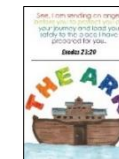


Covid-19 Updated Risk Assessment



The Government has announced that from the 19th July 2021 the UK enters step 4 of the roadmap for Covid 19, a new phase of continued caution whilst managing the risks of COVID-19. This risk assessment is written in light of this guidance and other guidance listed below:

- [School coronavirus \(COVID-19\) operational guidance](#) (last updated 19 July)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Contact with coronavirus when getting to and from school	Pupils Staff Parents / carers / visitors	<p><u>Public Transport</u></p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p><u>School drops offs</u></p> <ul style="list-style-type: none"> • Where possible, only one parent/carer should attend the school site • Systems put in place to prevent parents / carers gathering at entrance gates / doors – one way system in place at start and end of the day. Parents/ Carers encouraged to maintain social distancing where possible. • Parents/Carers informed of arrangements by MarvellousMe/Letter. <p><u>Car Sharing</u></p> <p>Car sharing should be avoided if possible but if it's not possible then it should be discussed with the staff member and that they are ensuring to take the following precautions:</p> <ul style="list-style-type: none"> • Travel with windows open 	L				

		<ul style="list-style-type: none"> Wear face coverings for the entire journey The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their own personal vehicle for transporting family members. 					
Spread of Covid-19 through person to person contact	Staff Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your operations	<p><u>Limiting contact with someone potentially suffering from coronavirus</u></p> <ul style="list-style-type: none"> Everyone will be asked not to come into school if they need to self-isolate under current government guidance. Regular reminders will be given about this. School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). If pupils or staff have travelled abroad, they will be asked to follow the current government guidance. Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process. <p><u>Reception Staff</u></p> <ul style="list-style-type: none"> Social distancing to be used by reception staff when dealing with parents/visitors/contractors <p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water (ideally warm water) in place. Where there are no sinks hand sanitiser at entrances and exits to the school and in rooms being used, including the main reception area. Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Stringent hand washing taking place – at start of day, before and after playtimes/lunchtimes, when groupings change. Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. 	M	Keep abreast of changing government guidance and review risk assessment in light of local and national picture.	KJ	Ongoing	

		<ul style="list-style-type: none"> • Classes to teach children hand washing techniques. • Children to wash hands before and after eating a snack and before and after eating dinner. • Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (<i>Note; hand gel is no substitute for thorough and effective handwashing</i>) • Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. • Appropriate receptacles for disposal of tissues which are emptied throughout the day. • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and to advise its discussed with their children. • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. <p><u>Ventilation</u></p> <ul style="list-style-type: none"> • Areas, particularly occupied spaces, are kept well ventilated using natural ventilation where possible. <p><u>Social Distancing</u></p> <p>Staff should continue to distance (2 metres) from other members of staff wherever possible particularly in staff rest areas, kitchens, classrooms and shared resource rooms.</p> <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can 					
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Poorly ventilated work areas to be identified and steps taken to improve fresh air flow

Note; CO₂ monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.

		<p>be at least two metres away from others and sent home and advised to follow the stay at home guidance.</p> <ul style="list-style-type: none"> • In the case of a pupil who needs to be supervised before being picked up a window will be opened in the room to allow for fresh air ventilation and staff will wear a fluid-resistant surgical mask only if a distance of 2 metres cannot be maintained. If contact is necessary, supervising staff will also wear disposable gloves and disposable apron. If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. • If unwell pupils and staff are waiting to go home, they are instructed to use the disabled/visitor toilet to minimise the spread of any potential infection. This toilet will be thoroughly cleaned after the person has left the premises/ before use by anyone else. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and PPE will be disposed of properly, following decontamination guidance. • If a member of staff becomes symptomatic the HT will maintain regular remote contact with them during this time. <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it is age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or • The driver and passenger will maintain a distance of 2 metres from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so 		<p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p> <p>PPE required if;</p> <ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home or gets a positive lateral flow test at school, a fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. 			
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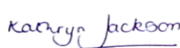
		<p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. <p><u>Indoor and outdoor performances with an audience</u></p> <ul style="list-style-type: none"> • School will consult the guidance on performing arts when planning indoor and outdoor performances. • Worship will take place online for at least the first two weeks of the Autumn Term. <p><u>Sports</u></p> <p>Outdoor sport will be prioritised, where possible. Where it's not, the school hall will be used and the windows will be kept open. The school will consult government guidance when planning for team sports.</p> <p><u>Bagel Club</u></p> <ul style="list-style-type: none"> • Parents will not be able to enter the school building unless there is an emergency. • Staff responsible for Bagel Club will follow all the procedures as detailed above. • There will be separate tables for Reception/KS1 and KS2 Children will remain in their phase bubbles at all times. • Children will sanitise their hands on entry to Bagel Club and at the end of Bagel Club. • Only children registered to attend will be able to attend the club. <p><u>Playtimes/Lunchtimes</u></p> <ul style="list-style-type: none"> • Reception/KS1 to play on end of playground nearest the main reception area, including the climbing wall and tyres. • KS2 to play at furthest end of the playground and field, including the trim trail. <p><u>Entering/Exiting School</u></p> <ul style="list-style-type: none"> • Reception and Years 5/6 to use the back reception entrance to enter and exit school. 		<ul style="list-style-type: none"> • 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 (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.</p>			
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		<ul style="list-style-type: none"> • KS1 and Years 3/4 to use the ramp entrance to enter and exit school. • At Playtime and lunchtime KS2 to use exits at the back of school to enter the playground. KS1 to use the ramp entrance enter the playground. 					
Spreading infection due to excessive contact and mixing in meetings	Staff Pupils Parents / carers Others	Where possible, meetings will be in a large room with sufficient ventilation and enough space to allow for social distancing or conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.	L				
Spreading infection through contact with coronavirus on surfaces	Pupils Staff Visitors / others	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaners carry out regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. • Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as classroom desks and tables, door and window handles, door panels, bannisters, light switches, reception area / sign in tablets, teaching and learning aids, computer equipment (including keyboards and mouse), sports equipment, telephones, printers/photocopier machines, using appropriate cleaning products and methods. • Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes. • Rigorous checks to be carried out HT/DHT to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. • As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school. • Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. 	L				

		<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School minimises activities which involve the passing of items around a class • School will cease hand shaking of visitors. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. • Employees should not share any foods and should only be making drinks for themselves and cleaning all surfaces and touched objects (taps, water boilers, spoons etc.) afterwards. All food including snacks should be taken home at the end of the working day. <p><u>Shared resources</u></p> <p>Any resources shared between groups, such as sports, art and science equipment, will be cleaned frequently and meticulously.</p> <p>Any resources shared between staff, such as handheld radios, stationery, photocopiers, printers, laptops etc. , will be cleaned between use.</p> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. Reading books will be sent home but kept to one side for 48 hours before being filed for future use.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>					
Coronavirus outbreak		<ul style="list-style-type: none"> • Covid-19 Outbreak Management Plan in place. 					

		<ul style="list-style-type: none"> School to work with the local health protection team to decide if additional action is needed 					
Individuals vulnerable to serious infection coming into school		<p><u>CEV</u></p> <p>All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. Managers are encouraged to talk to any clinically extremely vulnerable workers returning to their workplace, so they can explain the measures being taken to ensure where they are working safely.</p> <p><u>Pregnant workers</u></p> <p>HT to carry out regular meetings with pregnant workers to ascertain any additional preventative measures that may be needed. Arrangements to be added to the member of staff's personal risk assessment.</p>	L				
Spreading infection due to the school environment		<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with potentially limited staff and changes to how the school space is potentially being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations Opening windows Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p>	L				

		<ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>					
Spreading infection on educational day visits and residential visits		<p>A separate risk assessment for each educational visit will be carried out to determine whether it can be undertaken safely which will be uploaded onto Evolve as part of trip planning.</p> <p>Residential Visits will not take place during the next academic year.</p>	L				
Spreading infection – wrap around care provision		<p>Any external providers hiring our premises will need to demonstrate that they have considered any relevant guidance and put appropriate health and safety measures in place.</p>	L				

	Name	Position	Signature	Date	Review Date
Risk Assessor	Kate Jackson	Headteacher		31.8.2021	As required
Line Manager	Linda Guest	Vice Chair of Governors	Linda Guest	1.9.2021	As required