


RISK ASSESSMENT

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Version 23

Location:	Bicton CE Primary School and Nursery	Work Activity:	Working in Schools during COVID-19 Pandemic
Date of Assessment:	04.01.2022	Date for Re-assessment	Ongoing
Name of Assessor:	Mrs Natalie Johnson	Signature:	
Manager:	Governing Body		

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity →	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5
		Increasing likelihood or probability →				

PRIORITY OF ACTION

High activity 17 - 25 **Unacceptable – Stop work or until immediate improvements can be made.**

Medium 10 – 16 **Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.**

Low 5 - 9 **Adequate but look to improve by next review.**

Very Low 1 – 4 **Residual risk acceptable and no further action will be required all the time the control measures are**

Score	Likelihood / Probability	Description	Score	Consequence/Severity	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Likely	Event will probably occur in most circumstances	4	Major injury / ill health	Hospital admission required, e.g., broken arm or leg
3	Fairly likely / Possible	Event could occur at some time	3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor injury / ill health	First aid is required
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

This risk assessment must be read, signed and adhered to by all staff. SLT must ensure that all staff understand what is expected of them and support and guidance should be provided to ensure that the controls and measures are followed.

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/ Med/ High	Action	
						Who	When
1a Unprevented spread of COVID-19 if protective measures are not implemented	Staff, pupils, parents, carers, visitors, contractors	<p>Control measures</p> <p>Schools should:</p> <ol style="list-style-type: none"> 1) Ensure good hygiene for everyone. 2) Maintain appropriate cleaning regimes. 3) Keep occupied spaces well ventilated. 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p><i>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</i></p> <p><i>Daily testing of close contacts applies to all contacts who are:</i></p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 	Med/High	Further actions will be identified through a weekly review of the Risk Assessment	Low	NJ	Weekly

			<p><i>doses of an approved vaccine</i></p> <ul style="list-style-type: none"> • <i>all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</i> • <i>people who are not able to get vaccinated for medical reasons</i> • <i>people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</i> <p><i>Children under 5 years (identified as a close contact) are exempt from self-isolation and do not need to take part in daily testing of close contacts.</i></p>					
1b	Catching or spreading COVID-19 – General considerations	Staff, pupils, parents, carers, visitors, contractors	<p>1) Ensure good hygiene for everyone</p> <p>Robust hand and respiratory hygiene measures must always be in place.</p> <ul style="list-style-type: none"> • Hand hygiene – frequent and thorough hand cleaning is regular practice and this MUST continue to be followed. • Pupils and staff should use soap and running water for at least 20 seconds and dry hands thoroughly or use hand sanitiser ensuring that all parts of the hands are covered. Continue to support and risk assess children who may not be able to perform this action independently. • Pupils, staff and all visitors to the school site should follow the above procedures as follows: <ul style="list-style-type: none"> ○ On arrival at school ○ After sneezing or coughing <i>*see below</i> ○ Before and after handling or eating food ○ After going to the toilet ○ After breaks and outdoor activities 	Med/High	<p>Regular updates to parents via website reminding them of procedures</p> <p>Regular circulars and reminders to staff</p> <p>Further actions will be determined through weekly review of Risk Assessment.</p>	Low/Med	NJ	Weekly

			<ul style="list-style-type: none"> ○ When moving between rooms including before AND after going to the Library, going to the Hall for Music / PE ○ Before going home <ul style="list-style-type: none"> ● Ensure there are enough handwashing stations or or hand sanitiser available. ● Supervise hand sanitiser use given the risks around ingestion. ● Continue to support younger children, or those with complex needs, in washing their hands thoroughly and following hygiene routines – use visual aids. <ul style="list-style-type: none"> ● Respiratory hygiene – Continue to promote the important ‘<i>catch it, bin it, kill it</i>’ approach. <ul style="list-style-type: none"> ● Provide adequate tissues in each room, disposing of waste in lidded bins in all rooms and ensure that all bins are emptied at the end of every day or sooner as required. <ul style="list-style-type: none"> ● Use of personal protective equipment (PPE) - <i>Most staff in schools will not require PPE-in response to COVID-19 beyond what they would normally need for their work.</i> <p><i>If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</i></p> <p><i>Additional PPE for COVID-19 is only required in a very limited number of scenarios, including:</i></p> <ul style="list-style-type: none"> ○ <i>If an individual child becomes ill with</i> 					
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COVID-19 symptoms and only then if close contact is necessary.

2) Maintain appropriate cleaning regimes, using standard products such as detergents

Standard products such as bleach and antibacterial sprays are in use, and COSHH risk assessments have been completed.

- Frequently-touched surfaces should be cleaned regularly throughout the day.
- Toilets are restricted to each block being used by one or two classrooms during the school day – children do not use other toilet blocks including during break or lunchtimes. Children may use different toilet blocks during before and after-school clubs.
- Pupils are reminded to wash their hands thoroughly after going to the toilet.

3) Keep occupied spaces well ventilated

- *It is important to ensure the building is well ventilated and a comfortable teaching environment is maintained.*
- *Areas should not feel stuffy.*
- High-level windows **MUST** be open in each classroom or work area at the start of each day or at least 15 minutes prior to the area being

Complete COSHH assessments for new products as necessary.

occupied, to allow natural ventilation and keep areas well ventilated. *In cooler weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.* Windows **MUST NEVER** be completely closed while the building is occupied.

- Internal doors **should** also be open wherever possible to assist with ventilation.
- CO2 monitors are available in all classrooms and should be used to quickly identify when to open additional doors or windows to improve ventilation.
- External doors **will** also be opened where it is safe to do so.
- Furniture/seating will be arranged to avoid direct draughts where possible.
- Ventilation should be increased where possible while areas are unoccupied e.g. during break/lunch or when a room is unused.
- *Additional, suitable indoor clothing may be worn (to maintain a comfortable temperature.)*

4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

When an individual develops COVID-19 symptoms or has a positive test

Any member of the school community (pupils, staff,

parents and visiting adults) *should follow public health advice on [when to self-isolate and what to do](#). They should not come onto the school site or into school / nursery if they:*

- *have symptoms,*
- *have had a positive test result or*
- *other reasons requiring them to stay at home due to the risk of them passing on COVID-19 e.g. they are required to quarantine.*

If anyone in school / nursery develops one or more [COVID-19 symptoms](#) , however mild, they will be sent home immediately and they should follow public health advice.

They must immediately cease to attend and arrange a PCR test as soon as possible.

Schools must follow this process and ensure everyone onsite or visiting is aware of it.

Anyone told to self-isolate by NHS Test and Trace or by their public health protection team has a legal obligation to do so - more information can be found on [NHS Test and Trace: how it works](#).

Parents must [book a test](#) if you or your child develops symptoms and you must inform nursery or school of the results.

If the test is positive, the household (including siblings) should follow the UKHSA [guidance for households with possible or confirmed COVID-19 infection](#), and engage with the NHS Test and Trace

process.

If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

If a child is awaiting collection, these steps will be followed:

- Move child immediately to the main entrance area.
- Contact child's parent to collect them immediately.
- Ensure windows are open in school office for fresh air ventilation.
- Tell child to use the disabled toilet if they need to use the toilet.
- Staff member supervising / caring for the pupil must wear PPE whilst they await collection, **if** a distance of 2 metres cannot be maintained.
- Member of staff will offer reassurance until parent arrives to collect their child.
- Staff members to wash their hands for 20 seconds after making contact with the child who is unwell.
- The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. See [Covid-19:cleaning in non-healthcare settings](#)

Any member of staff who has provided close contact care to someone with symptoms, regardless of

whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- they develop symptoms themselves (in which case, they should self-isolate immediately and [arrange to have a test](#))
- they are requested to do so by PHE local health protection team if escalated /step-up measures are implemented, which is a legal obligation
- the symptomatic person subsequently tests positive – they will not need to self-isolate if they have been fully vaccinated but will need to arrange a PCR test
- they have tested positive from an LFD or PCR test as part of a community or worker programme - if an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning guidance](#).

Asymptomatic testing – LFD tests

- ALL staff and visiting peripatetic teachers should

continue to test twice weekly at home with LFD test kits 3-4 days apart.

- Testing remains voluntary but is strongly encouraged and is important in reducing the risk of transmission of infection within school/nursery.
- Results should be reported to the Head teacher. Staff do not need to provide proof of a negative test result to attend school or nursery in person.
- Parents and other visitors will be strongly encouraged to take a lateral flow test before entering the school.nursery.

There is no need for primary age pupils (Year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.

Confirmatory PCR tests

Staff, pupils and other visiting adults with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school,

as long as the individual doesn't have COVID-19 symptoms.

Vaccination

We recommend all school staff and eligible pupils take up the offer of a vaccine. You can find out more about the in-school vaccination programme in COVID-19 vaccination programme for children and young people guidance for schools.

Admitting children into school / nursery

'In most cases, parents will agree that a child with symptoms should not attend school / nursery, given the potential risk to others.

If a parent or guardian insists on a child attending school / nursery, schools can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect their pupils and staff from possible infection with COVID-19.'

Remote education

Where appropriate, those who need to self-isolate because they have tested positive will be supported to work or learn from home if they are well enough to do so. Schools are expected to maintain their capacity to deliver remote education to pupils across this academic year.

Those formally considered to be clinically extremely vulnerable

People previously considered to be particularly

vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.

Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.

Staff who live with those who are CEV should maintain good prevention practice in the workplace and home settings.

Face coverings

All staff wishing to wear face coverings in any areas on site are encouraged to do so.

In primary schools, its is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.

A stock of disposable face coverings is kept at the school office, in case staff or adult visitors do not have their own.

			<p>Transparent face coverings can be worn to assist communication with someone who relies on lip reading, clear sound or facial expression and may be effective in reducing the spread of COVID-19.</p> <p><i>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></p> <p>Step up measures - Containing any outbreak</p> <p>Where 10% <u>or</u> 5 pupils or staff, who are likely to have mixed closely, test PCR positive for COVID-19 within a 10-day period or where there is an overall rise in sickness absence where COVID-19 is suspected, advice will be sought from the Local Health Protection Team and Step Up Measures may be introduced. See Schools operational guidance for steps that will be followed.</p>					
2	Social distancing	Staff, including cleaning and catering, pupils parents, carers,	<p>Social distancing measures will include the following:</p> <ul style="list-style-type: none"> • School administrators sit at separate desks and have separate work areas. • Floor directional arrows in main corridors aim to minimise the extent of contact during circulation of the building. 					

		<p>visitors, contractors</p> <p>Drop-off</p> <ul style="list-style-type: none"> - 8:45 – 8:55 Years 1 to 6 Blue wooden gate - 8:45 – 9:00 Nursery and Willow - Nursery metal gate (Willow must be in school by 8:55) <ul style="list-style-type: none"> • Parents are not permitted to accompany their child through the gates at morning drop-off. • Parents must not congregate on the school site or come onto the site without an appointment. <p>Collection (end of the day)</p> <ul style="list-style-type: none"> - 3:00 Acorns (Nursery): Nursery metal gate - 3:10 Willow: Wooden gate on infant playground - 3:15 Years 1 to 6: Parents wait on the infant playground for their child/children to exit their classroom/s. <ul style="list-style-type: none"> • Parents and their child/children are encouraged to leave the site promptly at the start/end of the school day. • Parents are permitted to enter the infant playground at the end of the day to collect their child/children but are not permitted to enter the school building or the Early Years playground. <p>Signage Signage is provided to guide parents about drop-off and collection arrangements.</p> <p>Breakfast Club</p> <ul style="list-style-type: none"> • Hand sanitiser station at the Hall door for children 					
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to clean hands on arrival.

- Children will go straight to their table/s and should not move tables once seated.
- Children will use the community toilets - additional staffing may be required for supervision of children in EYFS.
- Children will stay at their tables until told to line up in their classes at 8:40 am to go to classrooms.
- Benches and tables are sprayed and moved to edge of room.

After-School Club

- Provision MUST be booked in advance and numbers are limited where clubs are provided by external providers.
- If not booked by the end of the previous day, places may not be available.
- Children will use resources allocated specifically to After-School Club, which will be cleaned regularly. Where used, iPads must be cleaned thoroughly before being returned to the charging cabinet.

Transport

- The school has liaised with Passenger Transport and school transport providers in relation to transport.
- Small numbers of pupils arrive on school transport (Concorde Travel and The Qube.)
- Mini buses must arrive and depart at allocated times. See the [Coronavirus \(COVID-19\): safer travel guidance for passengers.](#)
- Parents are kept informed of the arrangements.

Arrival at school on minibus:

- Children are supervised from the bus to the

main entrance and must wash or sanitise their hands immediately on arrival before leaving the reception area.

Departure from school on minibus:

- Children travelling on a bus meet at the office.
- Children MUST wash or sanitise hands in main reception area.
- Administrator will take children to the buses.

Meetings

- Governors' meetings in person are held in person but may revert to online if necessary.
- Staff meetings are held in school adhering to social distancing. Staff working at home join via Teams .

Music lessons and singing

- SMS keyboard peripatetic teacher ensures that instruments are cleaned before / after each use.
- Children must wash/sanitise their hands before and after leaving the Music Room.
- Group sizes will be kept to the minimum number possible.
- Children MUST wash/sanitise their hands before going into AND after leaving the Hall.
- Teacher must remain a safe distance from pupils at all times. Children sit side by side for Brass.
- Brass instruments are stored in the corridor outside Rowan classroom and are not moved between weekly lessons.
- Pupils will practice good hygiene measures when sharing instruments which are labelled with pupils' names.
- Keyboards will be cleaned between users and by

			<p>the pupils playing them where possible.</p> <ul style="list-style-type: none"> • Mini-Music is delivered in Nursery and Recorder/ocarina sessions are held in the Hall. • Children are reminded of good hygiene measures before and after whole-class music sessions. Music room window must be open during lessons to ensure fresh air ventilation. • Hall doors must be open during lessons delivered by SMS to ensure adequate ventilation. • Singing/choir can take place in larger groups providing good ventilation is in place. <p>Physical activity</p> <ul style="list-style-type: none"> • PE and sport activities is held outdoors as much as possible. • When PE is held in the Hall, staff will maximise distance between pupils – hygiene and cleaning are prioritised. • Door at the end of the Hall onto the playground and end door into the corridor must be open to maximise natural ventilation flow. • Outdoor play equipment/apparatus can be used by different classes simultaneously. • Sports equipment does not to be quarantined between use by different classes but children should wash their hands before and after PE sessions. 					
3	Mixing within education setting (including supply teachers, peripatetic teachers and /	Staff, pupils, parents, carers, visitors, contractors	<p>Schools no longer need to keep children in bubbles from the start of the autumn term 2021. It may become necessary to reintroduce bubbles for a temporary period, to reduce mixing, in the event of a local outbreak.</p> <ul style="list-style-type: none"> • Access to the school office for parents is limited to essential visits and parents are expected to 	Med	Monitor and review on a weekly basis	Low		Ongoing

	<p>or other temporary staff who may move between schools) by:</p>		<p>wear a face covering when entering the school building.</p> <ul style="list-style-type: none"> • Visits to school / nursery are by prior arrangement only. • Parents are asked to phone or email the school office to arrange to speak to a teacher or other member of staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. • Supply teachers, peripatetic teachers and other temporary staff, who move between schools, should continue to minimise contact and maintain as much distance as possible from other staff. • Adults who visit on a regular basis - Shropshire Music Service teachers, PE (Embrace) staff, ITT University of Chester trainees and SEND professionals – are all encouraged to carry out lateral flow tests at home prior to attending the site. The test kits are provided by the school. • All visiting adults are expected to follow the control measures put in place by the school. • Rooms will be accessed directly from outside where possible. • Directional floor arrows in main corridors direct children / staff as they move through the school building – children will only have access to the corridors when going to the Hall and at a set time for their timetabled visit to the library. • Visitors only permitted where absolutely necessary. <p>See Section 2 for social distancing procedures</p> <ul style="list-style-type: none"> • Visual aids are displayed in classrooms, 					
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corridors, toilet blocks and outdoor areas to support children in following the measures in place - individual risk assessments will be completed (where required) for specific children.

Toilets

- Limit the number of children going into their toilet blocks at one time to avoid congestion.
- Separate toilet blocks do not need to be allocated to every class, but are limited to no more than two classes using the same toilet block.

Use outside space:

- Outdoor learning is encouraged where possible as this can limit transmission and more easily allow for distance between children and staff
- Outdoor playground equipment /apparatus can be used by different classes without being cleaned first but children must wash their hands before going out and when coming in from outside.

For shared rooms:

- When both administrators are working in the office, telephones should be cleaned between use.
- Staffroom-seating is arranged to encourage social distancing. Staff should maintain a safe distance from colleagues where possible.

Reduce the use of shared resources:

- Drinking cups and beakers will not be used in classes – children should have a named drinks bottle which should be taken home at the end of each day, washed thoroughly, and refilled with fresh water at the start of the following day.)

			<p>Children will take their water bottle with them to the Hall at lunchtime.</p> <ul style="list-style-type: none"> • *Milk can be served to children in cups (where applicable) and the cups must be thoroughly cleaned in hot water between uses. • Children can take reading books home and work they have completed individually e.g. artwork. • Children MUST NOT bring in any toys or other resources from home. <i>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books. Bags are allowed.</i> • Classroom resources such as books and games can be shared within the classroom : these will be cleaned regularly along with all frequently touched surfaces. • Laptops should be cleaned between use within / between groups. Each classroom has a set of iPads, which should be cleaned between use and should not be shared between/across classes. iPads used in after-school club must be cleaned thoroughly being returned to the charging cabinet. <p>Library</p> <ul style="list-style-type: none"> • Door AND both windows must be left open for the duration of the 'visit' – ventilation is essential. • Staff are strongly encouraged to wear a face covering / visor whilst in the library with their class. • Children MUST sanitise their hands at the library door on entry AND again on exit. <p>Wraparound provision (before/after-school clubs)</p> <ul style="list-style-type: none"> • Children are reminded not to swap seats in breakfast club. 					
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			<ul style="list-style-type: none"> • Where necessary, children in different classes will be kept separate in after-school clubs (Step Up measures) • Where parents are using external childcare providers or out of school extra-curricular activities for their children, they should: <ul style="list-style-type: none"> ○ check providers have put in place their own protective measures ○ refer to the guidance for parents and carers 					
4	Managing Customers, Contractors and visitors	Staff including cleaning and catering staff, pupils, visitors, contractors	<p>Contractors & Visitors</p> <ul style="list-style-type: none"> • Encourage visits via remote connection / remote working where this is an option. • Only necessary visits to assist the running of the school will be allowed. • Limit the number of visitors at any one time, • Limit visitor times to a specific time window and restrict access to required visitors only – visits must be through prior arrangement with the HT. • Where possible, visitors or contractors will not be allowed on site during drop off and collection times. • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, e.g. carrying out services at night / in school holidays. • Maintain a record of all visitors including contact details. • Ensure social distancing and hygiene – visitors must show their ID, wash/sanitise their hands, and only sign in once their hands are clean. • Where site visits are necessary, school measures on social distancing and hygiene will be explained to visitors on or before arrival, by phone or email. 	Low	Ensure School Administrators inform contractors of procedures before their visit and avoid allowing more than one visitor/ company on site unless in case of an emergency.	Low		

			<ul style="list-style-type: none"> • Visitors are expected to wear face coverings. • Signage and visual aids will be displayed to support hygiene and social distancing measures. • All visitors must wash / sanitise their hands before signing out. • Review entry and exit routes for visitors and contractors to minimise contact with other people. • Visitor badges must be disinfected and quarantined after use for 24 hours. 					
5	Workplace and furniture contamination	Staff including cleaning and catering staff, pupils, visitors, contractors	<ul style="list-style-type: none"> • Daily cleaning: All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly at the end of each day. • Staff MUST wash their hands before and after using the photocopier / printer, either using the sink in the reprographics room or hand sanitiser. • Children in KS1 and KS2 must sanitise their hands before ordering their lunch on the interactive whiteboards in classrooms. Staff order lunch for children in EYFS. • iPads / laptops / keyboards must be wiped/cleaned with an antibacterial wipe before and after use. • Each classroom has their own set of iPads. <p>Hygiene: handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> • Display signs and posters to maintain personal hygiene standards and build awareness of good handwashing technique and the need to increase handwashing frequency. • Ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and 	Low	School office staff to check stocks of hygiene and cleaning equipment on a weekly basis and re-order /purchase as necessary.	Low	LN and HJ	

			<p>water for 20 seconds and dry thoroughly.</p> <ul style="list-style-type: none"> ○ clean their hands on arrival, before leaving at the end of the day, before and after eating, after playing outside, before and after changing rooms, and after sneezing or coughing. ○ are encouraged not to touch their mouth, eyes and nose. ○ use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it') <ul style="list-style-type: none"> ● Lidded bins for tissues / paper towels will be located in each room, emptied more frequently than usual and bin lids will be cleaned regularly. ● Handwashing facilities are available in all classrooms, and water fountains in cloakrooms have been removed and replaced with additional handwashing basins. Ensure that children fill their water bottles from classroom / cloakroom sinks and DO NOT attempt to drink from cloakroom sinks. (Water fountains removed August 2020.) ● Paper towels are provided as an alternative to hand dryers in handwashing facilities. ● Children who require help will be supported in washing their hands. ● Remind children how to wash their hands thoroughly through games, songs and repetition ● Hand sanitiser is provided in all classrooms, at the main entrance and at the Hall door for children entering and leaving Breakfast and After-school Clubs. ● Bin bags will be changed as needed throughout the day and all will be removed from each room in use at the end of the day, tied and put straight into outside bin. 					
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			<ul style="list-style-type: none"> • Doors will be propped open where safeguarding and fire regulations allow, to limit use of door handles (and aid ventilation.) • Sustain adequate supplies of soap, anti-bacterial gel and cleaning products. Staff to inform office staff swiftly if they require stocks to be replenished – cleaning staff will check that all soaps are refilled at the end of every day. • Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. • Additional, suitable indoor items of clothing may be worn during the winter period in addition to school uniform, where increased ventilation causes the work areas/rooms to be cooler than usual. <p>Handling goods, merchandise and other materials, and onsite vehicles if appropriate.</p> <ul style="list-style-type: none"> • Any goods and / or merchandise entering the school site will be thoroughly cleaned. Office staff MUST wash / sanitise their hands before and after opening any goods/merchandise. 					
6	Use of personal protective equipment (PPE) and face coverings in school settings against COVID-19	Staff, including cleaning and catering staff, pupils, visitors, contractors	<ul style="list-style-type: none"> • Children and staff may arrive at school wearing a face covering, especially if they have arrived via public or school transport. When removing their face covering on arrival at school, they should follow these steps: <ul style="list-style-type: none"> ○ Pupils and staff should not touch the front of their face covering during use / removal ○ Wash hands immediately on arrival (as is always the case) ○ Dispose of temporary face coverings in a covered (lidded) bin or place reusable 	Low	Review on a weekly basis	Low	NJ	

		<p>coverings in a plastic bag, they can take home with them</p> <ul style="list-style-type: none"> ○ Wash hands again before going to class <ul style="list-style-type: none"> • Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. • All visitors entering the school building are expected to wear a face covering / mask / visor. • Staff may wish to wear a face covering / mask / visor when they are on duty at the school gate at the start of the day or supervising children leaving school or nursery at the end of the day. • Staff are strongly encouraged to wear a face covering / mask / visor when they are in close contact with a child including but not limited to: 1-1 reading, intervention. <p>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed e.g. young children, or those with SEND, as it may inadvertently increase the risk of transmission and also impairs normal breathing of children.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <ul style="list-style-type: none"> • <i>Additional PPE for COVID-19 is only required in a very limited number of scenarios e.g. when:</i> • a pupil becomes ill with COVID-19 symptoms while 		<p>Some staff may require support in using additional PPE required during the current circumstances.</p>			
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			<p>in the setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>• <i>a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used: gloves, face covering & apron.</i></p> <p>PPE is available in school and will be replenished as needed.</p>						
7	Catering facilities	Staff, pupils, parents, carers, visitors	<ul style="list-style-type: none"> • Shire Services risk assessment will be followed. • Shire Services catering staff provide hot meals for pupils and staff. • Shire Services staff clean tables in Hall after the children have eaten. • Plates and cutlery are sanitised and cleaned after every use. 	Low	Monitor and review weekly, and alter procedures as required.	Low	NJ and SL	Ongoing	
8	First Aid	Staff, pupils, parents, carers, visitors, contractors	<p>(In emergencies, social distancing should be observed wherever possible.)</p> <ul style="list-style-type: none"> • Support / training may be required for any additional equipment used under the changing circumstances. • First aiders must be aware of the most up to date protocols with regard to COVID-19. • Adequate first aid provision must be available at 	Low	First Aid Lead to ensure that all First Aiders are aware of the protocols & communicate any updates swiftly.	Low	First Aid Lead		

			<p>all times. Each class has at least one qualified first aider allocated to them.</p> <ul style="list-style-type: none"> • Adequate PPE will be provided for staff in each classroom for use in all emergencies, including first aid and fire. • All necessary means of cleaning equipment following any type of emergency will be provided in each classroom. • If CPR is required, it will be carried out in accordance with current protocols from the Resuscitation Council. Any additional equipment and training needs will be identified. • Where there is a possible risk of infection all necessary precautions will be followed. Face and eye protection must be worn, and contact with the casualty's airway must be avoided. • Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care must be given. • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action, as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken, as ventilations are crucial to the child's chances of survival. • First aiders need additional support and training in use of additional PPE if close contact with a patient is required. E.g. changes to EAV/CPR due to COVID-19. 		<p>Review additional measures if there is a shortage of qualified first aiders due to staff absence.</p> <p>Staff to use the First Aid Resus Shields to give resuscitation / rescue breaths to children. Resus shields are stored in COVID-19 box at the School Office</p>			Ongoing
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			<p>If a child becomes unwell with 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 must be sent home and advised to follow the latest guidance for households with possible or confirmed coronavirus (COVID-19) infection, which explains the rules on self-isolation and the need to arrange a PCR test.</p> <p>See page 8 for steps that will be followed.</p>					
9	Accidents\ incidents	Staff, pupils, parents, carers, visitors, contractors	<ul style="list-style-type: none"> • Normal reporting to various parties e.g. Governors / Local Authority will be in place. • See RIDDOR 2013 requirements for HSE reporting. • High risk activities will not take place to minimise the potential for accidents and the need for staff to assist children. 	Low		Low		
10	Emotional distress of the staff - including anxiety	Staff and pupils	<ul style="list-style-type: none"> • At least one SLT member of staff will always be on site for staff to share concerns. • SLT ensure an 'open door' policy is in place. • Mental health first aider to support staff. • Staff will be included with decision making and risk assessments. • Staff work and rest rooms will be regularly reviewed to ensure social distancing can be adhered to. • Details of counselling will be made available to all staff e.g. NOSS. Other sources, such as MIND, will be shared (details will be displayed on staff notice board in staff room.) The Education Support Partnership provides a free helpline for school staff and targeted support for mental 	Low	NJ completed Mental Health First Aider training January 2021. EYFS staff undertook Place2Be: Children's Mental Health Champions (Foundation programme) in autumn term 2020.	Low	NJ	

			<p>health and wellbeing.</p> <ul style="list-style-type: none"> • Regular briefings will take place to discuss how procedures are working and if changes to processes are needed. • Staff will be consulted to address any concerns. • Staff room or alternative rooms will be allocated for staff break times. • Staff break and lunchtimes are rotated into the school day and SLT will ensure that all staff are taking a break away from their class base. • Where necessary, referrals will be made to Occupational Health for clarity regarding attendance at work based on individual circumstances (health). • Staff will have access to a designated member of staff to address concerns with. Where possible, work place adaptations will be considered to support staff members. • Mental health, including anxiety, is a recognised medical health need and will be treated in the same way as other medical needs by seeking additional information and working with staff to ensure risks are reduced. 					
11	Emotional distress of the pupils	Staff and pupils	<ul style="list-style-type: none"> • Staff will support pupils. • Methods to support children without compromising social distancing will be put in place - look at ways of being able to support a child if in need of comfort. • SEND / individual pupils - review assessments to be able to further assist pupils as necessary. 	Low	See above.	Low	NJ	Ongoing

12	Pupils and families who are anxious about attending school	Staff, pupils and parents	<p><i>‘School attendance is mandatory for all pupils of compulsory school age’</i></p> <ul style="list-style-type: none"> Discuss any concerns with parents and provide reassurance on the measures that are in place to reduce any risks. 	Low	Ongoing	Low	NJ	
13	Transport arrangements (Wider public transport and dedicated school transport)	Staff, pupils, parents, carers, visitors, contractors	<p>Staff, parents and children:</p> <ul style="list-style-type: none"> Parents and children encouraged to walk or cycle to school or nursery where possible. Make sure staff and parents follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. Ensure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus. Ensure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. <i>‘Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).’</i> Where possible, pupils should sit together on minibuses in the same classes as they are in during the school day. Maintain social distancing within vehicles where possible. <i>‘Children should clean their hands before boarding transport and again on disembarking’</i> See pp. 15-16 for school transport procedures. Face coverings for children up to age 11 are not currently recommended. If children choose to wear a face covering / mask, they may need support to remove and store it hygienically when 	Low	Monitor and review weekly and alter procedures as required	Low	NJ	Ongoing

			<p>they arrive at school.</p> <ul style="list-style-type: none"> Take appropriate actions to reduce risk if hygiene rules and social distancing are not possible, e.g. when transporting children who may need support to access the vehicle or fasten seatbelts. 					
15	Use of car park for cars, and other forms of transport	Staff, pupils, parents, carers, visitors, contractors	<ul style="list-style-type: none"> Wherever possible, staff park at the side of the school. Bikes are stored in cycle racks on infant playground. 	Low	Monitor and review weekly and alter procedures as required	Low	NJ	
16	When schools reopen, other areas will need consideration. e.g. building related, fire safety management, building evacuation, equipment checks Legionella, etc.	Staff, pupils, parents, carers, visitors, contractors	<p>See Appendix A for Premises-related issues for inspections, maintenance checks etc. required.</p> <p>Fire Risk Assessment has been reviewed and no amendments are currently needed.</p>	Low	Evacuation drill to be carried out first half of spring term 2022	Low	NJ	
14	Consultation and communication	Staff, pupils, parents, carers, visitors, contractors	<p>Risk assessment updated in line with the current guidance and consultation with staff on the control measures. Updated and published on website 04/01/2022</p> <p>Signage provided around school site to aid parents at drop off and collection.</p>					

Publications/guidance read and referred to which support this risk assessment include (but are not limited to) the following:

[Guidance for schools: coronavirus \(COVID-19\)](#)

[Coronavirus \(COVID-19\): Safer travel guidance for passengers](#)

[COVID-19: Cleaning in non-healthcare settings outside the home](#)

[Guidance for people previously considered clinically extremely vulnerable from COVID-19](#)

[Schools coronavirus \(COVID-19\) operational guidance – Updated 2 January 2022](#)

[Stay at home guidance for households with possible coronavirus COVID-19 infection](#)

[Providing school meals during the coronavirus \(COVID-19\) outbreak](#)

[Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures may be necessary if dealing with extremely vulnerable children and staff - see [COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Continue monitoring and review risk assessments and other health and safety advice for children and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.).
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed via regular check-ins etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

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

Communication to all parties is essential:

- office staff to ensure that emergency contacts of staff and children are up-to-date
- tell staff, children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and children their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make 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)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and children are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans e.g. safety measures, timetable changes, staggered arrival /departure times, if training would be helpful communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers, discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

E. Circulation List - people who have been informed of the assessment.

NAME	DESIGNATION / GROUP	SIGNATURE	DATE
Natalie Johnson	Head teacher		04.01.2022
Helen Jones	Administrator		
Lisa Neal	Administrator		
Angela Stone	Nursery – First aider		
Sasha McCormac	Nursery – First aider		
Helen Ryan	Nursery – First Aider		
Susan Bowes	Willow Class (Reception)		
Nicola Walker	Willow Class – First Aider		
Rachel Allen	Willow Class – First Aider		
Verity Erasmus	Birch Class (Year 1)		
Amy Sibley	Birch Class – First Aider		
Olivia Moran	Deputy head / SENCo / Hazel Class (Year 2/3)		
Sarah Thomas	Hazel Class (Y2/3)		
Juliet Law	Hazel Class – First Aider		
Rebecca Arblaster	Hazel Class – First Aider		
Sascha Robinson	Maple Class (Year 3/4)		
Zuzana Walton	Maple Class – First Aider		
Jack Taylor	Rowan Class (Year 5)		
Alexia Ross	Rowan Class – First Aider		
Eleanor Carr	Deputy head / Oak Class (Year 6)		
Kieran Andrews	Oak Class – First Aider		
Paul Evans	Cleaner in charge		
Natalie MacMichael	Cleaning assistant		
Louisa A	Cook		
Ange Pink	Kitchen assistant		

Appendix A

The following checklist has been prepared to guide premise managers. It is aimed at identifying actions that need to be taken to make the building and site safe. Within the checklist are items that have statutory duties attached such as examination, inspection, maintenance, servicing and testing. All of these will have been managed before the lockdown and should have been continued even though buildings have been closed or partially open.

It is essential that compliance is achieved before reoccupation.

Each building should have an identified person responsible for premise management.

Building / Infrastructure / Systems	Action	Checked	Comments / Defects / Damage
Site: <ul style="list-style-type: none"> Perimeter fencing, hedges, gates etc. Trees Waste storage areas and waste bins 	<ul style="list-style-type: none"> Boundary integrity Risk assessments up-to-date; no damage Secure – waste collection still occurring 	NJ (HT)	<ul style="list-style-type: none"> Keep in contact with Veolia regarding waste separation (general and recycling). Remedial works carried out to EYFS fencing December 2021 <p>ACTION: Clear remaining sand from school field and tyres from side of kitchen.</p>
Building: <ul style="list-style-type: none"> Roof Fascias, gutters, downpipes Walls Windows Exterior doors Door canopies Paths Roads, car park, gates / barriers 	<ul style="list-style-type: none"> Defects or damage Doors opening properly with no restrictions No defects or damage; in working order Slip or trip hazards (uneven, holes etc.) 	NJ (HT)	Roof leak over Nursery gate repaired December 2021
Interior: <ul style="list-style-type: none"> Ceilings Walls 	<ul style="list-style-type: none"> No defects or damage likely to affect building users 	NJ (HT)	<ul style="list-style-type: none"> Automatic doors serviced and maintenance actions carried out to side door summer term 2021 and front door

<ul style="list-style-type: none"> • Doors – final exits open (fire, emergency) • Fire doors (close and fit as intended) • Steps / ramps • Handrails • Floors (floor coverings) 	<ul style="list-style-type: none"> • Fire Doors checked for fit and opening • No slip or trip hazards 		December 2021
<p>Infrastructure:</p> <ul style="list-style-type: none"> • Electricity (CB / RCD checks, sockets) • Water system • Heating (boiler etc.) • Ventilation • Kitchens • Toilets / showers 	<ul style="list-style-type: none"> • Check circuit breakers to see if any have tripped; Operate RCD(s) to confirm operation; inspect sockets for damage / overload • Ensure supply; check for leaks; legionella controls (see maintenance below) • Boiler operational (heating and hot water) – maintenance and servicing carried out according to schedule • Check system operation; change filters • Check all equipment; inspect kitchen and food storage areas for insects / vermin; dispose of food past sell-by date; enhanced cleaning • Enhanced cleaning; legionella controls • Cleaning regime • Follow PWTAG guidance 	NJ (HT) December 2021	<ul style="list-style-type: none"> • Water system – see below. • Checked by Shire Services staff at the start of every day. Shire Services staff to carry out checks 05.01.2022
<p>Systems:</p> <ul style="list-style-type: none"> • Fire detection and 	<ul style="list-style-type: none"> • All detectors, call points and detectors 	NJ (HT)	<ul style="list-style-type: none"> • All in working order.

<p>alarm (see below)</p> <ul style="list-style-type: none"> Emergency lighting (see below) Security Communications – telephony IT – Wi-Fi 	<p>operational; weekly testing performed</p> <ul style="list-style-type: none"> Battery test to check e-lighting operational Alarm system working Phone lines operational Wi-Fi working 		<ul style="list-style-type: none"> Fire detection and alarm routine maintenance visit carried out July 2021 Checked December 2021 Whole-school fire drill to be carried out 1st half of spring term Emergency lighting tested wc 01/03/2021- repairs carried out 31/08/2021 - 01/09/2021 Alarm and entry systems serviced 04/06/2021 CCTV serviced 20/01/2021 Checked December 2021 Checked December 2021
<p>Equipment:</p> <ul style="list-style-type: none"> IT – computers, monitors etc. Whiteboards Fire extinguishers Access equipment / ladders Kitchen equipment – kettles, microwaves etc. 	<ul style="list-style-type: none"> All IT equipment operational and without faults Equipment in good working order Serviced annually Visual inspections for damage / defects Visual inspections; PAT tests if required Statutory examination, maintenance and testing completed according to schedule 	<p>NJ (HT) 31/08/2021</p>	<ul style="list-style-type: none"> IT technician visited 08.12.2021 PAT testing arranged for 25.01.2022 Walker Fire visiting 13.01.2022 to service fire-fighting equipment
<p>Maintenance, testing and servicing:</p>	<ul style="list-style-type: none"> EIRC within date; PA tests completed 	<p>NJ (HT)</p>	<ul style="list-style-type: none"> PAT testing arranged for 25.01.2022

<ul style="list-style-type: none"> • EIRC (Fixed wiring) and PAT (electricity) • Water (temperature, flushing, cleaning, disinfecting etc.) – see below 	<p>according to schedule</p> <p>On returning to buildings that have been fully closed for more than a week, Shropshire Council's Asset Management Team advise:</p> <ul style="list-style-type: none"> • <i>Thermal disinfection following plant shutdowns and holiday periods of over one weeks duration, by raising the temperature of the distribution system to 60°C for more than one hour and running each outlet for five minutes, working back from the most remote outlet to the calorifier.</i> • <i>Cold outlets shall be run with the respective hot outlet.</i> • <i>Flushing of all WCs, with lids closed, following plant shutdowns and holiday periods of over one week's duration.</i> • Check with Tim Othen if further advice required. • Advice on this from the Health and safety Executive can also be found in the guidance <u>Legionella risks during the coronavirus outbreak</u> 	<p>07/02/2021</p>	<ul style="list-style-type: none"> • Flushing across the school carried out fortnightly over the summer holidays and weekly during term time. Outside contractor visits monthly to carry out temperature checks. Most recent visit December 2021.
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