



MMPS OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING SEPTEMBER 2020

Effective from 1st September 2020

Risk assessment and control measures is based on the following government guidance documents as updated on 7th August 2020.

- › [Guidance for full opening: schools](#)
- › [Actions for early years and childcare providers during the coronavirus outbreak](#)
- › [Actions for education settings to prepare for wider opening](#)
- › [Implementing preventative measures in education settings](#)
- › [Planning guide for early years and childcare settings](#)
- › [Planning guide for primary schools](#)
- › [Safe working in education settings](#)
- › [COVID-19: cleaning of non-healthcare settings outside the home](#)

Last reviewed: October 2020

Persons Responsible

Head Teacher	HT
Deputy Head Teacher	DHT
Health & Safety Coordinator	H&S
Nominated First Aiders:	NFA
Class Teacher	CT
Teaching Assistant	TA
Subject Teachers	ST
Special Education Needs Coordinator	SEND
Staff on Duty	StoD
Admissions	
Office Staff (Admissions & Admin)	
Lunch Time Organiser	LO
Cleaners	
Caretaker	

**** LOCAL HEALTH PROTECTION TEAM**

Phone: [0344 225 0562 option 3](tel:03442250562)

PHE Greater Manchester Health Protection Team,
2nd Floor 3 Piccadilly Place, London Road,
Manchester,
M1 3BN

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	ADDITIONAL NOTES CONTROL MEASURES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this: parent guide, staff guide, letters to parents, website uploads (Coronavirus Information), emails / morning briefing to staff, staff training (inset days).</p> <p>Temperature check of all staff upon entry in the morning, temperature logged.</p> <p>Temperature check of all visitors, contractors. Any adult with temperature 37.8 C (100.04 F) and above will not be admitted into the building.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Symptomatic person will be isolated in the sick room. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>If a symptomatic child is awaiting collection, they will be moved to the sick room where they can be isolated behind a closed door. The window will be opened and ventilation switched on.</p> <p>The sick room includes a single toilet and sink that can be used by the symptomatic child/person.</p> <p>The sick room will be disinfected with household bleach after child/person has left to reduce the risk of passing the infection on to other people.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a face mask and face shield • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from 	<p>HT</p> <p>Admin staff</p> <p>HT H&S, NFAs</p> <p>Caretaker</p>	<ul style="list-style-type: none"> • Updated government- and local uploaded on school website: Coronavirus Information page: https://www.mmps.miet.uk/parents/coronavirus-information/ • PPA (visors, face masks, gloves, aprons) kept in sick room

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<p>coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly - in the PPE disposal bin located in the sick room- with strict adherence to government decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team.: 0344 225 0562 option 3 **</p> <p>The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups • Visitors, contractors <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be</p>	<p>Cleaners</p> <p>HT</p> <p>H&S</p> <p>Admissions</p> <p>HT</p>	<ul style="list-style-type: none"> • <i>Class list on BROMOM</i> • <i>Separate list of each bubble and all in-school contacts, i.e. teaching staff, lunch time staff kept in office</i> • <i>Details of visitors and contractors kept on file</i>
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		followed.		
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through emails, messages, signage and staff on duty.</p> <ul style="list-style-type: none"> • From Monday 28th September 2020, parents / carers collecting children asked to wear face mask in school grounds, i.e. playground • Allocated drop off and collection times, with different groups (bubbles) being given different times • Staggered arrival and departure times for KS2, KS1 & Reception and Nursery • 10 min drop-off window to ensure no crowding at gate; gates open 10 minutes before collection of first bubble to ensure no crowding at the gate • 15-minute interval between drop-off and collection of pupil groups (bubbles) using the same access gates to limit unnecessary contact between pupils from different bubbles • KS2 pupils split into two separate bubbles; they arrive first; bubbles use separate gates into playground and separate entrances into school building • KS1 pupils and Reception are two separate bubbles; they arrive after KS2 bubbles; bubbles use separate gates into playground and separate entrances into school building; Reception has direct access to the classroom through Nursery playground • Nursery is one bubble; Nursery arrives after KS1 & Reception bubbles: Nursery has own direct entrance into classroom • Gates into playground clearly labelled with year group and arrival /collection time 	<p>HT</p> <p>HT, H&S, StoD</p> <p>H&S, Caretaker</p>	<ul style="list-style-type: none"> • <i>Link to government guidance on school website:</i> https://www.mmmps.miet.uk/parents/coronavirus-information/ • <i>Parents reminded to be punctual to ensure health and safety measures are not compromised</i> • <i>Morning drop-off closely supervised by staff on duty – pupils directed or accompanied to building entrance and classrooms; parents asked to hand child/ren to staff and leave immediately</i> • <i>Afternoon collection closely supervised by staff on duty; pupils sent to parents by teaching staff; parents asked to leave immediately after child/ren collection; parents not permitted to approach class line and teachers</i> • <i>Parents asked to observe social distancing in playground</i>

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<ul style="list-style-type: none"> • Entrance into building clearly labelled with Year Groups • Waiting area for parents who collect children allocated in line with pupil bubbles • Pupils lining-up area for end of day collection clearly marked • Playground split into three section for: Upper KS2, Lower KS2, KS1 • Only one parent/carer drop off and collect child • Parents told not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will sanitise their hands on arrival (as all pupils will), dispose of/store the covering, and wash/sanitise their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	<p>StoD</p> <p>H&S Office Staff</p> <p>StoD</p>	
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided:</p> <ul style="list-style-type: none"> • Sinks and soap in classrooms • Sinks and soap in toilets • Additional soap dispensers in Wudu area • Sanitiser in classroom without sink (Urdu /SEN room) • Hand sanitisers at all entrance / exit doors • Hand sanitisers in all classrooms • Hand sanitisers at both gates; all pupils asked by a member of staff at gate to use hand sanitisers at entry into playground <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use 	<p>Caretaker</p> <p>StoD</p>	<ul style="list-style-type: none"> • <i>Wudu area can be used by KS1 bubble for handwashing. Additional soap dispensers fitted; long corridor allows line up of several pupils</i> • <i>Visors available for staff</i>

		<p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> <p>Uniform / Own Clothes: Coronavirus can stay of fabric for up to three days. Parents asked to wash children's clothes every day – option of wearing own clothes offered to facilitate daily washing and reduce risk of pupils' accidentally wearing other pupils' uniform items, e.g. cardigan, jumper.</p>	<p>Caretaker</p> <p>H&S Caretaker Cleaners</p> <p>CTs / TAs / STs</p> <p>Parents</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<p>EYFS and KS1 pupils will be encouraged to maintain their distance and not to touch staff to the best of their ability.</p> <p>KS2 pupils will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be allocated own seat, seated side-by-side and facing forwards, where possible; unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing or chanting (e.g. Quran) will be conducted with pupils facing forward, side to side at appropriate distance and with classroom door (and windows weather permitting) opened.</p> <p>There will be no singing by the school nasheed squad.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible. Distance between pupils will be maximised as much as possible. In bad weather pupils will have to remain in the classroom during P.E. and do an alternative activity</p> <p>Staff, i.e. subject teachers, KS2 TAs, and SEND will work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-</p>	<p>CTs / TAs, STs</p> <p>H&S CTs / TAs, STs</p> <p>ST-Quran</p> <p>ST-P.E.; TAs</p> <p>STs, TAs, SEND</p>	<ul style="list-style-type: none"> • <i>EYFS & KS1 staff give gentle reminders to pupils</i> • <i>Visors available for staff</i>

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors <p>Visitors</p>	<p>face contact will be avoided, and time spent within 1 metre will be minimised. Subject teacher asked to wear face masks or visor wherever possible.</p> <p>Lunch time staff to wear face masks throughout their duties.</p> <p>Pupils who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>SEND Co and TAs who support pupils will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	<p>CTs / TAs, SEND</p> <p>DHT</p> <p>SEND, TAs</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups (bubbles) at all times each day, and be kept separate from other groups (bubbles).</p> <p>Pupil groups (bubbles) will have staggered timetables, including for start and finish times, break and lunch times, to avoid too many pupils being in one place at the same time.</p> <p>PREVENTION MEASURES</p> <p><u>Pupils in Bubbles:</u></p> <p><i>Nursery Bubble – consistent group</i></p> <p><i>Reception Bubble – consistent group</i></p> <p><i>Y1 & Y2 (KS1) Bubble – mix outdoors only during break and lunch time</i></p> <p><i>Y3&Y4 (L-KS2) Bubble – mix outdoors only during break and lunch time</i></p> <p><i>Y5&Y6 (U-KS2) Bubble – mix outdoors only during break and lunch time</i></p> <ul style="list-style-type: none"> • Staggered start and end of the day for: KS2, KS1 & Reception, 	<p>CTs / TAs / STs, LOs</p>	<ul style="list-style-type: none"> • <i>Visors available for staff</i>

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<p>Nursery</p> <ul style="list-style-type: none"> • Different gates / entrances used for different bubbles • Partially staggered lunch time between KS2 and KS1 & EYFS • Partially staggered breaktime KS1 and KS2 • Playground split into 3 sections: KS1, L-KS2, U-KS2 <p>EYFS – Ground Floor; usual adult-child ratio</p> <p><u>Nursery</u></p> <ul style="list-style-type: none"> • Own entrance, own toilets • Eating lunch in classroom • Own playground • Play equipment frequently wiped • Fabric play equipment removed <p><u>Reception:</u></p> <ul style="list-style-type: none"> • Own entrance • Own playground • Play equipment frequently wiped • Fabric play equipment removed • Pupils accompanied to toilet by adult to ensure no meeting of KS1 bubble • Labelled toilet cubicles <p><u>KS1 – Ground Floor – TA in all classes</u></p> <ul style="list-style-type: none"> • Y1 and Y2 only mix outdoors in playground • Y1, Y2 eat in own classroom • Labelled toilet cubicles <p><u>KS2 – First Floor</u></p> <ul style="list-style-type: none"> • Different bubbles using different gates / entrances into playground / building, different staircase • Y6 pupils using back door to enter classroom to avoid meeting pupils from L-KS2 bubble 	<p>H&S</p> <p>CTs / TAs, STs, LOs</p> <p>H&S</p>	
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	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<ul style="list-style-type: none"> • L-KS2 and U-KS2 allocated different sections in playground • L-KS2 and U-KS2 eat lunch in own classroom • Different toilets allocated to different bubbles where possible • Cubicles in toilet labelled with year groups • Staff toilets allocated to L-KS2 bubble <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible (Nursery, Reception) and any corridors will have one-way circulation or a divider down the middle to keep groups apart. KS2 bubbles will use separate sections of the upstairs corridor.</p> <p>All shared rooms, such as assembly hall and dining room, Urdu/SEN, Computing room, will be cleaned between each use.</p> <p>Pupils will be accompanied to – and collected from shared rooms by a member staff to ensure pupils from different bubbles do not meet in corridors and on stairs</p> <p>Toilet use will be managed to avoid crowding:</p> <ul style="list-style-type: none"> • Reception pupils will be accompanied by an adult to the toilets. • Pupils will be sent to toilet before break and lunch times. • KS2 pupils will be allocated clearly labelled toilets <p>Staff asked to wear face masks in communal areas and while on playground duty from Monday 28th September 2020.</p> <p>2 separate rooms for staff lunch: staff room and dining room; maximum number of staff set for both rooms. Both rooms allow for 2 m distance to be maintained during lunch time. Staff bubbles are in line with pupil bubbles and different bubbles will eat at</p>	<p>H&S</p> <p>STs: Urdu, Computing; SEND, LOs, Caretaker</p> <p>CTs / TAs</p> <p>CT / TAs, LOs</p>	<ul style="list-style-type: none"> • <i>HT regular patrolling of ground floor</i> • <i>DHT regular patrolling of first floor</i> • <i>Admin Staff</i>
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	<ul style="list-style-type: none"> • Staff • Pupils • Contractors Visitors 	<p>different times / different rooms.</p> <p>A maximum of 2 admin staff permitted in office. Teaching staff must leave any work for the office in the trays outside for collection by admin staff.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visitors MUST wear a face mask whilst on site. Visits will happen outside of school hours wherever possible. Temperature will be taken. A record will be kept of all visitors with full contact details for NHS Track & Trace.</p> <p>Non-overnight domestic educational visits will not take place during Autumn term.</p> <p>Breakfast club will resume in September 2020. Numbers limited to allow for social distancing. The Nursery will be used for breakfast club. Places have to be pre-booked (no ad hoc arrangements). Pupils will sit in sibling groups. All tables will be spaced apart from each other. If nursery capacity is full, more tables will be put into adjoining hall. Pupils will be accompanied / collected and go to their classrooms after breakfast club and the Nursery cleaned before Nursery pupils arrive.</p>	<p>H&S</p> <p>All staff</p> <p>Office Staff</p> <p>H&S StoD TAs</p>	<ul style="list-style-type: none"> • <i>Disposable face masks made available to visitors</i>
<p>Spreading infection due to the school environment</p>		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for</p>	<p>H&S, HT, DHT</p>	

		<p>education where possible. All pupils required to bring in a rainproof coat/jacket with hood every day.</p> <p>EYFS pupils will spend as much time as possible engaged in outdoor learning.</p>	CTs / TAs	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and trustees.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing, with windows and doors open where possible. Meetings are by appointment only.</p>	Executive HT HT, DHT	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school.</p> <p>Individual risk assessments will be completed by all staff before September</p> <p>Staff who are clinically vulnerable / extremely vulnerable will have a meeting with the HT to discuss any actions that may need to be taken / the safest possible way of working if on-site</p> <p>Face shields (visors) made available to all staff.</p>	HT	<ul style="list-style-type: none"> • <i>Visors available for staff</i>