

## Risk Assessment

<b>A</b>	A	Date: 18/12/2021	School: Whitefield PS	Team: SLT
	Review Date: 14/5/22	Ref: Mar 22 Version 4	Assessor: M Beale	Head Teacher: Jill Wright

<b>B</b>	<p><b>Assessment of Risk for: Protection from transmission of COVID-19 – Schools</b></p> <p>From Thursday 24 February, the Government removed the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. In addition, the Government will:</p> <ul style="list-style-type: none"> <li>• No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate.</li> <li>• End self-isolation support payments, national funding for practical support and the medicine delivery service will no longer be available.</li> <li>• End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home.</li> </ul> <p>End the legal obligation for individuals to tell their employers when they are required to self-isolate. More detail can be found in the <a href="#">Living with COVID-19</a></p>
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<b>C</b>	<b>List Hazards Here</b>	<b>List Groups of People at Risk</b>	<b>List Existing Controls</b>	<b>Risk Level</b>
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Reference School infection control risk assessment, as required: .....</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p>	

			<p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> <li>• Extended duty of care</li> <li>• Stress</li> <li>• Individual pupil assessments</li> </ul> <p>Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> <li>• Gov.uk <a href="http://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></li> <li>• Gov.uk Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>• Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>• HSE COVID19 latest information and advice</li> <li>• HSE Working safely during the coronavirus guide</li> <li>• Government guidance COVID-19: guidance for schools COVID-19</li> <li>• Government publication COVID-19: cleaning in non-healthcare settings</li> <li>• Government publication Best Practice: how to hand wash</li> <li>• Government guidance for food business on Coronavirus (COVID-19)</li> <li>• Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p><del>Staff to undertake twice weekly home tests whenever they are due on site. Testing remains voluntary but is strongly encouraged.</del></p> <p>Government CO2 monitors have arrived and are placed in classrooms. CO<sub>2</sub> monitors are best suited to spaces which are densely occupied for one hour or more.</p> <p>There are monitors in each classroom and we will use periodically around the building to identify the ventilation needs across the whole school.</p> <p>If the monitor records a consistent value under 800ppm (parts per million), it does not require any action and implies that the space is particularly well ventilated. A consistent value of over 800ppm should be seen as an early indicator to improve ventilation in the area.</p>	
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2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed, as required: .....</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> <li>• Entrances to building</li> <li>• Classrooms/entrances to classrooms</li> <li>• Corridors</li> <li>• Staff rooms</li> <li>• Toilets</li> <li>• Changing areas</li> </ul> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>As much as possible external class doors used to minimise movement between indoor areas and children should not walk through school. Breakfast club will move to classes via the corridor before doors are opened for other children.</p> <p>Staff are able to leave the site for lunch time. Staff reminded to wash hands before leaving and on returning. Government guidance on social distancing and social meeting shared with all staff</p> <p>Staff should wash hands on entry to the staff room, and before and after use of the kitchen area. Staff can access staff room when other staff are there but should maintain social distance of 2m. Six staff maximum in staff room. Staff can eat in classrooms or top kitchen.</p> <p>Staff toilets will be for shared use, antibacterial wipes will be available in the toilets for staff to use.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Shared urn and fridge in use, tea and coffee available to be used after hand washing. Hot drinks are available before and after school and at lunchtime but if consumed elsewhere in school must be in a cup with a lid.</p> <p>Classroom staff should ensure that the children have washed/sanitised the children's hands before lunch, this is not the responsibility of lunch staff as the timings are too tight.</p>	
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3	COVID-19: School reception and offices	Pupils Visitors Contractors	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>Sharing telephones should be minimised and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible staff will wipe receivers with anti-bacterial wipes Use of copiers, printers and shredders - key pads should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of the day</p> <p>A clear desk policy will be applied as much as possible</p>	
4	COVID-19: Meetings	Staff Pupils Visitors Contractors	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> <li>● <del>Attendees encouraged to take LFT test on the morning of the meeting prior to attending.</del></li> <li>● <del>If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</del></li> </ul> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p>	

			<p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> <li>• Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees.</li> <li>• If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</li> <li>• School encourages the use of outdoor space for parent groups where appropriate.</li> <li>• Indoor parent groups numbers are restricted appropriate to room size etc.</li> </ul> <p><del>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</del></p>	
5	COVID-19: Classrooms	Staff  Pupils	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared as much as possible.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p> <p>Toilets will be used linked to the classroom - urinals will not be in use and toilets treated as unisex. They have a stable door to indicate that they are occupied.</p> <p>Toilets identified by cleaning staff as areas that additional cleaning takes place and will be cleaned during the school day.</p> <p>Remind children before toileting about social distancing. If children enter the toilet and other children are in the cubicle, children to wait outside</p> <p>Hand driers will be returned to use.</p>	
6	COVID-19: Dining areas	Staff  Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	

7	COVID-19; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p><b>SPIE STAFF</b> All cleaning staff are experienced and have received appropriate training. Additional cleaning is available through-out the school day for touch points and the school building is closed early (4pm).</p> <p>Reference existing school COSHH risk assessments: SPIE is responsible for these. Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Frequently touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. School site will close at 5:30pm to facilitate daytime cleaning</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been using the SPIE covid response team</p>	
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area:</p> <p><i>List poorly ventilated rooms and detail controls taken to reduce risk e.g.</i></p> <ul style="list-style-type: none"> <li>• <i>Limit numbers entering and working within</i></li> <li>• <i>Reduce time spent in area</i></li> <li>• <i>Door kept open whilst within and left open when leaving to air room (unless fire door)</i></li> </ul>	

			<p>increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</p> <p>children and adults will be given flexibility to allow additional, suitable indoor clothing</p> <p>furniture will be rearranged where possible to avoid direct draughts</p> <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	
9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p><del>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</del></p> <p><del>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</del></p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.</p>	

10	COVID-19; Outbreaks	Staff Pupils Visitors Contractors	<p>Schools has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to an raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	
11	COVID-19; Continuity of learning	Staff Pupils	<p>We will provide remote education to pupils where their attendance would be contrary to government guidance or legislation around COVID-19. We will also maintain capacity to deliver high-quality remote education across this academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p><a href="https://get-help-with-remote-education.education.gov.uk/">https://get-help-with-remote-education.education.gov.uk/</a>  <a href="https://whitefieldprimaryschool.co.uk/coronavirus-information/contingency-management-plan/">https://whitefieldprimaryschool.co.uk/coronavirus-information/contingency-management-plan/</a>  <a href="https://whitefieldprimaryschool.co.uk/home-learning-contingency-plan/">https://whitefieldprimaryschool.co.uk/home-learning-contingency-plan/</a></p>	

**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1	Ensure lunchtime cleaning of touchpoints and toilets is in place when school returns	HT continue to liase with Spie	HT		
2	Review site to check all controls in place – signage, materials etc	HT/DHT walkaround	HT/DHT		

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"><b>High                      Medium                      Low</b></p>	<p><b>Risk assessment signed off by:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p> <p><i>Please note an electronic signature will suffice.</i></p>
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