

Schools Risk Assessment

School	Bradfield Primary School			
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings in preparation for a full return in September 2021			
List of Hazards	What are you already doing to lower risks?	Things to do	By whom?	Actioned?
Contact with a person who has Covid symptoms	<ul style="list-style-type: none"> Staff and pupils who have covid symptoms must not attend school until they have completed their 10 day isolation period from symptom onset, or if they receive a negative PCR test and are well. Staff and pupils who have tested positive for coronavirus must not attend school for least 10 days from the start of their symptoms and until their symptoms have resolved; or if asymptomatic, 10 days after their test date and until symptoms have resolved (other than cough or anosmia which can last for several weeks) . If a member of a staff or pupils household tests positive for corona virus they do not need to self isolate IF ANY OF THE FOLLOWING APPLY <ul style="list-style-type: none"> you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS you're under 18 years, 6 months old you're taking part or have taken part in a COVID-19 vaccine trial you're not able to get vaccinated for medical reasons Even if you do not have symptoms, you should still: <ul style="list-style-type: none"> get a PCR test on GOV.UK to check if you have COVID-19 follow advice on how to avoid catching and spreading COVID-19 consider limiting contact with people who are at higher risk from COVID-19 Staff DO NOT need to self isolate unless contacted by NHS Test and Trace. Staff should be aware of the procedure for anyone developing symptoms during the school day. <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> Staff to continue to administer and report LFD tests 2x week to ensure asymptomatic cases are detected. 	<p>Circulate information on when to isolate to staff and parents https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>Additional testing kits to be sourced</p>		

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Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
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Suspected cases of Covid 19 in the school day	<p>CONTINUES TO BE IN PLACE</p> <p>If a person displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • Avoid touching anything. • Move pupil to HTs office and contact parents for immediate collection. • Parents are aware that if called they need to be available to collect their child as quickly as possible. • If a staff member needs to stay with them then they must remain 2m away. • If personal care needs are required then appropriate PPE (gloves, apron and face mask) are available for use by the member of staff with them in these circumstances. • If a staff member shows symptoms they must go home immediately. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • They must then follow the guidance on self-isolation and testing. • They must not return to school until their period of self-isolation has been completed or if negative test result and they are well. 	<p>Circulate instructions to staff as a reminder.</p>		
Contact between individuals (Bubbles no longer required)	<ul style="list-style-type: none"> • Older children will be supported to maintain distance where possible • Use of multiple entry and exit points. • Frequent hand sanitisation to be continued in class as children and adults enter and leave spaces. 	<p>Arrangements communicated to parents.</p>		
Access to and egress from site	<ul style="list-style-type: none"> • Everyone must wash their hands or use appropriate hand sanitiser on entering the building. • Continue to use both playgrounds for pickup and drop off • Face to face meetings can take place where absolutely necessary with appropriate ventilation and hygiene measures. 	<p>Access points to be communicated to staff and parents.</p>		

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Communal areas/Offices	<ul style="list-style-type: none"> • Cleaning staff redeployed for cleaning toilets during the day. • Toilet access during the day needs to be controlled. 1 at a time from each class. • <u>Lunchtime cleaning of high touch areas in all toilets</u> 	Cleaning schedule to be republished to cleaning staff		
Staffing	<ul style="list-style-type: none"> • All staff available from September 1st. • First aid to be administered in class bubble for all minor injuries. 	First aid supplies to be restocked		

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Classroom usage	<p>Where possible Staff are to maintain a safe distance between each other and pupils.</p> <ul style="list-style-type: none"> • Classrooms continue to be kept well ventilated with open windows and doors. <u>This can be changed to opening doors and windows during break and lunch periods to ensure air is changed regularly once weather has become too cold to allow windows to be open constantly</u> • IT resources cleaned at end of each day to allow for sharing within 72 hours. • Limit the amount of equipment that children are permitted to bring into school to essential items only <p>Strict hygiene rules to be implemented</p> <ul style="list-style-type: none"> • Hygiene rules to be continued from summer term. • Soap and water and alcohol based sanitiser incl sprays available in all classrooms. • Handwashing posters displayed around school • Implement catch it, bin it, kill it approach • Tissues and lidded bins available in all classrooms and office, staff room. • KS2 children to clean desks before lunch and at the end of the day 	Ensure sanitisers and supplies of tissues and wipes are replenished.		
Use of outdoor areas and play equipment	No additional measures necessary			
Physical education	<ul style="list-style-type: none"> • Maintain good ventilation during indoor PE. 			
Access to staff toilets, rest rooms and changing facilities	<p>Provide suitable and sufficient rubbish bins with regular removal and disposal of waste.</p> <p>No additional measures for use of the toilets.</p>			

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School meals	<ul style="list-style-type: none"> • Hand hygiene to be followed before and after eating. • All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. • All areas used for eating must be thoroughly cleaned at the end of each break and between groups. • <u>Updated risk assessment requested from Dolce.</u> 			
Wrap around care	No additional measures required			
Offsite trips	<ul style="list-style-type: none"> • Day trips as part of curriculum are acceptable and will be risk assessed individually and processed via Evolve • Residential trips within UK can be considered and will be risk assessed individually and processed via Evolve. 			
Cleaning	<p>Cleaning schedule in place prioritising frequently touched surfaces and in line with government guidelines. Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine) is used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash/sanitiser are regularly checked and supplies replaced/replenished. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. • Only cleaning products supplied by the school are used. <ul style="list-style-type: none"> • Bin liners are used in all bins • <u>Toilets cleaned during the day (lunchtime)</u> 			
First aid provision	<ul style="list-style-type: none"> • First Aid protocols already in place to be used. Majority done by the child in class bubble. Adults to be side by side. • Head injuries to be assessed by first aider. • <u>Class telephones to be used during school day to call for support.</u> • <u>Child with diabetes, medical plan to be managed in line with First Aid protocols. Hand washing required prior to any management. Child to perform majority of procedure independently.</u> 			
Fire	No additional measures required			

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School travel arrangements	Request information on additional hygiene measures in place when using coach travel.	NA			
Deliveries and waste collection	Delivery protocols <ul style="list-style-type: none"> • If practicable drivers should wash or clean their hands before unloading goods and materials. • Do not approach delivery staff, allow packages to be left in a safe place. • Hands are to be thoroughly washed after handling deliveries or waste materials. • Waste bags and containers to be kept closed. If possible, waste collections to be made when the minimum number of persons are on site (i.e. before or after normal opening hours).				
Visitors to site	<ul style="list-style-type: none"> • All visits to site are by appointment only • All visitors to be made aware of site rules • Parent conversations to be done via phone or email wherever possible. • Any site visitor should be required to wash or sanitize hands before allowing entry to the site. • All visitors details will be logged for test and trace purposes: date of visit, name and contact telephone number. • These records will be kept for 21 days after the visit and stored/disposed of according to GDPR https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 	Access arrangements to be displayed on website and school premises.			
	•				
Contractors	Summer term protocols to be continued <ul style="list-style-type: none"> • Contractors can be allowed on site and must be informed of covid secure measures and comply with good hygiene. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> ○ Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Site inductions are to be carried out following social distancing principles (2m separation). • The contractor to be shown to the work area/s and ideally supervised. • Contractors must only access the area/s of work as shown. • Contractor to request permission if access to other areas is required. • All areas accessed by contractors should be thoroughly cleaned. 				
Weather	<ul style="list-style-type: none"> • All persons to dress appropriately for the weather. • Facilities are provided to shelter from the elements. 				

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Lack of awareness	<ul style="list-style-type: none"> • Posters will be displayed in the welfare areas and in suitable places around site. • Staff briefed prior to September opening. • Behaviour expectations in place from summer term. • <u>H&S is regular agenda item for staff meetings</u> • <u>New/additional signage introduced periodically.</u> • 	Posters to be updated		
Hand sanitiser	<ul style="list-style-type: none"> • To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. • When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. • Do not use near heat sources. • Note: it is preferable to use soap and water before resorting to hand sanitizer. • Hand sanitiser must be stored in accordance with the manufacturer's instructions • Use of hand sanitiser by pupils must be supervised • A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school. 			
Resources from school being taken home, eg. Marking books.	No additional measures required.			

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Additional notes:

1. Changes to the risk assessment will be added in blue using tracked changes and saved in Staff Team, General Files.
2. Risk assessment to be reviewed by SLT fortnightly.
3. H&S agenda item weekly for staff meeting.
4. **GreenYellow** forms used to report any H&S concerns immediately available to all staff.

Risk assessment completed by	<u>C. Johnson</u>	Signature	
Risk assessment sponsored by		Signature	
Date assessment completed			
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

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Review Date	Assessor	Signature	Sponsor	Signature

Additional guidance documents:

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

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