



Covid-19 Risk Assessment Sep 2021

(Last reviewed 23/8/21)

Hazard/Activity	Persons at risk	Risk	Control measures currently in place	Further control?	Residual risk rating
Access/Exit					
Entrance to school	Pupils and staff, waiting families.	Spread of Covid-19 from physical contact / exhalation/cough	<ul style="list-style-type: none"> DFE no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the Autumn Term. Therefore all pupils will enter at the same time (8:45am) through the entrance by Owls Classroom onto the playground. MG to sanitise children as they enter. 	Review process weekly and amend as required	Low – Med
Vehicle access		Being hit by moving vehicles	<ul style="list-style-type: none"> Use of turning circle for older children MG at front gate to greet pupils. (see car park risk assessment) 	Review weekly	Low – Med
Exit from school		Spread from physical contact/ exhalation/cough	<ul style="list-style-type: none"> Pupils will leave school at the same time (3:15pm) and be brought out by their class teacher and collected by the gate. Falcons/club children to be taken straight to the hall. 	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"> Agency and supply staff will only be used as a very last resort. A further risk assessment will be provided for agency/supply staff. Peripatetic staff and coaches to comply with government guidelines. 		Low
Contractors and services.	Pupils and staff	Contamination from contractors etc.	<ul style="list-style-type: none"> Contractors to attend outside of school hours if possible. Alert contractors to school practice on arrival. Buckland only to be on site when children are indoors if poss. 	See induction for access to site	Low
In School					
Classrooms	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> Yr 1 – Yr 6 children will line up on the playground and then be led to their class by their teacher at 8:55am. EYFS children will go straight to classroom where they will be met by teaching assistants. Classroom can now be set up in the same way they were previous to COVID-19 restrictions with children facing one another. Windows and doors to be kept open for ventilation. Classroom resources cleaned regularly by LSAs. EYFS staff to keep all areas as clean and sanitised as possible. 	Adults to monitor	Low

Corridors	All staff/pupils	Cross contamination	<ul style="list-style-type: none"> The DFE have advised that face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. Hand sanitiser stations to be situated at intervals around building. Staff and pupils to wash/sanitise hands on entry and exit to class. 		Low
Playground	All staff/pupils caretaker	Cross contamination	<ul style="list-style-type: none"> The DFE have advised that schools no longer needs to make alternative arrangements to avoid mixing at lunch. The playground and hall will therefore be shared by all pupils. Pupils to wash/sanitise hands before re-entering classrooms. 		Low
Library			<ul style="list-style-type: none"> The library will be open to all pupils and books no longer quarantined. 		
Toilets	Pupils and Staff	Cross contamination	<ul style="list-style-type: none"> Toilet may now be shared by all pupils. Toilet doors to be left open when not in use. Window will be opened to ensure good ventilation. Children will be encouraged to go to the toilets at break and lunchtime instead of during lessons. 		Low
Hall			<ul style="list-style-type: none"> Pupils may now share the use of the hall and assemblies may resume. Doors and windows will be kept open to ensure good ventilation. Where possible assemblies will be held outside. 		Low
Staff Room	All staff	Cross contamination	<ul style="list-style-type: none"> Windows in staff room to remain open. Hand gel to be used before going upstairs. Antibacterial wipes by kettle for wiping down area after use. 		Low
Office Areas	Admin Officer, HT	Cross contamination	<ul style="list-style-type: none"> Keep office windows to outside and doors open when room occupied. 		Low
Curriculum					
P.E.	All staff Pupils	Cross contamination	<ul style="list-style-type: none"> P.E lessons can now resume without any restrictions. 		Low
School Trips	Pupils, staff	Cross contamination	<ul style="list-style-type: none"> School trips can now resume. Children will be encouraged to bring sanitizer and good hand hygiene will be encouraged throughout. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport. Therefore staff may wish to wear face covering should the trip involve crowds or enclosed spaces. 		Low
In-school Events	All staff, families, community		<ul style="list-style-type: none"> All school events may now resume 		
First Aid					

First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> First aid to be delivered outside wherever possible. 	F.A. kits in class or playground	Low
Lunchtimes					
Lunchtimes	Pupils, staff	Cross contamination	<ul style="list-style-type: none"> The DFE have advised that schools no longer needs to make alternative arrangements to avoid mixing at lunch. The hall will therefore be shared by all pupils. 		Low
Wraparound care	Pupils and staff	Cross contamination	<ul style="list-style-type: none"> Wraparound care to operate in line with government guidance. Parents collecting to wait outside hall area. 		Low

Staff					
All staff	Staff, pupils and families	Illness from or spread of covid infection.	<ul style="list-style-type: none"> All staff attending school to administer rapid lateral flow tests twice weekly and report results in line with guidance issued to staff from school. School to appoint Covid Co-ordinator (Helen Upsher) and registration assistant to manage process. PPE available to all staff in each classroom. 		Medium
BAEM + other vulnerable staff	Vulnerable Staff	Severe illness from contamination	<ul style="list-style-type: none"> <i>'Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.'</i> (DFE) If not comfortable visiting staffroom, other staff in class to fetch hot drinks and other items from staffroom utilities as required. Good stock of PPE to be maintained for staff use as required. Vulnerable staff to speak with headteacher about any other concerns. Additional cleaning materials near photocopier and computers. 		Medium
Other Adults					
Visitors, Volunteers and Parents	Pupils, staff, families	Cross contamination	<ul style="list-style-type: none"> Volunteers to be sanitised on entry to school. Extra-curricular clubs/activities to resume in line with government guidelines, starting with outdoor sports clubs. Parents on site to be sanitised as they enter the school. When large groups of parents enter the site for assemblies or other occasions, parents will be required to wear a face mask and will be social distanced where possible. Meetings will take place both remotely and on site depending on the needs of those involved. 		Medium
Infection outbreak and reporting					

Suspected case of Covid-19 in school community.	Pupils, staff, visitors	Spread of disease	<p>The government has recommended the following control measures continue to be followed:</p> <ul style="list-style-type: none"> - Ensure good hygiene for everyone. - Maintain appropriate cleaning regimes, using standard products such as detergents. - Keep occupied spaces well ventilated. - Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 <ul style="list-style-type: none"> • Pupils will therefore be encouraged to bring in hand sanitiser and tissues to school. • Children will 'catch it, bin it, kill it' by putting used tissues into a green bin placed in a well-ventilated part of the classroom • Children will sanitise hands on entry to school, before and after break time, before and after lunch and before they go home. • Windows and doors will be kept open to improve airflow. CO2 monitors will be placed in classroom. • No pupils to come to school with any symptoms of Covid including high temperature, cough, or change to taste/smell. • 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. • Alert parent/carer to collect; send with isolation/testing instructions. • If positive test result received, the pupil will be required self-isolate for 10 days and will switch to online learning. • NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. Pupils are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19. Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. Children who have been identified as a close contact, should continue to attend school as normal. • Case reported to PHE and advice followed. • All areas used or visited by patient to be deep cleaned. • Governors alerted to hazard and actions. 		Medium
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Cleaning					
Hazardous waste	All staff, Caretaker, contractors	Contamination	<ul style="list-style-type: none"> PPE worn before any handling of potentially hazardous waste. All waste from potential Covid-19 case to be double bagged, marked as such and removed from building immediately. 		Low
Cleaning chemicals	Caretaker / cleaners	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> Sasse Ltd to ensure each class has sufficient cleaner for surfaces each evening, renewing order regularly. Ensure labels clear and safety data sheet available and shared. All areas to be thoroughly cleaned at the end of each day. 		Low
Classroom and toilet surfaces - tables, doors and handles	All staff / Cleaners Sasse Ltd	Cross contamination	<ul style="list-style-type: none"> High alcohol cleaner and Anti-bacterial cleaning wipes to be provided. Stock to be checked by office staff weekly. Cleaning materials to be stored out of child reach as appropriate. All touched surfaces to be wiped by classroom staff as required and after any direct coughing or sneezing. 	Increase use as required. Stock checks	Low
Cloakrooms / Toilets	All staff / Cleaners Sasse Ltd	Cross contamination	<ul style="list-style-type: none"> Toilets can now be shared as children are not in bubbles. 		Low

Outbreak Management Plan

The risk assessment sets out the measures in place to manage transmission of COVID-19 day to day. However, extra action may be taken if the number of positive cases substantially increases. The thresholds, detailed below, will be as indication for when to seek public health advice.

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Whilst these are guidelines outlined by the DFE, the decision may be taken to contact public health before these thresholds are reached to seek advice on Outbreak Management. Control measures will be proportionate and adequate to prevent the spread of COVID-19.

The following actions may then be taken:

- Re-introducing staff face masks for corridors & communal areas.
- Increase frequency of hand washing.
- Adapting, limiting or postponing indoor sporting events, trips, open days and performances.
- Use Teams for worship in classrooms.
- Reducing the amount of classes staff work across.
- Increase the number of staff Lateral flow tests per week.
- Re-introducing bubbles and staggered entry/ pick up.
- Limiting all non-essential visitors to school.
- Re-introducing remote learning for individual classes for 10 school days.
- Re-introduction of temperature checks.

COMMENTS:

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.