleaned at the end each day with particular attention paid to surface touched regularly</li> <li>Blue bags will be inserted in to the paper towel bins and should be emptied regularly to prevent spillage</li> <li>Teachers to regularly sanitise desks</li> <li>Toilets to be cleaned regularly</li> </ul>	Bursar/Cleaners/Teachers

Maintenance	x	<ul style="list-style-type: none"> <li>• All water outlets have been rinsed through to prevent possible Legionella</li> <li>• Water temperatures will be checked to ensure they are within recommended limits</li> <li>• A full check of fire equipment will be carried out</li> <li>• A fire drill will be carried out within the first week of each phased return date</li> <li>• A gas safety check has been conducted</li> <li>• Air conditioning units will be checked and tested</li> <li>• Rooms that will not be in use will be cordoned off</li> </ul>	

<u>Those at risk</u>  Pupils Adults Parents	L M H	<u>Special considerations</u>	
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Date drawn up 15 <sup>th</sup> May 2020	Date revised	Originator	Bursar
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