



# Covid-19 Risk Assessment March 2021

(Last reviewed 03/03/21)

Hazard/Activity	Persons at risk	Risk	Control measures currently in place	Further control?	Residual risk rating
<b>Access/Exit</b>					
Entrance to school	Pupils and staff, waiting families.	Spread of Covid-19 from physical contact / exhalation/cough	<ul style="list-style-type: none"> <li>• Clear staggered entry time slots for different bubbles.</li> <li>• Pupil access via designated separate points for each bubble.</li> <li>• TN to sanitise children as they enter.</li> <li>• LSAs on inner doors to take temperatures as children enter.</li> <li>• No parents to access site during drop off. TN to take messages.</li> <li>• Waiting siblings to enter as soon as gate is clear.</li> </ul>	Review process weekly and amend as required	Low – Med
Vehicle access		Being hit by moving vehicles	<ul style="list-style-type: none"> <li>• Use of turning circle for older children</li> <li>• TN at front gate to greet pupils. (see car park risk assessment)</li> </ul>	Review weekly	Low – Med
Exit from school		Spread from physical contact/ exhalation/cough	<ul style="list-style-type: none"> <li>• Staggered exit times for different bubbles.</li> <li>• Pupil exit via designated separate points for each class.</li> <li>• Falcons/club children to be taken straight to the hall.</li> </ul>	Review process weekly	Low - Med
Use of staff not employed by the school	Pupils and staff	Contamination from external staff.	<ul style="list-style-type: none"> <li>• Agency and supply staff will only be used as a very last resort.</li> <li>• A further risk assessment will be provided for agency/supply staff.</li> <li>• Peripatetic staff and coaches to comply with government guidelines.</li> </ul>		Low
Contractors and services.	Pupils and staff	Contamination from contractors etc.	<ul style="list-style-type: none"> <li>• Contractors to attend outside of school hours if possible.</li> <li>• Alert contractors to school practice on arrival.</li> <li>• All contractors, including softegg, to wear masks in building.</li> <li>• Manor Estates only to be on site when children are indoors if poss.</li> </ul>	See induction for access to site	Low
<b>In School</b>					
Classrooms	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> <li>• Children to go straight into classrooms in the mornings.</li> <li>• KS1/EYS to operate as normal. KS2 children to remain front facing.</li> <li>• In KS2, personal belongings, including water, workbooks and stationery, to be kept on own desk/area or peg.</li> <li>• Windows and doors to be kept open for ventilation.</li> <li>• Classroom resources cleaned regularly by LSAs.</li> <li>• Reading books to be left for 72 hours when returned before re-use.</li> <li>• EYFS staff to keep all areas as clean and sanitised as possible.</li> </ul>	Adults to monitor	Low
Corridors	All staff/pupils	Cross contamination	<ul style="list-style-type: none"> <li>• All staff to wear masks and socially distance in corridors.</li> <li>• Hand sanitiser stations to be situated at intervals around building.</li> <li>• Staff and pupils to wash/sanitise hands on entry and exit to class.</li> </ul>		Low

Playground	All staff/pupils caretaker	Cross contamination	<ul style="list-style-type: none"> <li>Bubbles to continue staggered play and lunch times.</li> <li>Each adventure trail open to one bubble each week. (Timetabled).</li> <li>Limit toys to easy clean equipment such as skipping ropes.</li> <li>Pupils to wash/sanitise hands before re-entering classrooms.</li> </ul>		Low
Library			<ul style="list-style-type: none"> <li>Library open to one bubble each week. (Timetabled).</li> <li>Books to be left for 72 hours when returned before re-use.</li> </ul>		
Toilets	Pupils and Staff	Cross contamination	<ul style="list-style-type: none"> <li>KS1 and 2 bubbles have timetabled use of main toilet block.</li> <li>EYFS to use own toilets only.</li> <li>Toilet doors to be left open when not in use.</li> </ul>		Low
Hall			<ul style="list-style-type: none"> <li>Only one bubble to use the hall at a time. Assemblies to continue in bubbles with children spaced for social distancing.</li> </ul>		Low
Staff Room	All staff	Cross contamination	<ul style="list-style-type: none"> <li>Staffroom limited to 4 staff, sign-up system. Window to remain open.</li> <li>Hand gel to be used before going upstairs.</li> <li>Antibacterial wipes by kettle for wiping down area after use.</li> </ul>		Low
Office Areas	Admin Officer, HT	Cross contamination	<ul style="list-style-type: none"> <li>No more than 3 people to be in each office at any time.</li> <li>Keep office windows to outside and doors open when room occupied.</li> </ul>		Low
<b>Curriculum</b>					
P.E.	All staff Pupils	Cross contamination	<ul style="list-style-type: none"> <li>P.E. to be outside when possible.</li> <li>Non-contact games preferable, maintaining spacing.</li> <li>Equipment used to be cleaned between bubbles.</li> <li>Awards/trophies given to stay in school.</li> </ul>		Low
School Trips	Pupils, staff	Cross contamination	<ul style="list-style-type: none"> <li>Visits involving transport remain cancelled until further notice.</li> <li>Local visits to resume in line with risk assessments and guidance.</li> </ul>		Low
In-school Events	All staff, families, community		<ul style="list-style-type: none"> <li>Events to be assessed individually.</li> <li>Events to be altered or cancelled in line with risks.</li> <li>Parents not to be in enclosed spaces with pupils.</li> </ul>		
<b>First Aid</b>					
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> <li>First aid to be delivered in classrooms wherever possible.</li> <li>If required, children in the office to be socially distanced.</li> </ul>	F.A. kits in class	Low
<b>Lunchtimes</b>					
Lunchtimes	Pupils, staff	Cross contamination	<ul style="list-style-type: none"> <li>Staggered lunchtimes for bubbles and only KS1 bubble to use hall.</li> <li>Packed lunch boxes to remain in allocated place until lunchtime.</li> <li>KS2 staff to clean and sanitise tables in class before and after use.</li> </ul>		Low
Wraparound care	Pupils and staff	Cross contamination	<ul style="list-style-type: none"> <li>Wraparound care to operate in line with government guidance.</li> <li>Parents collecting to wait outside hall area.</li> <li>No other after-school activities to operate.</li> </ul>		Low

Staff					
All staff	Staff, pupils and families	Illness from or spread of covid infection.	<ul style="list-style-type: none"> <li>All staff attending school to administer rapid lateral flow tests twice weekly and report results in line with guidance issued to staff from school.</li> <li>School to appoint Covid Co-ordinator and registration assistant to manage process.</li> <li>PPE available to all staff.</li> </ul>		
BAEM + other vulnerable staff	Vulnerable Staff	Severe illness from contamination	<ul style="list-style-type: none"> <li>If not comfortable visiting staffroom, other staff in class to fetch hot drinks and other items from staffroom utilities as required.</li> <li>Good stock of PPE to be maintained for staff use as required.</li> <li>Vulnerable staff not required to work outside of classroom area unless they choose to do so.</li> <li>Vulnerable staff to speak with headteacher about any other concerns.</li> <li>Additional cleaning materials near photocopier and computers.</li> <li>Photo taken of diary board for staff not using staffroom.</li> <li>Staff who are clinically vulnerable to have option of working from home, supporting children online with reading, or carrying out administrative tasks.</li> </ul>		Medium
Other Adults					
Visitors and Parents	Pupils, staff, families	Cross contamination	<ul style="list-style-type: none"> <li>No non-employees in building unless essential; only if appointment.</li> <li>No extra-curricular clubs/activities to run until after Easter holiday.</li> <li>No volunteers other than staff at this time.</li> <li>Box in entrance for parents to drop items during the day.</li> <li>All non-employees to wear mask, sanitise and have temperature checked by office staff before admission.</li> <li>Parents on site to be sanitised and to wear mask if asked.</li> <li>Meetings to take place remotely where possible.</li> </ul>		Low
Infection outbreak and reporting					
Suspected case of Covid-19 in school community.	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> <li>No pupils to come to school with <b>any</b> symptoms of Covid including high temperature, new cough, or change to taste/smell.</li> <li>If symptoms shown in school, child to be isolated in music room with windows open to await parents. PPE to be worn by any member of staff closer than 2m to patient.</li> <li>Alert parent/carer to collect; send with isolation/testing instructions.</li> <li>If positive test result received, all pupils and staff having contact to self-isolate for 14 days. Relevant pupils will switch to online learning.</li> <li>Case reported to PHE and advice followed.</li> <li>All areas used or visited by patient to be deep cleaned.</li> <li>Governors alerted to hazard and actions.</li> </ul>	Office to ensure log-ins are distributed	Medium

<b>Cleaning</b>					
Hazardous waste	All staff, Caretaker, contractors	Contamination	<ul style="list-style-type: none"> <li>PPE worn before any handling of potentially hazardous waste.</li> <li>All waste from potential Covid-19 case to be double bagged, marked as such and removed from building immediately.</li> </ul>		Low
Cleaning chemicals	Caretaker / cleaners	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> <li>Sasse Ltd to ensure each class has sufficient cleaner for surfaces each evening, renewing order regularly.</li> <li>Ensure labels clear and safety data sheet available and shared.</li> <li>All areas to be thoroughly cleaned at the end of each day.</li> </ul>		Low
Classroom and toilet surfaces - tables, doors and handles	All staff / Cleaners Sasse Ltd	Cross contamination	<ul style="list-style-type: none"> <li>High alcohol cleaner and Anti-bacterial cleaning wipes to be provided. Stock to be checked by office staff weekly.</li> <li>Cleaning materials to be stored out of child reach as appropriate.</li> <li>All touched surfaces to be wiped by classroom staff as required and after any direct coughing or sneezing.</li> </ul>	Increase use as required. Stock checks	Low
Cloakrooms / Toilets	All staff / Cleaners Sasse Ltd	Cross contamination	<ul style="list-style-type: none"> <li>Bubbles to have allocated toilet slots to avoid cross contamination.</li> <li>Push points and handles to be wiped down at the end of sessions.</li> <li>Toilets used out of bubble allocation time wiped down after use.</li> </ul>	Ensure check rota in place	Low

<b>DATE OF REVIEW:</b> 5/11/2020	<b>COMMENTS:</b> Approved by SLT; Governors. Document to be reviewed weekly.
-------------------------------------	---

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.