



# Covid-19 Risk Assessment Jan 2021

(Last reviewed 12/1/21)

Hazard/Activity	Persons at risk	Risk	Control measures currently in place	Further control?	Residual risk rating
<b>Access/Exit</b>					
Entrance to school	Pupils and staff, waiting families.	Spread of Covid-19 from physical contact / exhalation/cough	<ul style="list-style-type: none"> <li>• Clear staggered entry time slots for different bubbles.</li> <li>• Pupil access via main entrance at designated time as arranged with individual parents.</li> <li>• HU to sanitise children as they enter and check temperatures.</li> </ul>	Review weekly; amend as required	Low - Med
Exit from school		Spread from physical contact/exhalation/cough	<ul style="list-style-type: none"> <li>• Staggered exit times for different bubbles.</li> <li>• Pupil exit via main entrance.</li> <li>• Parents asked to wait outside for children.</li> </ul>	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"> <li>• No external staff to be used at this time.</li> <li>• Peripatetic staff and coaches not to come on site at this time.</li> </ul>		Low
Contractors and services.	Pupils and staff	Contamination from contractors etc.	<ul style="list-style-type: none"> <li>• Contractors to attend outside of school hours if possible.</li> <li>• Alert contractors to school practice on arrival inc. distancing, masks.</li> <li>• No contractors to be near LSAs or children.</li> </ul>	See induction for access to site	Low
<b>In School</b>					
Classrooms	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> <li>• All pupils to move to a 'Remote Learning' programme.</li> <li>• Only vulnerable children and children of Critical Workers to attend school in person.</li> <li>• Class teachers to lead learning from home, until such time as numbers become unmanageable in school.</li> <li>• Children to remain 2m apart from each other wherever possible.</li> <li>• Staff provided with PPE as required.</li> <li>• Children to go straight into classrooms in the mornings.</li> <li>• Personal belongings, including water, workbooks and stationery, to be kept on own desk/area or peg.</li> <li>• Windows and doors to be kept open for ventilation. If cold, windows to be opened when children not in room, internal doors open when are.</li> <li>• Classroom resources cleaned regularly by LSAs.</li> <li>• Reading books to be replaced with virtual reading material.</li> <li>• EYFS staff to keep all areas as clean and sanitised as possible.</li> </ul>	Adults to monitor	Low

Corridors	All staff/pupils	Cross contamination	<ul style="list-style-type: none"> <li>Children to be kept out of communal areas and corridors as much as possible.</li> <li>Hand sanitiser stations to be situated at intervals around building.</li> <li>Staff and pupils to wash/sanitise hands on entry and exit to class.</li> </ul>		Low
Playground	All staff/pupils caretaker	Cross contamination	<ul style="list-style-type: none"> <li>Bubbles to continue staggered playtimes.</li> <li>Bubbles to be kept apart at lunchtimes as much as possible.</li> <li>Each adventure trail open to one bubble each week. (Timetabled).</li> <li>Limit toys to easy clean equipment.</li> <li>Pupils to wash/sanitise hands before re-entering classrooms.</li> </ul>		Low
Library			<ul style="list-style-type: none"> <li>Library closed.</li> </ul>		
Toilets	Pupils and Staff	Cross contamination	<ul style="list-style-type: none"> <li>KS1 and 2 bubbles have timetabled use of main toilet block.</li> <li>EYFS to use own toilets only.</li> <li>Toilet doors to be left open when not in use.</li> </ul>		Low
Hall			<ul style="list-style-type: none"> <li>Hall out of use.</li> </ul>		Low
Staff Room	All staff	Cross contamination	<ul style="list-style-type: none"> <li>Staffroom limited to 4 staff, sign-up system.</li> <li>Window to remain open.</li> <li>Breaks staggered for bubbles.</li> <li>Hand gel to be used before going upstairs.</li> <li>Antibacterial wipes by kettle for wiping down area after use.</li> </ul>		Low
Office Areas	Admin Officer, HT	Cross contamination	<ul style="list-style-type: none"> <li>Only 3 people to be in each office at any time.</li> <li>Keep office windows to outside and doors open when room occupied.</li> </ul>		Low
<b>Curriculum</b>					
P.E.	All staff Pupils	Cross contamination	<ul style="list-style-type: none"> <li>Physical Exercise to be provided for children in school twice daily. This should allow for children to remain socially distanced.</li> </ul>		Low
School Trips	Pupils, staff	Cross contamination	<ul style="list-style-type: none"> <li>All visits cancelled until further notice.</li> </ul>		Low
In-school Events	All staff, families, community		<ul style="list-style-type: none"> <li>All events cancelled until further notice.</li> </ul>		Low
<b>First Aid</b>					
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> <li>First aid to be delivered in classrooms wherever possible.</li> <li>If required, children in the office to be socially distanced.</li> </ul>	F.A. kits in class	Low
<b>Lunchtimes</b>					
Lunchtimes	Pupils, staff	Cross contamination	<ul style="list-style-type: none"> <li>Staggered lunchtimes for bubbles; children to eat in classrooms.</li> <li>Packed lunch boxes to remain in allocated place until lunchtime.</li> <li>KS2 staff to clean and sanitise tables in class before and after use.</li> </ul>		Low
Wraparound care	Pupils and staff	Cross contamination	<ul style="list-style-type: none"> <li>Wraparound care currently postponed due to lack of current demand.</li> </ul>		Low

<b>Staff</b>					
BAEM + other vulnerable staff	Vulnerable Staff	Severe illness from contamination	<ul style="list-style-type: none"> <li>High risk staff who have received government letters to shield should work remotely, supporting children online.</li> <li>LSAs in school to work within own bubbles in own classrooms, with no requirement to leave their room other than to go outside.</li> <li>Good stock of PPE to be maintained for staff use as required.</li> <li>Vulnerable staff to speak with headteacher about any other concerns.</li> </ul>		Medium
<b>Other Adults</b>					
Visitors and Parents	Pupils, staff, families	Cross contamination	<ul style="list-style-type: none"> <li>No non-employees in building unless essential; only if appointment.</li> <li>No extra-curricular clubs/activities to run.</li> <li>Parents to contact school by telephone or email.</li> <li>Non-employees to wear mask, sanitise and socially distance.</li> <li>All meetings to take place remotely.</li> </ul>		Low
<b>Infection outbreak and reporting</b>					
Suspected case of Covid-19 in school community.	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> <li>No pupils to come to school if showing <b>any</b> symptoms of Covid including high temperature, new cough, or change to taste/smell.</li> <li>If symptoms shown in school, child to be isolated in music room with windows open to await parents.</li> <li>PPE to be worn by any member of staff closer than 2m to patient.</li> <li>Alert parent/carer to collect; send with isolation/testing instructions.</li> <li>If positive test result received, all pupils and staff having contact to self-isolate for 14 days with switch to online learning.</li> <li>Case reported to PHE and advice followed.</li> <li>All areas used or visited by patient to be deep cleaned.</li> <li>Governors alerted to hazard and actions.</li> </ul>	Office to ensure log-ins are distributed	Medium
<b>Cleaning</b>					
Hazardous waste	All staff, Caretaker, contractors	Contamination	<ul style="list-style-type: none"> <li>PPE worn before any handling of potentially hazardous waste.</li> <li>All waste from potential Covid-19 case to be double bagged, marked as such and removed from building immediately.</li> </ul>		Low
Cleaning chemicals	Caretaker / cleaners	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> <li>Sasse Ltd to ensure each class has sufficient cleaner for surfaces each evening, renewing order regularly.</li> <li>Ensure labels clear and safety data sheet available and shared.</li> <li>All areas to be thoroughly cleaned at the end of each day.</li> </ul>		Low
Classroom and toilet surfaces - tables, doors and handles	All staff / Cleaners Sasse Ltd	Cross contamination	<ul style="list-style-type: none"> <li>High alcohol cleaner and Anti-bacterial cleaning wipes to be provided. Stock to be checked by office staff weekly.</li> <li>Cleaning materials to be stored out of child reach as appropriate.</li> <li>All touched surfaces to be wiped by classroom staff as required and after any direct coughing or sneezing.</li> </ul>	Increase use as required. Stock checks	Low

Cloakrooms / Toilets	All staff / Cleaners Sasse Ltd	Cross contamination	<ul style="list-style-type: none"> <li>Bubbles to have allocated toilet slots to avoid cross contamination.</li> <li>Push points and handles to be wiped down at the end of sessions.</li> <li>Toilets used out of bubble allocation time wiped down after use.</li> </ul>	Ensure check rota in place	Low
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<b>DATE OF REVIEW:</b> 12/01/2021	<b>COMMENTS:</b> Document to be reviewed weekly.
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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.