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| **No** | **Issue/ hazard and what can go wrong** | **People at risk**  | **Risk Rating before controls – H / M / L** | **Control measures / mitigations to be implemented** | **Risk Rating after controls –****H / M / L** |
| **1** | **Safeguarding: Any stakeholders failing to comply with the measures identified in this document will reduce their effectiveness and could jeopardise the safety and welfare of the school community.****Safeguarding: Reduced contact with children challenges a school’s duty to safeguard children from harm.** | Staff PupilsParents | H | * All Staff – including any initially shielding will be expected to read and comply with this risk assessment and the associated actions. Staff will be required to sign that they agree to this. Deliberate or persistent failure to comply with these measures could lead to disciplinary action.
* Parents – This risk assessment will be shared with parents for them to see the extent of the measures in place and their role in supporting them. Failure to support the school with these measures could lead to their child’s place onsite being reviewed.
* Children – Children will be expected to comply with all aspects of this plan. Failure to do so will be dealt with in accordance with the school’s behaviour policy **(to be updated in in light of this exceptional situation)** and could lead to their place onsite being reviewed.
* A member of the safeguarding team will be onsite, or immediately accessible if offsite for a short period during school hours.
* The school’s staffing structure and timetabling of reopening is designed to ensure staff remain in regular contact with all children whether through online contact, phone calls or in person at school.
 |  |
|  | **Safeguarding: Staff to be vigilant in identifying the children’s mental health and wellbeing on their return to school. Staff to identify any safeguarding concerns about individual children as they see them in person following partial school closures.** |  |  | * To continue to follow the school’s safeguarding procedures and alert one of the safeguarding team – Heather McCann, Edel Woodin

 Cecelia Adair (Chair of the Board of Governors) Alison O’Boyle (Designated Governor)  |  |
| **2** | **Behaviour** | StaffPupils | M | * The amended behaviour policy will include the new behaviour expectations for all pupils. This will be shared with all stakeholders in advance of reopening. Individual behaviour contracts and risk assessments will be written if needed for specific individuals in advance so parents can sign the agreement before reopening.
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| **3** | **Some staff or pupils may be more vulnerable to complications associated with COVID-19** | StaffPupils | M/H | * Staff (23/6/20) parents of pupils (26/6/20) were asked to let the Principal know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link:
* <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-riskfrom-coronavirus/whos-at-higher-risk-from-coronavirus/>
* For those with ‘*high risk’* medical conditions, with ‘Shielding’ letters they need to stay at home (working from home where technology allows) and shield. Shielding formally ceased on the 31.07.20
* Where staff have ‘*moderate risk’* medical conditions they should work from home where they can. If they can’t work from home, but are **usually fit and well, they can come to work – but they should not do particular activities including provision of first aid or dealing with body fluids. They need to stay 2 metres away from others. A risk assessment approach is taken in considering the tasks they do.**
* Government Guidance for schools provides specific advice in relation to those moderate risk, as follows:

*“Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from other (social distancing) guidance* have been advised to take extra care in observing social distancing and should work from home where possible.Maine Integrated Primary School will endeavour to support this if possible, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home if clinically vulnerable (but not clinically extremely vulnerable). If individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, this will be carefully assessed and discussed with them whether this involves an acceptable level of risk.* Link: https//www.gov.uk/government/publications/coronavirus-covid-19implmenting-protective-measure-ineducation-and-childcaresettings/coronavirus-covid-19-implementing-protective-measures-ineducation-and-childcare-settings# shielded-and-clinically-vulnerablechildren-and-young-people
 | L |

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| **4** | **People with symptoms of COVID-19 creating potential for transmission from person to person** | StaffPupilsVisitorsContractors | **H** | * Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the school setting if they or any member of their household are displaying any symptoms of COVID-19.
* The school will have external signs displayed on the school fences/gates and reception. Parents will be reminded regularly in the newsletter.
* Temperatures of all staff and children will be taken each morning on arrival, using a hands free thermometer. If a temperature registers above 37.5 ˚C, the individual will be sent home.
* If anyone becomes unwell in school with a new, continuous cough, a high temperature or loss if smell, taste they will be sent home. Their parents or carer will be contacted to collect them immediately and they are advised to follow the staying at home guidance:

<https://www.gov.uk/government/publication/covid-19-staying-athome-guidance/stay-at-home-guidance-for-people-with-confirmed-orpossible-coronavirus-covid-19-infection>* The arrangements for this are discussed in detail in the section of this risk assessment call ***‘Someone develops COVID-19 symptoms whilst at school’.***

**Poster:** [**https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/WhctKJVqxzfSNtdl**](https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/WhctKJVqxzfSNtdl)**SjMgrlVvGXHGdjjZrfLwPvWlsgDKPlxGXshCk~FgblSBrRHNCCPbPV/projector=1&messagePartId=0.1*** Staff will be asked to follow the internal guidance for dealing with staff or children displaying symptoms of Covid-19. Guidance will available in each classroom.
 | Unknown (H?)S |
| **5** | **Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly if living with those who are currently shielding.** | Staff | M/H | * Return to work will be based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed advice in row 3 above, and in line with Public Health guidance.
* Link: NHS list of high risk and moderate risk conditions
* Staff are consulted during the planning process and are given the opportunity to raise concerns privately for discussion with the Principal. Plans are shared with staff who are offered the opportunity to discuss this with their line manager or Principal to enable people to speak about their own situation. This includes but is not limited to consideration as to how work will affect individuals and what, if any, additional measures are needed. School awaiting guidance from Education Authority and DENI.
* Staff are reminded of availability of CARECALL.
* Staff and school have access to official guidance from DENI and PHA.
 | L/M |
| **6** | **The potential for transmission of virus droplets from surfaces to the hands and then to the face.****Handwashing****Essential visitors****Use of equipment including pens, keyboards.****Cleaning** **Use of equipment** | StaffPupilsVisitorsContractors | H/M | * On arriving at school, all staff and pupils are required to wash their hands. Pupils are well versed in the arrangements and handwashing methods, plus their role in infection control. Signs will be places near sinks as reminders.
* On arriving at school, visitors, including contractors (by prior appointment only), are required to apply hand sanitiser provided in reception before signing in. Visitors will be asked to take a non-returnable visitors label for identification.
* Visitors must wear a mask on arrival (one can be provided).
* Visitors will buzz at gate for access and will then be met by a member of staff and temperature will be taken. Hands must be sanitised before going to reception.
* Prior to visits by contractors, discussions will take place about requirements relating to relevant controls, including hand washing taking place, keeping to required zones only and wearing gloves.
* All staff and pupils are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes. This will be highlighted on signage when teachers enter ‘teacher only’ zone.

 Sinks are available in all classrooms. Hand sanitiser will be made available in other locations, including high traffic areas such as reception.* Link: guidance on hand hygiene: https://www.nidirect.gov.uk/articles/hand-hygiene
* Ensuring good respiratory hygiene – promoting ‘catch it, bin it, kill it’.

 Tissues are available in school and signage to promote message.* Pupils and staff are encouraged to close toilet lids before flushing. Toilet signage will include this.
* First aiders have access to local handwashing facilities/hand sanitiser and necessary PPE is available where personal support is required.
* Staff, pupils and contractors use their own pens and stationery, provided by the school where possible, not sharing items with others. Visitors will be signed in and out by reception to limited sharing stationery.
* Increased cleaning of frequently touched surfaces using standard clearing products to be carried out as required by the Caretaker/Cleaners. Cleaning products / wipes and gloves will be made available in classrooms for use if needed through the day, and for cleaning iPads and other technology such as the keyboards.
* End of day daily cleaning will be as per the daily specification to include dusting, sweeping, vacuuming, waste removal, toilets, and then concentrating on touch points and desks.
* Classrooms will be cleaned every night. It will include sanitising all surfaces, desks and chairs as well as touch points throughout the school such as door handles, push plates, and all washrooms/toilets including fixtures and fittings and walls.
 | M |
| **7** | **Social distancing****Classrooms****Classrooms and offices****Classrooms and offices continued** | StaffPupilsVisitors | M/H | * Visitors to the school will be greatly reduced to only those people who need to undertake essential work and will be strictly by appointment.
* On 24th August, Maine Integrated Primary will reopen the school for the children in P.7. From 27th August, the number of pupils attending Maine Integrated Primary School will rise to include all pupils.
* Where possible and appropriate, outside space should be utilised for lessons or activities.
* Seating is organised in classrooms so there are gaps of at least 2 metres between pupils and staff.
* Pupils and staff are placed in bubbles on return. Each class and adults associated with the class are in the bubble. The pupils where possible will try to adhere to the 1m distance pupil to pupil and 2m adult to pupil. t
* Pupils remain in the same bubble at all times each day, and different bubbles are not mixed during the day, or on subsequent days
* The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days.
* Pupils use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day.
* Desks will be arranged, where possible, so pupils sit looking in the same direction (i.e. not facing each other).
* Classroom and office windows are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately.
* Pupils and staff will not share pens or other stationery items. Children will bring in their own equipment for use at school. This will not be taken home.
* **No hot-desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone.**
* Cleaning equipment is provided for areas where pupils or staff are using keyboards and mice.
* Where possible, those staff not supervising or teaching pupils work alone in each office/room. Where this is not possible, staff maintain the 2 metre distancing rule.
 | M |
| **8** | **Social Distancing****Travelling to and from school, arrival and departure** |  | M | * Unnecessary travel on buses, or other public transport, is avoided where possible.
* Parents will be encouraged to walk or drive their children to and from school if they live locally. Any PPE worn should be removed and taken home by parents. Parents are discouraged from gathering at the school gates. Signage at the gates will remind parents of the school’s social distancing practices along with regular reminders in the newsletter.
* Parents are required to accompany children to and from school to avoid children gathering in groups before and after school. Pupils mobile phones will not be allowed on the school site. Drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. Parents are to be reminded of groups and timing each week. Pupils should be supervised at all times while at the school gates.
 | L |
| **9** | **Social Distancing** | StaffPupils | M/H | * Children will eat their lunch in the classroom they are based in. Children will be able to bring in a packed lunch from home, or request a packed lunch from school. Home packed lunches will be kept with the child next to their desk. School packed lunches will be ordered in advance via the school system, and named bags will be delivered to classrooms at agreed times on a rota.
* Staggered Lunch time breaks to reduce the total numbers of people using the outside spaces at any

 one time.* Children only permitted to play games that allow for adequate distancing measures to be adhered to and remaining in their class bubble.
 | M |
| **10** | **Social distancing****Staffroom and staff toilet facilities****Lunch and school canteens****Meeting/****Staffroom** | Staff |  | * School staff and visitors are not permitted to enter the kitchen at any time; the only exception is for essential maintenance work for example, by the Building Supervisor, or a contractor by agreed prior appointment.
* HSE and Environmental Health Officers etc. that may arrive on site in this time for any spot checks must report to the school reception, and not go to the kitchen direct, in order that the school is able to adequately maintain control over who is on the school site.
* Protocol set for the use of kitchen and toilet areas – signage for one person at a time with distancing indicators on the floor.
* Staff are encouraged to close toilets lids before flushing.
* Staff make their own drinks and handle their own food.
* Staff are encouraged to bring their own cutlery. All cups, plates and cutlery must be washed in tepid water and dried before they are returned to the cupboard.
* Food brought in from home can be kept in the fridge, but must be removed daily to keep the fridge clean/clear.
* Staffroom will have chairs removed to ensure only a minimal number of staff permitted to ensure social distance can be enabled. Meetings will take place socially distanced in the staffroom. Participant will wear masks if it exceeds 15 minutes.
* Window(s) and doors opened where possible.
 | L |
| **11** | **Social distancing – movement around school buildings** |  |  | * Movement of children around the school will be limited to specified zones, toilets, and entrances/exits, within the building.
* Signs will be displayed to remind children not to leave their zone without a teacher/staff member accompanying them (e.g. for 1st Aid or other emergency reason only – see below).
* Entrance and exit to the school premises will be via the main reception entrance for staff.
* Entrance and exit to school for the children will be via the top gate and bottom gate in accordance with their class start/finish times
* Classroom doors should be propped open to allow for reduced surface contact when children go to and from toilets.
* Children will take a toilet pass when using the toilet to indicate the toilet is in use.
* Toilet use should be limited to sending one child at a time, wherever possible, to avoid grouping/congregating without supervision.
* Break times and movement of pupils around the school are staggered to reduce large groups of children gathering.
* Larger groups of children to be escorted to and from class at all times of the day (at beginning and end of the day, break times, outdoor sessions)
* Movement around the building will be restricted. This will be monitored and revised as needed.
 |  |
| **12** | **Provision of first aid and medication****Administering medication** | StaffPupils | H | * First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.
* Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons).
* First aider should wear a mask when carrying out direct patient care, particularly for those suspected as COVID-19 cases.
* A disposable plastic apron is recommended and available in school.
* Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.
* The First Aid area in school will be reserved for:

Urgent first aid (but not Covid-19) needs only.1st Aid staff base for equipment, PPE and information etc.* Classrooms will have a Class 1st Aid Bag near the door, which will include any asthma inhalers or epi-pens for children in the groups based in that classroom (any 2nd inhalers/epi-pens held by the school will be kept in 1st Aid area as normal).

If 1st aid is required, teaching staff should notify the 1st Aider on duty via WhatsApp message of the need for assistance. A 1st Aider will come to the class to first assess the child outside the classroom.For minor requirement (small grazes or bumps (not to head), these will take place outside the classroom and the child will go back into class;For bigger cuts, nose bleeds, or bumps to head (neck or above), the 1st Aider will take the child to the 1st Aid area near the front office. There will be three chairs outside in the foyer where 1st Aid can be undertaken and children monitored by the office staff. Chairs to be wiped down after use.Significant injuries and illness (but non-Covid suspected) can be treated in the 1st Aid area as normal For suspected Covid-19 symptoms, the child will be taken to the Hygiene Room, with drinking and toilet facilities for the child to use while waiting to be collected and plenty of space, open doors and windows for ventilation, to allow for safer monitoring by staff, with PPE worn. Parents will be asked to collect their child from there.Staff PPE should be taken off in the Hygiene Room and disposed of in the bin outside there and not brought back into the school site. The Hygiene Room will then require cleaning using the normal cleaning products and process (cleaning staff will be directed); if Covid is confirmed, a Covid Clean may need to be arranged in accordance with EA and PHA guidance. See below for further information re suspected cases.* Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE (to be kept in the 1st Aid Area).
* See also the section on ‘Someone develops COVID-19 symptoms whilst at school’

**Medication*** Staff dispensing medication to students should minimise contact: **only where strictly necessary and in accordance with the school’s existing policy. Staff should not be applying creams (including sun cream etc.)**
* Wash hands before and after dispensing the medication
* Where appropriate, students should take the medication out of the blister packs/bottles under the supervision of the adults; the adult will replace the unused ones back in the cupboard, etc.
* If required, gloves will be worn by staff when giving medication.
 |  |
| **13** | **Someone develops COVID-19 symptoms whilst at school** | StaffPupils | M | * If anyone becomes unwell with a new, continuous cough or a high temperature or loss of smell/taste, their parents or carer are contacted to collect them and they are advised to follow the Staying at Home advice:

<https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-people-with-confirmed-or-possiblecoronavirus-covid-19-infection>* If a pupil is awaiting collection, they are moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. In the case of Maine Integrated Primary School this will be the Hygiene Room where it is possible to open doors and windows for ventilation.
* If the pupil needs direct personal care before they can return home, the supervising staff member should advise a colleague, and a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.
* If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
* If they need to go to the bathroom while waiting to be collected, they use the Teacher’s bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
* The school will call 999 if they are seriously ill or injured or their life is at risk.
* If a member of staff has helped someone who was taken unwell with a new continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.
* Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell.
* Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people.
* If the case is confirmed as Covid-19, the school will follow the advice of the EA and PHA for any Covid-19 deep cleaning required.
* Link: Guidance on Cleaning in Non-Healthcare Settings:

<https://www/gov/uk/goverment/publications/covid-19-decontaminationin-non-healthcare-settings/covid-19-decontamination-in-nonhealthcaresettings> |  |
| **14** | **School Uniform Dress Code** | Staff/Pupils | M | * Pupils and Staff are advised to change their clothing daily. Pupils can wear their P.E. kit into school on their P.E. days. Staff will advise parents on what clothing should be worn to school and this attire be either hung up and aired separately from other clothing for at least 48 hours or laundered, before being worn again.
 | L |
| **15** | **Routine cleaning of communal areas of the school estate** | Staff/Cleaning Staff | M | * For routine cleaning (i.e. **not** cleaning in the event of significant contamination by someone suspected of having Covid-19, the following are in place:
* Disposable gloves are provided for staff/cleaners (see next bullet point)
* Staff wear their usual washable clothing
* Mops and disposable cloths are used for the tasks
* No jet washing takes place during the current COVID-19 – under any circumstances
* Staff wash their hands when they have finished their task and dispose of the gloves.
* Clothing such as trousers, t-shirts and sweatshirts can be washed each evening as normal.
* As a precautionary measure, jackets could be left near the front door of each person’s home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.
 | L |
| **16** | **Storage and issuing of masks****Putting on the masks** | Staff | M | * Where masks have been supplied for staff (e.g. first aiders) staff members need to first clean their hands thoroughly with soap for 20 seconds before taking a new mask from its container.
* The following link provides information on donning masks:

Link: Advice on Donning masks:<https://assetsw.publishing/services.gov.uk/government/uploads/systems/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf>* The following link provides information on how to safely remove the masks and other PPE:

Link:<https://assets.publishing.service.gov.uk/goverment/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf> | L |
| **17** | **Ventilation** | **All** | M | * Reference has been made in this risk assessment to having some windows open in various areas, including classrooms, offices, corridors, toilets, and kitchens to help create general natural ventilation.
* Staff briefed on open windows, doors and relevant fire doors during the day to maximise ventilation

  | L |
| **18** | **The potential for transmission of virus droplets from surfaces to the hands and then to the face shared equipment,****Play equipment and toys** | All | M | * Reception staff should sign in on behalf of contract staff or visitors to avoid pen sharing.
* Visitors will be asked to sanitise their hands and take a Visitor sticker.
* Sharing of computers and ICT will be avoided where possible.
* No hot-desking for staff should take place without additional controls in place, such as staff having their own keyboard, mouse and phone, using cleaning products/wipes. Cleaning products are provided for areas where pupils or staff are using Laptops, iPads, keyboards, mice. Class teachers are responsible for ensuring all iPads have been cleaned before being returned for charging.
* Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
* The trim trail will not be in use during this time; it will not be possible to clean sufficiently between use, and avoids unnecessary injuries.
* Where possible, small equipment (balls etc.) will be divided between groups to minimise transmission. Only easily cleanable toys should be used. These will need to be disinfected after use, before the next group uses them.
* Clean toys regularly. Marigold or similar gloves are suitable for this work. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others.
* Toys (such as those with intricate parts, soft furnishing or bedding) which cannot be easily cleaned, should be cleared away into cloakrooms and not used during this time.
 |  |
| **19** | **Fire Evacuation** | **All** | H | * Fire evacuation procedures have been reviewed to consider if there are busy areas and whether the current assembly point presents social distancing issues. The review found:

The existing fire evacuation routes from classrooms and offices shall be used. * Teachers will guide their classes to the Fire Assembly Points making sure classes and individual children maintain safe social distancing of at least 2m.

A Fire Drill will be carried out for each new grouping of children. | L |
| **20** | **Food and drink** | **All** | M | * Staff to make own drinks and not to share foodstuffs, cutlery and cups etc.

All staff to take responsibility for stacking their own dishes, staff will wash by hand all utensils and ensure sink is left clean and clear for others to use.* Caterers will carry out and prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc. and will inform the school.
* Pupils are not allowed to swap food from their lunch boxes/plates
* Pupils to dispose of rubbish (or recycling where possible) into bags, bins or boxes provided and left outside the classroom for collection.
 | L |
| **21** | **Communication with staff, parents and children** |  |  | * Arrangements for discussing plans in detail with all staff, including individually where required, have been discussed elsewhere in this risk assessment (see point 1).
* Parents will be informed and reminded regularly of arrangements being made. We will explain what is expected of them in terms of dropping off and collecting children, and of all other local procedures we feel are important. In doing so, we will emphasise their role in terms of the Province wide approach to living with Covid 19, but also explain how their actions support the school in its aim to keep our community safe. Without parental support, and their agreement to act in accordance with school recommendations made within this risk assessment and associated documents, there will be potentially negative impacts on the measures we have put in place and so too, harmful consequences for our school life and upon the whole pandemic control measures.
* Children will be advised of the expectations of their conduct on their return through discussion with their teacher.
* Parents are asked not to engage with teachers during the morning drop-off or pick-up and should contact the school office to request the teacher to call.
 |  |