



## Whitley Park Primary and Nursery School

### COVID – 19 Risk assessment –May 2021 V8

#### Context:

This risk assessment is based on all pupils returning. It includes recognition of the lateral flow testing already in place for staff and the planned introduction of home testing for pupils.

This model seeks to minimise any risks from coronavirus (COVID-19) by minimising the number of contacts that a pupil has during the school day and implementing a number of essential controls to reduce the risk of transmission. Children will be grouped together year/phase of education. During break and lunchtimes, bubbles will be staggered and they will have their own play and lunch spaces to ensure that contact across classes is minimised as much as possible.

#### School Uniform

Children will be expected to return to school in school uniform except on PE days where they are asked to come already dressed in their PE kits.

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Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
<p>1. Spread/contraction of COVID-19 due to insufficient/unclear communication of expectations</p>	<ul style="list-style-type: none"> <li>• We have informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>• Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; Gate duty member of staff oversees this</li> <li>• Parents issued specific school protocols for school attendance for them to explain to their children;</li> <li>• It is now mandatory to wear appropriate face masks in corridors and other communal spaces for all staff.</li> <li>• Staff are briefed and consulted on school procedures</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff are briefed In relation to mental health and stress support. Signpost to Natilie Cocker school counsellor and EAP support.</li> <li>• Staff to continue to use amended Safeguarding Policy procedures.</li> <li>• Staff briefed to report any hygiene/H&amp;S issues to SLT immediately.</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> </ul>		

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<p>2. Spread/contraction of COVID-19 at drop off and entry into school</p>	<p>Drop off:</p> <ul style="list-style-type: none"> <li>• Staggered drop-off and collection points and timings for each group have been identified; this information will be cascaded to parents. (See staggered drop off/pick up document).</li> <li>• The school entrance on Callington Road will continue to remain open to support social distancing on Brixham and Basingstoke Roads. Site staff will take responsibility for ensuring that the gate is locked throughout the school day.</li> <li>• Parents will stand outside the gate at a social distance and not enter the site.</li> <li>• Start times have been staggered for each group in order to prevent large numbers of parents outside each gate.</li> <li>• Start times are designed to enable one group of parents to leave the area around the site before the next group arrive.</li> <li>• Parents are reminded to leave once their children have entered through the gate.</li> <li>• Only one parent/carer per child is permitted to drop off and pick up at each gate.</li> <li>• Face Masks to be worn at pick up/drop off by parents and staff</li> <li>• Staggered start and finish times will support some parents with children in different year groups to drop off their children at different times and at different gates.</li> <li>• If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to interact with other families.</li> </ul> <p>Entry to the school:</p> <ul style="list-style-type: none"> <li>• Site staff to open windows in all classrooms and offices before start of school.</li> <li>• Pupils will be met at their designated entrance by their class teacher or TA who will wait with socially distanced class line until it is time to walk to class. A member of staff will lock the gates.</li> </ul>	<p>Low</p>	<p>Posters to be displayed at all wash stations and around the school – check these are still up. (SB 27.5.21)</p>

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		<ul style="list-style-type: none"> <li>Parents/Carers are NOT permitted to enter the school site during drop off</li> <li>Entrance doors to classrooms are pinned open, reducing the number of occupants touching the doors;</li> <li>Hand-sanitizing stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school;</li> <li>Good hand washing signage to instruct students how to do this effectively is displayed;</li> <li>Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>Staff will regularly train their pupils how to wash their hands adequately.</li> </ul>		Staff to re-train children in hand washing and include in daily timetable. (wk beg: 14/06/21)
3.	Spread/contraction of COVID-19 at pick up/when leaving the school	<p><b>Pick up:</b></p> <ul style="list-style-type: none"> <li>Staggered drop-off and collection points and timings for each group have been identified; this information will be cascaded to parents.</li> <li>Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive.</li> <li>Staggered start and finish times will support some parents with children in different year groups to drop off their children at different times and at different gates. Parents must email the school office or verbally inform a member of staff, to give permission for children in Years 5&amp;6 to walk home alone.</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>Students will be collected at the designated exits. They will be escorted by an adult from their class and an additional member of staff will stay at the gate during the duration of pick up.</li> <li>Parents/Guardians are NOT permitted to enter the school site during pick up; except on Brixham Rd collection points only (x2) – parents are permitted to walk down a planned, socially</li> </ul>	Medium	Drop off and collection times to take account of siblings in different groups wherever possible. (SLT to review on an ongoing basis)

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		<p>distanced, one-way path to collect their child at pick up. This is marshalled by members of staff.</p> <ul style="list-style-type: none"> <li>• Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>• Students are reminded to wash hands as they leave the school building;</li> <li>• Hand-sanitizing stations are located at the exits from the school (classroom or other);</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing demonstrations have been provided to students on how to adequately wash their hands;</li> <li>• Good hand washing signage to instruct students how to do this effectively is displayed.</li> <li>• Hygiene posters are displayed as a reminder</li> </ul>		
4.	<p>Spread/contraction of COVID-19 during classroom activities.</p>	<p>All</p> <ul style="list-style-type: none"> <li>• Doors and windows open through the day – staff and children encouraged to dress warmly, including coats if required</li> <li>• Upper windows in classrooms can be opened to ventilate classrooms without causing drafts</li> <li>• Thermometers in every class to check temperature and close windows if it goes below 19 degrees and reopen periodically. (Class based staff to monitor/action)</li> <li>• All staff are advised to wear appropriate masks in the classroom where practical.</li> <li>• It is mandatory to wear appropriate masks in school corridors and other communal spaces.</li> <li>• Activities planned to reduce contact with others/exposure and need for group work.</li> </ul>	<p>Low/Medium – dependant on numbers in school and changing infection rate</p>	<p>Excess furniture to be stored in spare unused classroom.</p>

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	<ul style="list-style-type: none"> <li>• Where masks cannot be worn, e.g. – Speech and Language activities, visors will be used and staff will be conscious of distance and good air circulation</li> <li>• All classrooms provided with lidded bins for the disposal of tissues, cleaning cloths etc.</li> <li>• Outdoor play structures will be cleaned/sprayed through the day by support staff</li> <li>• Resources that are not needed are bagged, labelled and stored.</li> </ul> <p><b>Early years</b></p> <ul style="list-style-type: none"> <li>• Classes will work independently of each other in different classrooms but will join as a year group ‘bubble’ outside and/or in the hall at lunchtime.</li> <li>• Resources that require mixed group use will be rotated and will be left unused for a period of 48 hours/sterilized between use of other bubbles</li> </ul> <p><b><u>Year One:</u></b> Children will not be required to sit at desks facing the front but will share resources and equipment within the continuous provision in their bubble classrooms</p> <ul style="list-style-type: none"> <li>• Some children in need of extra support will use the spare Y1 classroom for intervention and breakout space. Staff will plan for who accesses this space at what time so any contact can be traced.</li> <li>• All other classroom controls are the same as primary below.</li> </ul> <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>• Class groups will be preserved to avoid unnecessary mixing</li> <li>• Handwashing capacity in classrooms – we have total x 27 classroom spaces in school.</li> </ul>		

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	<p>X 3 Year 5 classrooms do not have sinks, mobile handwashing stations are in place</p> <p>X1 Year 4 classroom has no sink – use sink outside Classroom 14/Yr 4 area</p> <p>There are x2 sinks immediately outside Yr6 classrooms; the third Year 6 class has been relocated to a classroom nearby with an existing sink.</p> <ul style="list-style-type: none"> <li>• Pupils will stay in class groups/bubbles for all lessons.</li> <li>• A small number of pupils may join groups for specific intervention. This will be restricted within year group bubbles – staff will plan the groups and reduce possible contact through considered use of seating plans</li> <li>• Class groups will not interact with other class groups during lesson time. Year groups will share break and lunch times but will be provided with play and eating spaces to ensure that mixing of class groups is minimised</li> <li>• Hand washing is completed on entrance to the classroom, between specific activities, before and after break time, before and after eating and before leaving for home. For bubbles without sinks, handwashing stations will be set up within classroom using mobile units.</li> <li>• Disposable tissues are provided and pupils told to ‘catch it bin it’.</li> <li>• Foot operated lidded bins in every class. Waste disposal managed by double bagging. Bins emptied every day.</li> <li>• Pupils are allocated their own pack of frequently used resources such as stationary and books and are not encouraged to share; Pupils bring in own water bottles. Water bottles are provided for those who do not bring them in.</li> <li>• Pupils are regularly reminded not to touch their face or other students faces;</li> </ul>		



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	<ul style="list-style-type: none"> <li>• Classroom furniture will be organised to give maximum distancing and unnecessary items will be removed. This will be modified for Year 1 where children will not be expected to sit at own desk but will work in small groups and have access to continuous provision throughout the day within their own classroom and designated outdoor classroom 'bubble group'. Soft furnishings, soft toys and resources that cannot be easily cleaned after each use have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces;</li> <li>• Outdoor play structures (x2 Jungle gyms) will be available for use but cleaned daily</li> <li>• Outdoor play equipment in Early Years will be permitted because the outdoor play structures are integral to promoting Physical Development in the Early Years.</li> <li>• The outdoor play equipment will be frequently cleaned between different bubble groups using it</li> <li>• Each class will have their own playtime equipment; this can be rotated across classes in the same year group as long as the equipment has been thoroughly cleaned on a Friday and left over the weekend.</li> <li>• The same staff are assigned to each class /on a rota, movement of staff across classes is permitted but should be kept to a minimum e.g.; to provide cover or specialist teaching/intervention</li> <li>• An additional amendment to the current behaviour policy is in place to incorporate hygiene expectations and minimise spread of the virus.</li> <li>• Breakfast club will be running for a small group of mixed year groups in school. Handwashing, cleaning and spacing of furniture guidelines should be adhered to. A list of attendees should be maintained to allow tracking.</li> </ul>		

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5. Spread/contraction of COVID-19 during the school day when dining, moving around the school and on the playground	<p><b>Dining</b></p> <ul style="list-style-type: none"> <li>• Doors and windows open through the day – staff and children encouraged to dress warmly, including coats if required</li> <li>• Site staff to open all windows in dining room before school.</li> <li>• Children to bring packed lunches from home or order a school lunch using Parent Pay.</li> <li>• All meals will be eaten in the dining hall with a wipe down between bubble groups.</li> <li>• Meals will be collected from hatch by children socially distancing (meals to remain on trays throughout sitting) to be left on tables after sitting for lunch staff wearing gloves and aprons to clear away. Trays to be used once and disinfected between sittings.</li> <li>• There will be a one-way system in the dining room for entering and exiting and no crossover from one side to the other.</li> <li>• Packed lunch will be eaten with their class bubble.</li> <li>• Children to use the toilet before going out to play in designated play area. If they have to use the toilet during lunch, they will be escorted by an adult who will ensure that they socially distance from other children.</li> <li>• Children will not be allowed to share food. All lunch box waste will be sent home in lunchboxes.</li> <li>• Floor signage in dining room to create one-way system</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Doors and windows open through the day – staff and children encouraged to dress warmly, including coats if required</li> <li>• All staff to wear appropriate masks in communal areas. It is now mandatory to wear face masks in corridors.</li> <li>• Movement to different areas within the schools is reduced as much as possible; One-way system maintained around the</li> </ul>	Low/Medium (first aid)	<p>Provide each home group with a cleaning kit and clothes and basic first aid kit. (Sue B, 28.5.21)</p> <p>Ensure kits are refreshed and replenished daily. (Sue B, ongoing)</p> <p>First aid wallet for each bubble group with bank of basic PPE to be</p>

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	<p>courtyard area. Pupils will access Year 5 classrooms from external doors in courtyard only.</p> <ul style="list-style-type: none"> <li>• Suitable external doors are used to move students from one area to another. In this case, the pupils will be escorted by an adult.</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows)</li> <li>• Corridors are sterile environments and kept as clear as possible;</li> <li>• Corridor floors are demarcated to show direction and safe distance signage of the one way system</li> <li>• Children will not be permitted in school corridors unless accompanied by an adult.</li> <li>• Floor signage in dining room to create one way system</li> <li>• If movement between bubbles cannot be avoided and where social distancing cannot be maintained, the additional control of wearing a Type II face mask (EN14683) when moving from one bubble to another, will reduce the risk of transmission and enable the school setting to continue educating the rest of the year groups.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Separate times and/or demarcated areas are issued for each year group. These spaces are planned and placed on rotation so that pupils have a variety of surfaces and outdoor resources to engage with.</li> <li>• Pupils are only permitted to complete suitable activities with their yeargroup;</li> <li>• Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented;</li> <li>• Large play structures will be available for use but cleaned daily</li> </ul>		<p>checked/replenished – (Sue B, ongoing)</p> <p>Replenish First aid bum bags for staff on duty (Sue B, ongoing )</p> <p>Lidded bins allocated to dispose of PPE</p>

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	<ul style="list-style-type: none"> <li>• Each year group will have their own play equipment which is wiped down after each break and returned to their bubble room</li> <li>• Staff will remain in own bubble groups and will rotate break duty.</li> <li>• First aid will be carried out in the play area during break and lunch for minor injuries by the staff on duty. Staff must ask pupils to clean themselves if they can and if not they must wear gloves, face masks and an apron. For more serious injuries, pupils must be moved safely to the nearest first aid room. Limit to x1 pupil at a time and room cleaned prior to entry by another child.</li> <li>• All adults to wear high vis jackets during play and lunchtimes.</li> </ul>		
<p>6. Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> <li>• Signage for toilets.</li> <li>• Hygiene posters displayed.</li> <li>• Hand washing / sanitising stations are positioned at each pupil, staff and visitor entrance to the school;</li> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Hand washing stations are located within each bubble group and in designated toilets. Hand sanitizer wall mounted in dining room but children and adults must wash hands in classrooms prior to entering dining room.</li> <li>• Toilets are designated for particular year groups – refer to cleaning guidance</li> </ul>	Low	SB to check hand sanitiser and soap throughout school on a daily basis. (ongoing)

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	<ul style="list-style-type: none"> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>• Pupils and staff have been shown how to wash hands properly;</li> <li>• Help and is available for children and young people who have trouble cleaning their hands independently; in the form of special soap, social stories etc.</li> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➢ Entry and exit from the school;</li> <li>➢ After using the toilet;</li> <li>➢ Between different activities</li> <li>➢ Before and after eating;</li> <li>➢ On entry and exit from each classroom.</li> </ul> </li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>• Toilets and wash stations have single use paper towel for drying hands. Wherever possible hands will be washed in classroom not at toilet sinks.</li> </ul>		
<p>7. Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>	<ul style="list-style-type: none"> <li>• Whitley Park has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>➢ Frequent cleaning of classrooms, toilets, common areas and dining halls; Toilets will be cleaned twice a day.</li> <li>➢ Frequent cleaning of all touched surfaces throughout day, such as door handles, handrails, table tops, play equipment and toys.</li> </ul> </li> <li>• Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean;</li> <li>• Staff room areas will be cleaned twice daily by cleaning team (light clean to be included in mid-day cleaning team rota) and</li> </ul>	Low	SLT to monitor implementation/complete H&S walks

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<p>staff asked to spray clean frequently touched areas such as kettles, taps, fridge door handles etc. frequently and particularly before a year group team leaves and another arrives</p> <ul style="list-style-type: none"> <li>• KS2 and KS1 Pupils will have their own box of equipment stored in a named tray; children will be instructed that they are not permitted to touch any tray that does not have their name on or cross bubble play zones to retrieve play items. Trays will be stored in easily accessible areas (where in a built in storage area doors to be removed for easy access and to reduce unnecessary contact with cupboard door handles)</li> <li>• Nursery, Reception and Year 1 children Reception will have access to limited resources. Equipment and resources will continue to be cleaned at the end of the day or between groups.</li> <li>• Children in Year 1 and Early Years will be encouraged to limit the amount of resources they bring into school each day. Children will be permitted to bring their book bags into school and reading books will be supplied, which are to be returned on Fridays when we will have the opportunity to clean and quarantine the books over the weekend. Nursery children may bring a bag daily with a change of clothes. All children should be encouraged to bring their own water bottle daily. All unnecessary sharing of books and resources should be avoided particularly if it doesn't contribute to children's education and development</li> <li>• Lidded bins in each bubble group/area</li> <li>• Changed cleaning staff rotas to accommodate cleaning throughout the day.</li> <li>• Amended duties for lunchtime controllers cleaning and clearing away trays.</li> </ul>		

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	<p>If a child demonstrates symptoms, they will be isolated in the COVID Room. Their chair and desk will be cleaned by site staff. The COVID room will be cleaned after they have left.</p> <p><a href="#">COVID-19: cleaning in non-healthcare settings - GOV.UK</a></p>		
<p>8. Spread/contraction of COVID-19 due to lack of social distancing measures by school employees.</p>	<ul style="list-style-type: none"> <li>• Employees are required to conform with social distancing requirements at all times;</li> <li>• School offices are reduced in occupation to no more than 2 adults at one time, x1 adult where space does not allow for 1m distance between desks.</li> <li>• X3 additional team and coffee making rooms have been created to minimise the number of staff gathering in together in one place. Staff are expected to bring their own mug or lidded cup.</li> <li>• Staff are responsible for the resourcing and cleaning of their kitchenware and cutlery.</li> <li>• Each staff area has been assessed, with a notice of maximum number of staff per room being placed on the door.</li> <li>• Pupils will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>• Employees will be provided with and wear PPE when required in accordance with government guidance.</li> <li>• If movement between bubbles cannot be avoided and where social distancing cannot be maintained, the additional control of wearing a Type II face mask (EN14683) when moving from one bubble to another, will reduce the risk of transmission and enable the school setting to continue educating the rest of the year groups.</li> <li>• Doors and windows open through the day – staff and children encouraged to dress warmly, including coats if required</li> </ul>	<p>Low</p>	<p>Check appropriate stock of visors, Face Masks, gloves and aprons monthly. (AM/SB, ongoing)</p>

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<p>9. Spread/contraction of COVID-19 due to insufficient First aid measures</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>This includes:</p> <ul style="list-style-type: none"> <li>• Dealing with general First aid;</li> <li>• Lack of trained first aiders;</li> <li>• Dealing with a suspected case of Covid-19;</li> <li>• Inappropriate handling / removal of clinical waste</li> <li>• Intimate care procedures</li> <li>• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision</li> <li>• The Nursery `orange` room as opposed to First Aid areas will be designated for suspected cases of COVID-19. Parents are able to collect via the Nursery fire door next to that room.</li> <li>• Backup room if more than one suspected case in school at same time Nursery Rocksteady/purple room.</li> <li>• Occupants (staff or pupils) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, Face Mask and visor;</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice</li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management/guidance. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• If there is a suspected COVID19 case, staff who have assisted suspected case can remain in school unless they also have symptoms. Please remain in your normal work area until you leave the premises – do not walk around school. All who have</li> </ul>		<p>Designated waste area for suspect COVID19 contaminated articles identified on site map/re-communicated to staff</p> <p>Refresher donning and doffing training for identified First Aiders,</p>



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	<p>been in contact with any child or member of staff who is unwell must wash hands thoroughly and the area that the symptomatic person /child has been in must be immediately cleaned with bleach or disinfectant</p> <ul style="list-style-type: none"> <li>• The Designated room is clearly signed and (Nursery `orange `room) will be cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Identified First Aiders have undertaken PPE donning and doffing training.</li> <li>• The room has been cleared and contains appropriate equipment for suspect COVID19 case, including - PPE, guidelines, lidded bin double bagged.</li> </ul> <p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tie when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>		
<p>10. Spread / contraction of COVID-19 due to failure to engage with NHS Test and Trace process</p>	<p>Staff and parents to be made fully aware of their responsibilities with regard to the NHS Test and Trace process and their responsibilities following a test result</p> <ul style="list-style-type: none"> <li>Staff will continue to use the lateral flow tests twice a week. The results from these should be shared with the office and reported to the DfE website</li> <li>Staff and pupils must not come to school if they have symptoms and will be sent home to self-isolate if they develop symptoms in school.</li> <li>Staff should complete a test if they have symptoms and report the result before returning to work</li> <li>Staff and pupils must self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. If they subsequently display symptoms, they must book a test.</li> <li>We ask that parents to inform school immediately of any test results.</li> <li>Flowchart and information sheet accessible on school website.</li> </ul>	Medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
11. Spread / contraction of COVID-19 due to inadequate management of confirmed cases within the school community	<p>Needs updating with DFE protocols</p> <p>The school will contact Angela Baker or David Mundy (<a href="mailto:cv19notifications@reading.gov.uk">cv19notifications@reading.gov.uk</a>) from the local health protection team (LHPT) as soon as they are made aware that someone has tested positive.</p> <ul style="list-style-type: none"> <li>Following a rapid risk assessment by the LHPT the school will follow all advice and recommendations</li> <li>On advice from LHPT, parents and staff will be notified in writing of a confirmed case.</li> <li>The school will encourage parents to share outcome of test results with them but is not permitted to insist on evidence of a negative test as a condition of readmitting a child back to school after a period of self-isolation.</li> </ul> <p>If the school has two or more confirmed cases within 14 days or an overall rise in sickness absence where COVID-19 is suspected we will contact LHPT for support about a potential outbreak.</p> <ul style="list-style-type: none"> <li>The school will follow the advice of LHPT with regard to pupil groups needing to be sent home to self-isolate.</li> </ul>	Medium	Flow chart of steps that must be taken in the event of a confirmed case will be re-circulated to appropriate staff and parents on advice from LHPT.
12. Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, Including: <ul style="list-style-type: none"> <li>Parents;</li> <li>Maintenance contractors;</li> <li>External Teachers;</li> <li>Inspectors;</li> <li>Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>Parents are not permitted to enter the school;</li> <li>Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect;</li> <li>Any school donations are quarantined in a safe space away from pupils and staff, for 72hrs, before being unpacked.</li> <li>SLT are able to use Zoom or Microsoft Teams if face-to-face meetings are required.</li> <li>For those who have to enter the school reception area, the glass shutters will be closed.</li> <li>Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk;</li> </ul>	Low	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> <li>• Visitors will only be permitted into the school if they have made an appointment or if it is deemed that they can enter safely. Only one adult is allowed in the reception area at one time.</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait at reception until their school contact is available;</li> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Meetings with visitors will be via Zoom or Microsoft Teams or phone where possible;</li> <li>• If not possible, social distancing measures will be adhered to at all times and where possible, the chosen meeting space will be within an external building, off the main school site.</li> <li>• Face to face meetings in a small room or within 2m are not permitted;</li> <li>• Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>• Deliveries will be accepted at designated quiet times only;</li> <li>• Delivered items will be left outside of the school building for staff to collect.</li> <li>• Exceptional external visitors will be required to scan in</li> </ul>		
<p>13. Spread/contraction of COVID-19 due to lack of social distancing measures - Toilets</p>	<ul style="list-style-type: none"> <li>• Toilet use protocols are managed by teachers who will take children to toilets most closely located to their classrooms;</li> <li>• Where possible visits to toilets will be via outside doors, but this will not be possible for all year groups.</li> <li>• Toilets are cleaned by cleaning team twice a day and additional cleaning is undertaken by bubble group adults after bubble toilet breaks.</li> <li>• Pupils will wash hands at handwashing stations in classrooms rather than at sinks in toilets.</li> </ul>	Low	<p>Staff to re-communicate expectations to pupils</p> <p>Identify where additional cleaning products can be stored safely (SF)</p>

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
	<ul style="list-style-type: none"> <li>• Cleaning staff rotas adjusted so the toilets can be cleaned in the middle of the day During break and lunchtime, pupils are strongly encouraged to use the toilet before they go out. If a child must use the toilet during a lesson, break or lunch an adult will escort them to their designated year group toilet that will be spray cleaned after use. In this instance rather than returning to class to wash hands pupil will use sink in toilet.</li> <li>• Spray cleaner and gloves will be kept out of reach of children close to or in all toilet areas so that any adult escorting a child to the toilet can don gloves and spray clean after use.</li> </ul>		
15. <b>Lack of staffing / insufficient staff ratios</b>	<ul style="list-style-type: none"> <li>• Children are suitably supervised at all times.</li> <li>• 1:1 support will be provided for children where individual risk assessments deem necessary.</li> <li>• In the event of insufficient staff to maintain safe ratios –bubbles may need to be closed temporarily and pupils provided with Google Classrooms and a paper home learning pack.</li> </ul>	Medium	SENCOs to review individual risk assessments for identified pupils
16. <b>Lack of suitable premises management</b>	<ul style="list-style-type: none"> <li>• Premises staff levels are maintained and suitable for the use of the site and buildings;</li> <li>• Appropriate cleaning and premises staffing levels are in place;</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>• Contingency in place for sudden premises staff absence;</li> <li>• Managing Premise 'separate risk assessment has been completed.</li> </ul>	Low	Managing premises risk assessment to be updated in line with this documents review date. (SF))

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
<p>17. Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill health or fire.</p>	<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place;</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Material safety data sheets are held for all chemicals and readily available to all staff in the SBM office;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	Medium	<p>Maintain appropriate stock of PPE. (AM/SB ongoing)</p>
<p>18. Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.</p>	<ul style="list-style-type: none"> <li>• Evacuation plans and meeting points including safe assembly of occupants following social distancing requirements have been reviewed</li> <li>• A fire drill will take place within the first week of all children returning to school and monthly after that.</li> <li>• All other fire system testing and maintenance will continue as normal.</li> </ul>	Medium	

This risk assessment to be read in conjunction with the following school documents:

- PHE flow chart for suspected or confirmed cases of COVID-19
- Update to behaviour policy
- Update to Safeguarding policy
- Guidance and training document for supporting children and staff with bereavement
- Guidance and support for the mental health and well-being of pupils and staff
- Managing Premises risk assessment
- Updated PE policy

#### Other considerations

- 1) Staff will continue to have their mobile phones with them in class should they need to text or phone another member of staff and where email request has not been picked up quickly enough.
- 2) SENDCos, alongside the class teacher, to co-produce with parents risk assessments for those children with medical and or personal care needs or those who may post a risk due their EHCP and / or SEND needs.
- 3) Home Learning Plan/Policy needs to followed in order to provide a continuation of learning in the event of lockdown by class, year group, siblings