

**COVID-19 Risk Assessment – June 2021**

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. Schools fully reopened from the 8<sup>th</sup> March; on 31<sup>st</sup> March the Government paused the shielding advice and on 17<sup>th</sup> May further restrictions in the community were relaxed. This risk assessment has been updated to support this.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. The recent variant of the new virus has shown an increase in transmission and has caused higher risks in our communities. The risk assessment has been developed based on the following principle:

- That we will act together to ensure the safety and reassurance of all staff and children.

Please note that class staff supporting with the cleaning is done so on a voluntary basis.

General Health and Safety - Sanitisation of building				
Risk Area	Hazard	Mitigation	Recording	Responsible Person
Insufficient Cleaning	<p>Virus could be present on hard surfaces in the school building which could be a source of transmission.</p> <p>If the virus is present and staff or children come in to contact with this, then they could become infected with COVID-19.</p> <p>Children will be using shared resources more frequently.</p> <p><b>Increasingly the evidence indicates that the transmittance of COVID-19 through hard surfaces is not a major sources of infection.</b></p>	<p>Ensure that hand sanitiser is available at entry points to the school with one-way system in place.</p>		Mark
		<p>Enhanced cleaning regime to be in place – this to be done several times every day.</p>		Cleaning staff
		<p>Ensure soap and water/hand sanitiser is available and that all ensure hand cleanliness on entry into classrooms.</p>		Mark
		<p>Ensure that dining tables and chairs are wiped down thoroughly with antibacterial spray or wipes after each use by staff.</p>		Kitchen/class staff
				Jayne
		<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p>		Mark/Cleaning Staff
		<p>Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned regularly by staff.</p>		Jayne
		<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use by admin staff.</p>		Admin Staff
		<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary. Disposable tissues are available in each room.</p>		All staff
		<p>Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it by staff.</p>		Class staff
		<p>Outdoor equipment to be wiped down frequently.</p>		Class staff
		<p>Ensure classroom items can be regularly cleaned.</p>		Class staff
		<p>Shared materials and surfaces are cleaned and disinfected more frequently.</p>		Mark/Jayne
<p>Where possible try to encourage separate Key Stage playtimes</p>		Key Stage Leaders and SLT		
<p>Ensure electronic devices used by children are cleaned regularly</p>		Class staff		

<p>Staffing and spread of COVID-19 to staff, children, families, visitors and contractors.</p>	<p>Staff, pupils or visitors may be COVID-19 positive</p>	<p>Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>Staff with specific health conditions who fall within the clinically extremely vulnerable category have been advised NOT to go to work if they cannot work from home.</p> <p>All secondary aged pupils who are able to test are doing so twice weekly on Sunday and Wednesday Evenings (all positive cases to be notified to the Headteacher and a confirmation PCR test MUST be taken) as are all staff.</p> <p>Increasing number of colleagues are now fully vaccinated; early evidence supports that this reduces the spread of COVID-19.</p> <p>Staff continue to wear face coverings in communal areas and are encouraged to maintain 2m distance where possible.</p>		<p>All stakeholders</p> <p>All stakeholders</p>
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<p>Sanitisation practices of occupants / Visitors</p>	<p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>Ensure that anti-bacterial spray or wipes are available in each classroom and encourage use throughout the day.</p> <p>Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after. Used tissues to be put in a bin immediately.</p> <p>Staff, children and visitors will be reminded to wash their hands before leaving home, on arrival at the premises and before eating/drinking, after using the toilet, and not to touch face with hands that are not clean.</p> <p>The 'catch it, bin it, kill it' approach is promoted.</p> <p>Reminder to wash with liquid soap &amp; water for a minimum of 20 seconds.</p> <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used but only if soap and water are not available. This is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION.</p> <p>Sinks and toilets to be regularly sanitised throughout the day where possible. This needs to be done first thing in the morning, after breaks and after lunch at least; staff will need to supervise the children doing this after each use.</p> <p>Lunch is eaten in key stage groups to minimise social contact. Children should wash their hands beforehand.</p> <p>Children are able to bring some things from home, lunchbox, coats, bags etc.</p> <p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.</p> <p>Follow Hand Washing protocol below  <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Staff and children should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues.</p>	<p>All</p> <p>staff</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	
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<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>		<p>Consistent groups are in place which reduces the risk of transmission by limiting the number of children and staff in contact with each other to only those within the group where possible. We will look to maximise the infrequent mixing of staff and children where we can but know that this won't always be possible.</p> <p>The school will maximise key stage bubbles where possible. We will look to minimise movement across Key Stages but know that sometimes some movement of staff will be necessary and this is permissible within the guidance. Children will not be contained within Key Stage bubbles for their journey to and from school.</p> <p>It is recognised that younger children and some children with SEND will not be able to maintain social distancing, and it is acceptable for them not to distance within their group – we will use our best endeavours to minimise contact.</p> <p>There may be times when adults need to move between key stage groups, they should keep distance of 2m from other adults as much as they can where possible.</p> <p>Adults should avoid close face to face contact and limit time spent within 1 metre of anyone wherever possible. Children should, where possible be seated side by side e.g. lunchtime, story time, etc.</p> <p>Staff will work side on to children as opposed to face to face whenever possible</p> <p>Educational and care support is provided as normal to children who have complex needs or who need close contact care</p> <p>Large gatherings with more than one Key Stage do not take place.</p> <p>Timetabling of shared learning environments e.g. outdoor area, is in place to avoid groups mixing</p> <p>It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>Lunchtimes are arranged to avoid groups mixing.</p> <p>Numbers of staff using staff room at one time is limited and lunch breaks will be staggered</p> <p>Where possible, outdoor learning is prioritised, maximising distancing between children where this is possible and paying scrupulous attention to cleaning and hygiene</p>		<p>All staff</p>

		<p>Face coverings must be worn when the adults cannot maintain 2 m distance from other adults (visors are permissible but are not to be used instead of face coverings). Face coverings must be worn at all times in communal areas.</p> <p>Please note FFP3 masks are recommended.</p>		
H&S and behaviour protocols	Staff may not have appropriate knowledge on virus transmission and risk.	<p>All staff to keep themselves updated and follow the latest <a href="https://www.gov.uk/coronavirus">Government</a> and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Staff to follow PHE guidance for administering first aid and follow handwashing protocol.</p> <p>Face coverings to be worn by staff when 2 metre social distance cannot be observed in communal areas (except where an exemption applies).</p> <p>Please note FFP3 masks are recommended</p>		All staff

<p>Contact with and spread of COVID-19</p>	<p>Staff member may come in to contact with a child who is displaying symptoms of COVID-19.</p>	<p>PPE MUST be worn by a member of staff if a child becomes unwell with symptoms of coronavirus in school and needs direct personal care until they can return home. A face mask MUST be worn by the adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.</p> <p>Access to PPE to be available where there is contact with diagnosed or suspected person with covid-19.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they MUST be sent home and advised to follow the guidance which sets out that they must self-isolate and <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms</p> <p>If a member of staff has helped someone with symptoms in school or if a child has been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test &amp; Trace</p> <p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people</p> <p>Staff and children must not come to school if they are displaying symptoms and MUST take a test if they are displaying such symptoms. Parents and staff are asked to inform staff immediately of the results of the test.</p> <p>If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only when they have had a test and this has come back negative.</p> <p>Public Health England is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		<p>All staff</p>
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	<p>Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.</p>	<p>All visitors to adhere to the school risk assessment and hygiene protocols.</p> <p>Increasing numbers of staff are being vaccinated which will offer some protections.</p> <p>Lateral flow and home testing kits will be used for early identified of asymptomatic colleagues. Please note any positive cases MUST be followed by a confirmatory PCR test.</p>		<p>Admin staff to communicate via website and ensure visitors are aware of the requirements.</p>
Physical Environment				
<p>Maintaining adequate social distancing</p>	<p>2 metre social distancing is not possible</p>	<p>Try to minimise contact between children where possible but know that this won't always be something that they can do. It is important to protect the children's mental health as well as their physical health.</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between different groups.</p> <p>Staff working in offices are adequately distanced where possible.</p> <p>Separation of SLT/Admin to ensure appropriate resilience and continuity plans are in place.</p>		<p>All staff and students</p>
<p>Use of different entrances, exits, corridors, outdoor areas etc</p>	<p>Pinch points may cause people not to be able maintain social distance; this could contribute to potential spread of COVID-19 if someone is carrying this.</p>	<p>External entrances to classrooms are used where practical.</p> <p>Consideration given to which lessons or classroom activities could take place outdoors.</p>		<p>One way system to remain.</p> <p>Teacher to continue to consider external curriculum ideas</p>
<p>Drop off/collection protocols</p>	<p>Gathering of people in school grounds could restrict 2 metre social distance protocols – these people come from different places and so the risk of people being in contact with others is greater.</p>	<p>All parents and taxis to observe social distance protocols where possible. Transport staff and pupils to wait in vehicles until asked to move to drop-off/pick-up area. Staff to collect children from transport.</p> <p>Parents and taxi drop-off and pick-up protocols planned to minimise adult to adult contact.</p> <p>All visitors to school must receive prior permission from the Headteacher - visiting therapists and supporting teachers are permitted</p> <p>One-way system for all leaving the building.</p>		<p>Notice to parents and staff on doors – admin.</p> <p>Mark</p>

		All colleagues to wear face coverings where 2 metre social distancing cannot be observed.		
Ventilation	Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.	Ventilate spaces with outdoor air where possible. Ensure adequate ventilation as per regulations. Adjust heating to allow ventilation.  Prop doors/windows open, where safe to do so (bearing in mind fire safety and safeguarding). Note: Fire doors must not be propped open unless they have a self-closing hold open device fitted.		All staff
Common space management	Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.	Ensure that common space is not used by multiple groups of children without adequate cleaning in between.		All staff
Timetabling	Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.	Ensure that children are taught in the same KS groups (bubbles).  Ensure that children work at the same desk rather than moving to different desks when they can where this is possible  Break times and lunch times are staggered so that not all children are moving around the school at the same time and are not in the playground at the same time.  Ensure that children are taught in only the same classroom rather moving to different classrooms where this is possible; but know that some movement is inevitable and is permitted particularly with older children.		SLT to lead  All staff to follow instructions and support
Quarantine facilities	Individuals may develop symptoms of COVID-19.	Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.  Whilst they are waiting to be collected children should be in a separate, ventilated room where possible. If it is not safe for the child to be left alone then staff member should wear PPE.  If anyone develops symptoms of coronavirus, they will need to go home, and take a PCR test.  Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.  Where the children or staff member tests positive, their close contacts will be identified and should be sent home and advised to self-isolate for 10 days.		All
<b>Staffing</b>				
	Staff may come in to contact with many people thus potentially exposing greater risk if any of those people are COVID-19.	Children and staff where possible are encouraged to increase social space where they can  The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising that some rotation of staff is permissible. This will be minimised as much as possible  Staff are encouraged to maintain social distance protocols All to remain vigilant about potential symptoms of COVID-19 and highlight these. All to maintain all safety protocols in school and at home		All

		<p>Revised risk assessment document completed for:</p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable people</li> <li>• BAME background</li> <li>• Those who are over 60</li> </ul>		
Possible or confirmed infection				
	<p>Someone on school site may develop symptoms</p>	<p>Everyone is advised not to attend school if they are displaying symptoms.</p> <p>If anyone develops symptoms of coronavirus, they are sent home and advised take a PCR test.</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance until lateral flow testing is established.</p> <p>If a child who has tested positive is awaiting collection, they should be moved to a room where they can be isolated with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection; if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell, they do not need to go home.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		<p>All</p>
Services				

Catering and food management	Risk of children being in the dining room and circulating with other children.	Dining sessions will operate in 3 key stages to maximise the opportunities for social distancing.,		All staff
Estates and cleaning teams	<p>There could be insufficient cleaners to keep the building safe.</p> <p>Cleaning staff may be exposed to undue social contact as they go into different classes</p>	<p>Assurances sought that cleaners are available; early notification where this is not the case and a judgement call to be made by SLT about the safety or otherwise of the building in the absence of the cleaning.</p> <p>All to wear face coverings.</p>		Jayne