



COVID Risk Assessment

Person Undertaking Risk Assessment	27/08/21 – Kelly Hawker	Headteacher	1 st September 21 – Kelly Hawker
Signature	<i>K.Hawker</i>	Signature	<i>K.Hawker</i>
Date of Assessment	21/05/2020 16/06/2020 1/09/2020 23/10/2020 04/01/2021 31/01/2021 Written by Teresa Neary (previous Headteacher) 27/08/2021 – updated to reflect latest guidance including SEND and specialist settings: additional COVID 19 operational guidance Aug 2021.	Date of Approval (initial)	<u>16/01/2021</u>
Planned Date to Review	23/10/2021 (or before if required)		



COVID Risk Assessment

Hazard / Risk	Who is at Risk	Control Measures (What Will Be Done)	Likelihood	Impact	Colour	Review / Training
General site management						
<p style="text-align: center;">Adults/children contracting virus from infected person.(general)</p>	<p style="text-align: center;">All adults and children in school environment.</p>	<p>Pupils, staff and other people showing symptoms, or have tested positive for Covid-19 in the last 10 days must NOT enter the school site.</p> <p>Parents/carers of pupils who are symptomatic, and staff who are symptomatic, will need to arrange for a Covid-19 Polymerase Chain Reaction (PCR) test as soon as possible after the onset of symptoms, or after a positive Lateral Flow Tests (LFT). Wherever possible, tests should be booked at a local testing facility to shorten the time taken to obtain results. School will ask parents/carers and staff to inform them immediately of the results of a test.</p> <p>Where someone tests positive, they should follow the <i>'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</i> and must not attend for at least 10 days from the day after the start of their symptoms or from the test date if they did not have any symptoms but have had a positive test.</p> <p>Everyone in school must follow this process and school must ensure that everyone onsite or visiting is aware of</p>	Unlikely	Moderate		



COVID Risk Assessment

		<p>this.</p> <p>Guidance states that Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ol style="list-style-type: none">1: they are fully vaccinated2: they are below the age of 18 years and 6 months3: they have taken part in or are currently part of an approved COVID-19 vaccine trial4: they are not able to get vaccinated for medical reasons <p>They will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We encourage all individuals to take a PCR test if advised to do so.</p> <p>However, if you have only received one dose of COVID-19 vaccine, or if none of the exceptions apply then you will still be required to self-isolate.</p> <p>Staff will be supplied with LFT kits to self-swab and test themselves at home until the end of September (which</p>				
--	--	--	--	--	--	--



COVID Risk Assessment

		<p>will then be reviewed by the government). They must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. They should also share their result with the school via the system in place.</p> <p>A pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough. If they still have a high temperature after 10 days or are otherwise unwell, they should stay at home and seek medical advice.</p> <p>A pupil with symptoms should not attend school, given the potential risk to others.</p> <p>Adequate hand washing/sanitising facilities are in place and information on how to wash hands properly and display posters are in appropriate areas.</p> <p>Frequent and thorough hand cleaning should be regular practice. School staff to continue to ensure that pupils clean their hands regularly. This can be done with soap and water.</p> <p>There is a thorough and appropriate cleaning schedule in</p>				
--	--	--	--	--	--	--



COVID Risk Assessment

		<p>place. This includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. Cleaning frequently touched communal surfaces more regularly than normal will be continued.</p> <p><u>Ventilation</u></p> <p>Ventilation is key and a comfortable teaching/working environment should be maintained:</p> <p>ventilation systems – these should be adjusted to increase the ventilation rate wherever possible.</p> <p>natural ventilation – opening windows to create air flow.</p> <p>In addition to this staff should increase the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused).</p> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p><u>Equipment</u></p> <p>Outdoor equipment/apparatus/play equipment/climbing frames can be used but adequate cleaning of frequently touched hard surfaces must be continued.</p>				
--	--	--	--	--	--	--




COVID Risk Assessment

		<p>PPE</p> <p>Disposable gloves, face masks and disposal aprons are available to all staff should they need them for handling uncleaned equipment/resources safely. These are also available if staff feel more comfortable wearing them for specific tasks. However, hygiene practices e.g. handwashing are still paramount.</p> <p>PPE equipment is available to all staff and is under constant review so action can be taken if necessary before you running low.</p>				
Shared areas						
	Library	Library can be used but must be cleaned in between classes/groups.	Unlikely	Moderate		
Adults/children contracting virus from infected person.(general)	Staff facilities	<p>All staff to use staffroom for lunchtime period. Staff to ensure they follow hygiene and handwashing procedures. Staff to spread out as much as possible and if weather is warm, staff to use terrace area too.</p> <p>Staff to ensure their cutlery, plates and any lunchtime equipment are washed, dried and put away after each lunchtime or use the dishwasher to</p>	Likely	Moderate		23/10/21



COVID Risk Assessment

		wash/dry and put items away. Do not leave to drain.				
<u>General</u> Adults/children contracting virus from infected person.(general)	Dining room/ hall	<p>Dining areas/hall will continue to be used in accordance with the agreed timetable/groupings. Frequently touched surfaces should be cleaned regularly and the area must be well ventilated.</p> <p>Assemblies will continue to take place in accordance with the agreed timetable/groupings. Frequently touched surfaces should be cleaned regularly and the area must be must be well ventilated.</p> <p>Tables spaced out.</p> <p>Tables/counter/chairs cleaned between the 2 sessions.</p> <p>KS2 (up to 32 pupils) – 2 class groups eat in dining room. 12.45pm – 1.30pm. Only cutlery available on table before session. Staggered start and children to go up to hatch and clear away plates to promote independence if possible.</p> <p>KS1 (up to 32 pupils) – class groups eat in dining</p>	Not very likely	Moderate		23/10/2021



COVID Risk Assessment

		<p>room. 11.55 – 12.30pm. Only cutlery available on table before session. Staggered start and children to go up to hatch and clear away plates to promote independence if possible.</p> <p>EYFS – Eat in Ladybird dining area and home economic room, ensure spacing of children. Use of group room if needed for break out group.</p>				
	Playgrounds	<p>EYFS – Ladybird playdeck</p> <p>KS1 – KS1 playground</p> <p>KS2 – KS2 playground</p> <p>Alcohol spray and blue roll available in every playground (in bag). 2 for each playground.</p>	Unlikely	Minor		23/10/21
<p>Adults/children contracting virus from infected person.(general)</p> <p>Risk of spread of infection within</p>	Hall	<p>Hall is timetabled for use for different Key stages where possible. If used by different key stage the hall is fogged at lunchtime. Windows to be open from early morning to provide ventilation.</p>	Not very likely	Moderate		23/10/21



COVID Risk Assessment

school environment.						
Risk of spread of infection within school environment.	Hydropool	Follow sep. risk assessment re generic COVID risk reduction measures.	Unlikely	Minor	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	23/10/21
	Trampoline room	Reviewed- for priority individual pupils. Alcohol spray and blue roll available and should be used after each pupil/group Fogged at lunchtime.	Not very likely	Moderate		23/10/2021
	Sensory room	Adult to spray clean all areas in room that child has accessed using blue roll (including all surfaces). Spray in deep drawer and key on hook. PO to use fogging machine every lunchtime.	Not very likely	Moderate	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	23/10/2021
Adults/children contracting virus from infected person.(general)	Mobility bay usage	Only to be used by class group. Small group only in mobility bay.	Not very likely	Moderate	<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	23/10/2021



COVID Risk Assessment

Adults/children contracting virus from infected person.(general)	Soft play	Spray key contact areas in soft play after each use. Children/adults must wash hands before entering the soft play room. PO to use fogging machine at lunchtime.	Not very likely	Moderate	<div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div>	01/09/2021
	HE room	Timetable set up for key stages on individual days.(see main board in entrance area.) All areas to be cleaned after use, including contact points before another group use the room.	Not very likely	Moderate		01/09/2021
	Staff toilets	Spray and blue roll to be provided for each toilet and all contact points sprayed and wiped before leaving.	Not very likely	Moderate		26/02/21
	PPA room	All staff can access after school as needed. Staff to space out in the room and to use spray and blue roll after use. Spray photocopier/laminator/cutters at contact points after use. Peripatetic staff/Therapists can use this area – follow hand washing/ social distancing/ cleaning of	Not very likely	Moderate		26/02/21



COVID Risk Assessment

		computer after use.				
Adults/children contracting virus from infected person.(general)	Admin. area	Max. 2 admin. in reception office. Furniture moved to create social distancing where possible.	Not very likely	Moderate	<div style="border: 1px solid black; width: 50px; height: 50px;"></div>	01/09/2021
Adults/children contracting virus from infected person.(general)	Outreach room	Door open to allow for more air ventilation. Spray computer and work top area after use.	Unlikely	Moderate		01/09/2021
Adults/children contracting virus from infected person.(general)	Parent room	Parent training (groups) to be offered via 'zoom/teams' and face to face. Parent Support Advisor to be based in this room. Numbers and room set up will be considered. Hand gels and sprays to be used and kept in the room.				
Peripatetic staff						



COVID Risk Assessment

<p>Adults/children contracting virus from infected person.(general)</p>	<p>Music room and music teacher</p>	<p>Music teacher timetabled for small groups. Timetabled for KS per day.</p> <p>1:1 wash before and after session (or use hand sanitiser). Use rubber gloves for wiping dribbling/mucus (follow universal precautions).</p> <p>Teacher to wash her hands before and after each music session. Hand sanitiser to be available at all times if hand washing not poss. (room does not have a sink).</p> <p>Teacher to check staff pupils have washed hands before starting the lesson and if not for staff/pupils to use hand sanitiser (teacher to administer to avoid cross contamination).</p> <p>Instruments to be sprayed with alcohol spray after each group has used the instruments.</p> <p>Chairs to be sprayed at the end of the session.</p> <p>Room to be fogged as lunchtime.</p>	<p>Not very likely</p>	<p>Moderate</p>		<p>01/09/2021</p>
<p>Adults/children contracting virus from infected</p>	<p>Dance sessions</p>	<p>Dance teacher to lead the session. KS per day. Children and staff to wash hands before arrival. Hand sanitiser, gloves, and spray available in box for</p>	<p>Not very likely</p>	<p>Moderate</p>		<p>23/10/21</p>



COVID Risk Assessment

person.(general)		<p>teacher to move to space being used (hall, music room).</p> <p>Equipment used, including mats, to be sprayed after each session.</p>				
Adults/children contracting virus from infected person.(general)	Therapists	<p>HI/VI/ EP/Therapists</p> <p>Therapists/peripatetic staff will work in school after consultation with HT/SLT.</p> <p>Peripatetic staff to use hand sanitiser at reception.</p> <p>Use hand sanitiser when moving to a different room.</p> <p>Training/consultations to take place via TEAMS, if and when appropriate.</p> <p>Peripatetic staff can observe children in class but will still socially distance where possible.</p> <p>All therapists will also adhere to their own guidance via their direct employer.</p>	Not very likely	Moderate		23/10/21
Staff specific						



COVID Risk Assessment

<p>Adults/children contracting virus from infected person.(general)</p>	<p>Staff member risks – Covid Status CEV</p>	<p><u>COVID Vaccination Status</u> Staff who have not been protected by Covid vaccination at all, whatever the reason, are likely to be at greater risk than colleagues that have been vaccinated. Such colleagues are invited and recommended to disclose this to SLT (no need to give a reason). On any such disclosure, the school will carry out an additional individual risk assessment and establish any additional control measures the employee should observe whilst at work.</p> <p>Some colleagues who have taken up the offer of Covid vaccinations may not yet have had their second vaccination. Such staff are advised to take extra precautions to protect themselves until they are fully protected. E.g. the continued wearing of face coverings in crowded non-teaching areas.</p> <p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p>People who live with those who are clinically extremely vulnerable should ensure they maintain good prevention practice in the workplace and</p>	<p>Not very likely</p>	<p>Moderate</p>		<p>23/10/21</p>
---	---	--	------------------------	-----------------	--	-----------------



COVID Risk Assessment

	Pregnancy	<p>home settings.</p> <p>Schools will continue to need to follow the specific guidance for pregnant employees because pregnant women are considered CV: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable employees, as above, will apply.</p>				
Pupil specific						
	Pupil - CEV	<p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Additional risk assessment will be carried out if required.</p>	Not very likely	Moderate		23/10/21
Suspected symptoms						



COVID Risk Assessment

<p>Adults/children contracting virus from infected person.(general)</p>	<p>Suspected child/adult with symptoms causing risk of infection.</p>	<p>If suspected symptoms with child adults to use PPE equipment and another member of staff collect items from the medical room. Take child to an empty room/area to wait for parent to collect.</p> <p>If adult suspected virus they need to wear mask and go home immediately (taxi can be arranged if adult using public transport/ or transport to arrange for a bus).</p>	<p>Not very likely</p>	<p>Severe</p>		<p>23/10/2021</p>
<p>Adults/children contracting virus from infected person.(general)</p>	<p>Risk of infection after suspected child/adult goes home.</p>	<p>Short term measure (1) - Pupils and adults to remain outside/another area, as far as possible while staff/premises staff clean all contact areas in actual class.</p> <p>If child uses the toilet area the area needs to be cleaned and disinfected before being used by anyone else.</p> <p>Facilities manager clean soft play/toilet/hall/hydropool if used by child/adult that day. (Facilities manager to take responsibility and to use 80% alcohol spray in all areas).</p> <p>All areas child/adult had access to will not to be used until all areas used are cleaned.</p> <p>Follow advice of PH if test result positive.</p>	<p>Not very likely</p>	<p>severe</p>		<p>23/10/2021</p>



COVID Risk Assessment

Contractors						
Adults/children contracting virus from infected visitor.	Contractors	To work beginning or end of school day. Facilities manager to brief on workers on COVID risk reduction measures. In emergencies contractors to wear masks.	Not very likely	Moderate		23/10/21
Contingency Plan						
<p>This risk assessment is in place to reduce risks as much as possible. However, we are aware that Covid 19 is still a risk. SLT will always seek advice from Public Health where necessary. If the school get two or more confirmed cases within a 10 day window additional precautions will need to be implemented as part of a contingency plan. This may include:</p> <p>Encouraging PCR tests for staff.</p> <p>Implementing the use of face coverings back in communal areas and possibly when unable to socially distance from pupils.</p> <p>Reinstating bubbles.</p> <p>Stop/minimise visitors and limit educational visits.</p> <p>Reviewing the use of shared areas</p> <p>If school pupil numbers need to be restricted for any reason, pupils who are subject to a CP plan and other additional factors will be taken into consideration in line with risk assessments.</p>						



COVID Risk Assessment

The contingency plan will be bespoke to any given situation.

RISK TRAFFIC LIGHTS

Once the risk assessment has been completed it is often helpful to express this in a traffic light or heat map. In interpreting the map below the colour codes are:

- Red - major or extreme/catastrophic risks – extra risk management required
- Yellow - moderate or major risks - regular review and risk management required
- Green - minor or insignificant risks – no extra risk management required

IMPACT	Severe						
	Significant						
	Moderate						
	Minor						
	Insignificant						
			Unlikely	Not Very Likely	Likely	Likely	Highly likely



COVID Risk Assessment

LIKELIHOOD