


Hardwick Primary School – COVID-19 Primary School Risk Assessment – Autumn Term 2021.

Activity being assessed:	September 2021 Opening of School	Location(s) affected:	Whole School	
Person(s) completing assessment:	SLT	Date original assessment completed:	31 st August 2021	
Date of review:	October half term or as required	Review completed by:	R Sandhu	

This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Transmission of COVID 19 on school site.	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<i>Staff, pupils, or visitors who have tested positive for COVID-19 via an LFD test, will need a confirmatory PCR within 2 days. Where the PCR is positive, persons are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; and until the person is free from COVID 19 symptoms. If a staff member or pupil has a positive COVID-19 test (PCR), NHS test and trace will work with the positive case to identify close contacts. Any person arriving at school exhibiting</i>	<i>Re-send clear guidance to all staff and parents/carers of pupils prior to school reopening and put onto school website – including information regarding how to obtain a COVID 19 test. All staff to complete Smartlog training re. COVID 19 for educational settings, including new members of staff.</i>	<i>SLT by September 1st</i>	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>symptoms will be required to return home and obtain a COVID-19 test (PCR) immediately.</i></p> <p><i>If an individual has symptoms, undertakes a COVID-19 test and this is negative they can return to school as long as they are well.</i></p> <p><u>Government self-isolation guidance</u></p>	<p><i>Staff to be aware of procedure to isolate pupils that are symptomatic on site until collected: Symptomatic pupils on site to be supervised in the isolation room (girls' changing room) by a member of staff with PPE (mask, safety glasses, gloves and apron), keeping at least 2 metres apart. If toilet needed, use child's toilet between changing rooms (to be labelled as authorised access only).</i></p> <p><i>Staff to be aware: Symptomatic staff to notify a member of SLT and leave school premises as soon as possible (use meeting room if cannot leave immediately).</i></p> <p><i>If a staff member or pupil receives positive test result, the local health protection team/DDAT/Dfe/LA will be contacted. Inform parents/carers and staff</i></p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p><i>when there is a positive case confirmed in school. A template letter will be provided by Public Health / DfE.</i></p> <p><i>Maintain contact with staff members not in school. On return, ensure Return to Work carried out with SLT/SENCO/Senior Office administrator.</i></p> <p><i>Vinci to hold up to date contact details for all Vinci staff/contractors entering site. Office to hold contact details for any visitors arranged by Hardwick staff to allow contact via test and trace if needed.</i></p> <p><i>Recommunicate information to parents about the symptoms of COVID and isolation procedures.</i></p> <p><i>Face coverings are no longer advised in classrooms and</i></p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p><i>communal areas. If staff wish to wear face coverings in communal areas and on the gates/doors, they may do so.</i></p> <p><i>All staff in school, including Vinci staff, provided with information regarding LFD tests. Staff who have opted in have received testing kits and will utilise on Wednesday and Sundays each week. Staff to act accordingly regarding results. Any staff receiving a positive result must self isolate until a PCR test has been carried out and a negative result received or self isolation period has ended.</i></p>		
<p><i>Vulnerable staff or pupils contracting COVID-19 from being in school</i></p>	<p><i>Staff deemed vulnerable see government list are likely to experience worse symptoms</i></p>	<p><i>Staff and pupil survey undertaken to determine individuals that are clinically extremely vulnerable (CEV). Where CEV persons are identified an individual risk assessment will be put in place to provide adequate controls within school.</i></p>	<p><i>Individual risk assessments for staff and children in CEV categories in place. Revisit and update individual risk assessments immediately on return to school. New staff and children to be risk assessed.</i></p>	<p><i>SLT by September 1st</i></p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	<i>and additional health issues if contract COVID-19</i>		<p><i>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees – https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</i></p> <p><i>Staff to ensure head of school is informed if they are pregnant.</i></p> <p><i>Individual risk assessments in place for staff working with clinically extremely vulnerable and higher risk children.</i></p>		
<i>Ineffective personal hygiene measures</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-</i>	<p><i>Frequent and thorough hand cleaning is a regular practice.</i></p> <p><i>Staff and pupils encouraged to follow the Catch it, Bin it, kill it approach.</i></p> <p><i>Posters are displayed by sinks to show how</i></p>	<p><i>Inform parents regarding hand washing regime via letter and website.</i></p> <p><i>On entry to school, staff to</i></p>	<i>SLT by September 1st</i>	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	19:	<p><i>to effectively wash hands. Where pupils are to use hand sanitiser this should be done under adult supervision.</i></p>	<p><i>ensure children wash hands effectively – support younger children if needed. Staff to model to children where necessary, and teach hygiene routines once returned. Use NHS video (follow link) to support modelling to children.</i></p> <p><i>Frequent handwashing throughout day, including, as a minimum: On entry Before eating Before exiting After sneezing/coughing/ toileting</i></p> <p><i>Ensure sufficient disposable tissues are available in school – in every occupied classroom.</i></p> <p><i>Display handwashing posters by all sinks. Display Catch it Kill it Bin it Posters around school</i></p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p><i>Ensure sufficient hand sanitiser is available. Hand sanitiser must contain a minimum of 60% alcohol.</i></p> <p><i>Ensure hand sanitiser is available for children who struggle to access sinks in all areas e.g. children in wheelchairs</i></p>		
<p><i>Congestion when accessing or leaving school grounds/controlling mixing of year groups.</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Start times extended to reduce congestion. Different entrances and exits used where possible.</i></p> <p><i>Year groups to be given clear information about gates/times for drop off and collection.</i></p> <p><i>For collection, parents to wait on playground at designated areas and staff to bring out pupils to them for collection, once pupil and parent/carer reunited, parent/carer requested to leave site by designated gate.</i></p> <p><i>As per advice from the DFE guidance face covering in communal areas and within classrooms are not required.</i></p>	<p><i>Entry and exit points communicated with parents, carers, and pupils. One-way system in place for entry and exit for parents to follow.</i></p> <p><i>Staff and parents aware of procedure and their children's drop off and collection.</i></p> <p><i>Face coverings are no longer required in classrooms and communal areas. If staff wish to wear face coverings in communal areas and on the gates/doors (not classrooms), they may do so.</i></p>	<p><i>SLT by September 1st</i></p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Possible contamination in school environment.	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</p> <p>Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times, windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</p> <p>Internal and external doors can be kept open to assist as this will increase ventilation.</p> <p>Maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</p>	<p>Hand sanitiser available in reception at all times.</p> <p>Staff should minimise the number, proximity and duration of social contact in school with other adults.</p> <p>A protective screen to be placed in front of office hatch as a protective measure.</p> <p>Parents advised to call for longer queries. Signage to ensure parents are aware only 1 parent should be in at a time. Ensure office staff aware of procedure.</p> <p>If staff share desks, a cleaning regime must be introduced to sanitise desks between "shifts".</p> <p>If classroom fire doors are to be kept open, this will only be done when the room is occupied. When unoccupied, the fire doors need to be closed.</p>	SLT by September 1st	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p><i>Corridor doors should not be obstructed.</i></p> <p><i>EYFS staff to use Milton solution weekly to clean regularly used equipment. Soft furnishings/resources e.g. dressing up clothes to also be washed weekly where possible. Milton guidance to be read, understood and signed first.</i></p> <p><i>Children with SEND who may chew resources to have individual resource box with items that only they will use during the day which can be cleaned at the end of each day.</i></p> <p><i>Any SEND equipment moving between home and school must be wiped/cleaned. Keyworker with child to wipe high contact and other wipeable areas of equipment both when arriving to school and before leaving.</i></p>		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Inadequate management of circulation areas</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	<p><i>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted, with specific toilets being allocated to each year group/class where possible and pupils using external doors to playground where available to reduce the amount of persons moving around the building.</i></p> <p><i>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.</i></p>	<i>One-way system to remain in place around school. Stairs opposite Studio 1 to be used to get upstairs. Rainbow Room stairs used to get downstairs. Arrows and signs to be in place.</i>	<i>SLT, all staff – ongoing</i>	✓
<i>Possible contamination from inadequate social distancing or cross contamination of equipment at breaktimes and lunchtimes</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p><i>Break times staggered per year groups.</i></p> <p><i>Lunch times staggered with pupils allocated specific lunch times and areas to be accessed.</i></p> <p><i>Pupils supervised to lunch areas, one year group at a time.</i></p> <p><i>All tables to be wiped down after use.</i></p> <p><i>Pupils to wait in lunch areas until class is finished before going either out to their designated play areas or back to classroom.</i></p>	<p><i>All pupils having school dinners to have lunch in the dining hall within year groups.</i></p> <p><i>SEND children who cannot join their class for lunch to eat their lunch in the Rainbow Room. Lunch to be brought to the Rainbow Room.</i></p>	<i>SLT from September 1st</i>	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p><i>Catering team to be aware of timings and how lunch time will be managed.</i></p> <p><i>Year groups to have staggered 'break times' ensure only 1 year group on playground at a time.</i></p> <p><i>Staff advised they are able to wear face coverings when supporting in the hall if they wish to.</i></p>		
<p><i>Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection, or specific medical procedures</i></p>	<p><i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i></p>	<p><i>When providing first aid to persons in isolation consider wearing appropriate PPE.</i></p>	<p><i>Gloves stocked up and stored with first aid bags in order to be used for first aid provision.</i></p> <p><i>If child is symptomatic, safety goggles (if risk of contamination via eyes), apron and mask also to be worn.</i></p> <p><i>If SEND children in school require support from 2 key workers for close proximity tasks such as manual handling, PPE of face masks</i></p>	<p><i>SLT by September 1st</i></p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			<p><i>and disposable aprons are available to be worn in addition to gloves if wished to. Safety goggles available to be worn if risk of contamination via eyes.</i></p> <p><i>PPE available for staff completing AGPs in accordance with government guidance.</i></p> <p><i>Staff disabled toilet opposite Year 5 reserved only for use for specific medical procedures (tracheostomy).</i></p>		
Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p><i>Symptomatic person should not be on site – see first section.</i></p> <p><i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</i></p> <p><i>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member. Consider wearing a fluid resistant surgical face mask, disposable gloves, and apron for the</i></p>	<p><i>Communicate to staff and parents/carers information regarding how to obtain a COVID-19 test</i></p> <p><i>Staff to be aware of procedure to isolate pupils that are symptomatic on site until collected: Symptomatic pupils on site to be supervised in the isolation room (girls' changing room)</i></p>	SLT by September 1 st	✓

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<p><i>duration of the supervision. Parent/carer will be contacted and required to collect pupil asap.</i></p> <p><i>Staff member supervising will then remove and dispose of all PPE (see contaminated waste) and will wash hands.</i></p>	<p><i>by a member of staff with PPE (mask, safety glasses, gloves and apron), keeping 2 metres apart. If toilet needed, use child's toilet between changing rooms (to be labelled as authorised access only).</i></p> <p><i>Staff to be aware: Symptomatic staff to notify a member of SLT and leave school premises as soon as possible (use meeting room if cannot leave immediately).</i></p>		
<p><i>Insufficient or inappropriate PPE available or misuse of PPE</i></p>	<p><i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i></p>	<p><i>Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.</i></p>	<p><i>PPE in place before return.</i></p> <p><i>PHE donning and doffing posters available in PPE boxes.</i></p>	<p><i>SLT by September 1st</i></p>	<p>✓</p>
<p><i>Ineffective management of potentially contaminated waste</i></p>	<p><i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i></p>	<p><i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any</i></p>	<p><i>Staff to be aware: Staff supervising symptomatic children (or staff) to ensure that any potentially effected waste will be removed and disposed of as per guidance.</i></p>	<p><i>SLT by September 1st</i></p>	<p>✓</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		<i>used tissues by persons who are unwell and awaiting collection.</i>	<i>Vinci to dispose of waste as per guidance.</i>		
<i>Use of third-party facilities</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>Overseas visits will not take place.</i>			
Signature of Senior Leadership Team: R.Sandhu			Date: 31 st August 2021		
Date review required: As required		Date review required:	Date review required:	Date review required:	

<i>Consultation method (Mtg, email, telephone)</i>	<i>Who has risk assessment been consulted with:</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
	<i>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i>				
<i>Email</i>	<i>All of above</i>	<i>1st Sep 2021</i>		<i>R.Sandhu</i>	<i>1st Sep 2021</i>
<i>Letter to parents</i>	<i>Parents</i>	<i>3rd Sep 2021</i>		<i>R.Sandhu</i>	<i>3rd Sep 2021</i>

<p><i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting</i></p> <p><i>Person communicating – recommend HT/SLT or Line Manager</i></p>	<p><i>Communicated to:</i></p> <p><i>Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i></p>	<p><i>Date communicated:</i></p>