Covid 19 Risk Assessment – March 2021

Some types of control are more effective at reducing risks than others. Risk reduction measures should be assessed in order of priority as set out below; schools should not simply adopt the easiest control measure to implement. Controls should be practical to be implemented and, ideally, should be able to be maintained easily over time. It is critical to remember that it will only rarely be feasible to eliminate individual risks completely. The combination of controls introduced should aim to reduce the risk to as low as reasonably practicable and prioritise structural, environmental interventions over individual level ones. This does not just mean considering risks of transmission, but also balancing these against risks to wider health and well-being and to education. Schools have the flexibility to respond to risks in a way that suits their circumstances whilst complying with their duties under health and safety legislation. Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:

1. Elimination: stop an activity that is not considered essential if there are risks attached.
2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. Engineering controls: design measures that help control or mitigate risk.
4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
5. Having gone through this process, PPE should be used in circumstances where the guidance says it is required.

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| Hazard | Risk to who | Control | Planning and monitoring |
| Spreading infection due to touch, sneezes and coughs | * Staff * Pupils * Contractors * Visitors | Handwashing facilities will be provided in each class  Everyone in school will:   * Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using [NHS guidelines](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) * Use alcohol-based hand sanitiser, if they choose. This is in addition to handwashing and not a replacement for * Clean their hands-on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing * Be encouraged not to touch their mouth, eyes and nose * Use a tissue or elbow to cough or sneeze, and use bins for tissue waste   Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.  Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.  Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they’re not close to running out.  Children are invited to bring their own named handwash and sanitiser.  Bins for tissues, will be emptied daily. |  |
| Contact with someone suffering from coronavirus | All staff will be encouraged to engage with asymptomatic rapid testing twice weekly, using Lateral Flow Devices  Pupils, staff and other adults must not come into the school if:   * They have one or more coronavirus (COVID-19) symptoms * A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms * They have been contacted by NHS Test and Trace or your local health protection team and told to self-isolate * They are required to quarantine having recently visited countries outside the Common Travel Area * They have had a positive test   They must immediately cease to attend and not attend for at least 10 days from the day after:   * The start of their symptoms * The test date if they did not have any symptoms but have had a positive test. (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)   If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.  In the case of a symptomatic pupil who needs to be supervised before being picked up:   * They will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision * A window will be opened for fresh air ventilation if it is safe to do so * If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people * If they need to go to the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else * Personal protective equipment (PPE) will be worn by staff caring for the pupil 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) * A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly.   If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they   * Will be sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days * Will be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection * Will be advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) and engage with the NHS Test and Trace process.   If we have sufficient home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who’ve developed symptoms at school.  If we become aware that a pupil or a staff member has tested positive for coronavirus, we will contact the [local health protection team](https://www.gov.uk/health-protection-team). The team will carry out a rapid risk assessment to confirm who’s been in close contact with the person, and these people will be asked to self-isolate.  To help with this, records will be kept of:   * The pupils and staff in each group * Any close contact that takes place between children and staff in different groups   Close contact means:   * anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) * anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: * \* face-to-face contact including being coughed on or having a face-to- face conversation within 1 metre * \* been within 1 metre for 1 minute or longer without face-to-face contact * \* been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) * \* travelled in the same vehicle or a plane   If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required.  DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. |  |
| Contact with coronavirus when getting to and from school | Parents/carers dropping off and picking up pupils will be told through messages and signage:   * Their allocated drop off and collection times  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Class | Pre-school | Orchard Class | Oak Class | Willow Class | Rowan Class | | Entrance & exit | Conservatory | Conservatory | Back gate on grass area | Church Lane door | Gate/Class door | | School day  timings | 8.50am – 3pm | 8.50am – 3.10pm | 8.55am – 3.15pm | 8.45am – 3.10pm | 8.55am – 3.20pm |  * That only one parent/carer should attend * To maintain social distancing of at least 2 meters * Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment |  |
| Spreading infection through contact with coronavirus on surfaces | Staff will regularly clean frequently touched surfaces using disinfectant and antibacterial cleaner   * Classroom desks and tables * Bathroom facilities (including taps and flush buttons) * Door and window handles * Furniture * Light switches * Teaching and learning aids * Books and games and other classroom-based resources * Computer equipment (including keyboards and mouse) * Sports equipment * Hard toys * Telephones * Outdoor play equipment   Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books.  Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.  Any resources shared between groups, such as sports, art and science equipment, will be either:   * Cleaned frequently and meticulously, and always between groups using them; or * Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups   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.  Individual and very frequently used equipment, like pens and pencils, will not be shared.  If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following [decontamination guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings).  Cleaning supplies will be topped up regularly and monitored to make sure they do not run out.  Teachers will wash their hands and surfaces before and after handling pupils’ books.  Adults will wash/sanitise hands before and after using communal spaces/equipment. |  |
| Spreading infection due to excessive contact and mixing between pupils and staff in lessons | Pupils will be kept to their class groups.  Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.  Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.  Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.  Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be encouraged to take place outside.  Singing or instrument playing won’t take place in any larger groups such as choirs or assemblies.  Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.  Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won’t always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.  Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn’t possible here. Staff will be rigorous about hand washing and respiratory hygiene.  Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.  Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. |  |
| Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school | Pupils will be kept in the same groups at all times each day and be kept separate from other groups.  Staff members will wear a face mask when entering another area where people outside of their bubble may be; upstairs, other classes etc.  For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.  Pupil groups will have staggered timetables, including start and finish times, break and lunch times, to avoid too many pupils being in one place at the same time.  Movement around the school site will be kept to a minimum.  Adults will wear face masks when entering other areas in the school where people outside of their bubble may be.  All children will eat lunch in their own classrooms  Pupils will be supervised at all times to ensure mixing between groups doesn’t occur, and they will be reminded about the rules throughout the day.  Rooms will be accessed directly from outside where possible.  Toilet use will be managed by adults to avoid crowding.  Staff use of staff rooms and offices will be staggered to limit occupancy.  Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival.  Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.  Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.  Breakfast club and after school club will take place but will be limited in numbers. Children will be encouraged to maintain a 2-metre social distance from children from other groups. |  |
| Spreading infection due to the school environment | [Checks to the premises](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak) will be done to make sure the school is up to health and safety standards before reopening in January.  Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used.  Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding wouldn’t be compromised.  Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.  Outdoor space will be used for exercise and breaks, and for education where possible.  The indoor space used for children in the EYFS will meet the following requirements:   * 3.5m² per child for children under 2 years old * 2.5m² per child for 2-year-olds * 2.3m² per child for children aged 3 to 5 years old |  |
| Spreading infection due to excessive contact and mixing in meetings | Where possible, meetings will be conducted via telephone, email or video conferencing. This includes meetings with staff, parents/carers, visitors and governors.  Where this isn’t possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. |  |