



# COVID19 Risk Assessment

## Sheet Primary School Updated

### February 2021



- [Guidance for full opening: schools](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Safe working in education settings](#)
- [COVID-19 contain framework: a guide for local decision makers](#)
- [Government advice for protective measures for out of school/after school clubs](#)

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"><li>• Staff</li><li>• Pupils</li><li>• Contractors</li><li>• Visitors</li></ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Doves room will be made available for isolation.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p>	<p>PPE available in each classroom</p> <p>Doves has extra PPE</p> <p>First Aid Policy has been updated.</p> <p>Behaviour Policy updated</p>	February 2020	Hampshire have provided detailed guidance from Public Health England for emergency situations. This has been shared with staff

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		<ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and</p>			

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		<p>the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health</p>			

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		<p>protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or park and stride into school, and asked to avoid taking public transport during peak times if possible.</p> <ul style="list-style-type: none"> <li>• Entrance and exit times to school are staggered KS1 8.40am KS2 8.50am and 2.55 Robins, 3.05 pm Kingfishers and 3.15pm KS2.</li> <li>• KS1 children will enter and exit from gate in carpark</li> <li>• KS2 children will enter through the playground and exit through the field one way system. The children will be dismissed from teachers to parents in the playground</li> <li>• Parents are advised to social distance if they do have to wait</li> <li>• <b>Parents must wear a face covering whilst at school</b></li> <li>• Parents must to be prompt not early and avoid socialising following pick up.</li> <li>• Only one parent/carer should attend at drop off and pick up</li> <li>• No gathering at entrance gates or doors, or enter the site unless they have a pre-arranged appointment. Signage is already displayed from Hampshire.</li> </ul>	<p>JR/GB</p> <p>Letter sent out to all families advising on new systems in place</p> <p>Staff meeting to cover RA controls</p>	<p>Updated and shared with staff/parents February 2021</p>	<p>Regular updates and reminders by text and newsletter</p> <p>Monitor adherence state of field for access</p> <p>Unlock gate each morning 8.30</p>

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<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be available. Each classroom has a sink and class hand sanitisers</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, will be emptied throughout the day.</p>	<p>GB to check stocks of sanitiser cleaning wipes, soap and supply packs for each class</p> <p>GB to purchase additional materials as needed: to include a small lidded bin for each classroom for tissues</p> <p>LSA / Teacher to supervise handwashing for all pupils whether inside or out <b>LSA / Class teacher will empty bin at lunchtime.</b></p> <p>Anyone emptying bins must wear gloves and wash hands thoroughly after emptying.</p> <p>Cleaning company will empty bins at end</p>	<p>February 2020</p>	<p>All cleaning kits to be made up and checked and replenished for hall, library, toilets each classroom for additional cleaning</p>

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			of day and disinfect them		
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Reception and office desks</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Telephones</li> </ul> <p>Staff will put in an additional clean in the middle of the day to include:</p> <ul style="list-style-type: none"> <li>• Light switches</li> <li>• Desks</li> <li>• Door handles</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding)</p>			

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		<p>will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, and stationery</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Every member of staff will self test with a lateral Flow Test twice a week and report results to Gill and government website. They will not attend school if the result is positive.</p> <p>Early Morning Club will take place with KS1 and KS2 children being separated in the hall/outside, we will use outside as much as possible and clean areas following use <a href="#">Following guidance given</a></p> <p>Owls after school club will run on xxxxxxxx it is not possible to segregate the key stage bubbles and parents have understood that risk</p> <p>Pupils will be set into Key Stage bubbles with teachers and LSAs avoiding crossing between bubbles. Each bubble will have a dedicated lunchtime supervisor, lunchtime, breaktime slot</p> <p>Staff will stay within their bubble to deliver the school timetable and will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised if possible.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Two members of staff will be crossing bubbles in order to support PPA cover and whole school intervention or 1:1 support</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and</p>	<p>JR School clubs and care</p>	<p>February 2021</p>	<p>Careful limit of out of school clubs when they begin</p> <p>Owls after school club encourage consistent attendance to avoid mixing</p> <p>Survey sent out to parents to ascertain need for Early Morning and Owls club daily</p> <p>Decision made to open depending on needs of parents</p> <p>Parents to be notified that Owls after school club will not be able to segregate key stage bubbles and accept that risk</p> <p>Ensure staff understand which adult can mix and who can't mix bubble groups</p> <p>Be specific about KS1 table learning</p>

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		<p>not touch staff or peers. (Key Stage 2)</p> <p>Key Stage 1 pupils will NOT be seated side-by-side as effective learning cannot be achieved this way. They are a big group of children in a small area. They have close contact during their break times so we have made the decision that this is best for the education of the children. Government advice is guidance only.</p> <p>Key Stage 2 pupils will continue to be seated side-by-side and facing forwards in class.</p> <p>In all classrooms there will be a marked square at the front of the class for the teacher, which the children should avoid entering.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Books will be returned on a weekly basis and changed with 3 books given out for the week to children on reading scheme.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance and outside when possible.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, - where it is not, we'll use large indoor spaces</p>			

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		<p>with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the <a href="#">return to recreational team sport framework</a>. For individual sports, we will follow the <a href="#">guidance</a> on the phased return of sport and recreation.</p> <p>Peripatetic teachers will be able to come back into school. The current guidance states that these adults can move between schools. They will all be given a copy of current guidelines and expected to adhere to them at all times.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. Although much will be virtual.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same class groups at all times each day, and be kept separate from other class groups and take all equipment including coats and lunchboxes into their own classroom.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors.</p> <p>All staff will wear masks when moving around the school. Staff can teach in visors/masks if they decide to do so.</p> <p>Toilet use will be managed to avoid crowding. Pupils will access the toilets under adult supervision when needed to avoid bubbles mixing at peak times.</p> <p>Pupils will be supervised at all times to ensure mixing between class groups doesn't occur, and they will be</p>	<p>JR Class teachers LSA's</p>	<p>February 2020</p>	<p>Monitor Key stage toy box contents and replenish/change as necessary</p> <p>Ensure visitors have new COVID advice booklet and track and trace presented on arrival</p>

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		<p>reminded about the rules throughout the day.</p> <p>Library and dining hall will be cleaned between each use.</p> <p>Staff use of staff rooms and offices will be staggered by the new break and lunch times rota to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance provided for them to read. We will keep the amount of visitors to an absolute minimum. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Break time key stage toy boxes will be set up for use</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p>			
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening on March 8<sup>th</sup>.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	JR/GB Governors H&S check	February 2020	

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Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	JR/GB Governors	February 2020	Email governors for virtual meeting approval until such a time as not needed
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p> <p>Volunteers and visitors will be discouraged from coming into school for the time being.</p>			