

## RISK ASSESSMENT September 2021

Directorate: <b>ALL SAINTS' Primary School</b>	COVID 19
Job role/s: Teachers / TA's / Support Staff / Office Staff/ Site Staff	
People who might be harmed i.e. staff, members of public:	Assessment date:1-9-21
Are there any special considerations needed for new & expectant mothers or persons under 18, etc. <b>Yes / No</b> <b>If yes, specify:</b>	Review date: 10-10-21
Names of all involved in assessment process: (e.g. Manager, Union rep, etc.):	Manager authentication: Mrs S. Hardy

<b>Hazard / risk identified</b> <small>Task/ activity / process / stressor</small>	<b>Current precautions in place</b>	<b>Improvement action needed</b> <small>following incidents, changes, etc. Place these on an action plan.</small>
<b>Testing</b>	<ul style="list-style-type: none"> <li>Those with <b>symptoms</b> must isolate and book a PCR test and isolate until results are known.</li> <li>Close contacts do not have to isolate and will be contacted by Track and Trace.</li> <li>Continue with LFT home-based testing for staff without symptoms. Staff encouraged to complete twice weekly and report the results.</li> <li>Follow this local guidance and report cases to your local Single Point of Contact (SPOC).</li> </ul>	
<b>Infection Control : Staff</b>	<ul style="list-style-type: none"> <li>Support positive cases to isolate, and support contact tracing of staff as outlined in the guidance.</li> <li>Support any contacts who are not exempt to isolate.</li> <li>Social distancing between staff (where feasible). Staff are asked to be mindful of social distancing in both the classroom and communal areas.</li> <li>Staff must inform the Headteacher as soon as possible if they test positive for Covid-19.</li> </ul>	<ul style="list-style-type: none"> <li>Those who are not fully vaccinated are advised to inform the Headteacher.</li> </ul>
<b>Infection Control : Start and End of the school day</b>	<p><b>WHERE POSSIBLE <i>Utilise multiple entrances and exits to and from the setting to avoid large crowding and utilise outdoor space.</i></b></p> <ul style="list-style-type: none"> <li>All children arrive between 8.40am and 8.50am. School finishes at 3.00pm.</li> <li>FSU and KS1 children enter through their own classroom door. Y3 and Y5 use the front playground door and Y4 and Y6 use the back</li> </ul>	

<b>Infection Control Lessons</b>	<ul style="list-style-type: none"> <li>• Increased hygiene and washing hands etc.</li> <li>• Enhanced cleaning of material as appropriate.</li> <li>• Clear instruction to staff / pupils if feeling unwell to report immediately. Isolation in library</li> <li>• Lidded bins and tissues available in all classrooms</li> <li>• Ventilate classrooms as much as possible – open windows before school, during break and lunchtimes but ensure that there is a comfortable working environment when pupils and staff are in classrooms. Keep internal doors open and whenever possible some windows open to promote good air-flow.</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies will resume. These will initially take place in small groups (2-3 classes) to support pupils with reintroduction of classes mixing.</li> </ul>
<b>Infection Control Lunchtime</b>	<ul style="list-style-type: none"> <li>• Some Staggering of lunchtimes to limit interaction between classes.</li> <li>• Each year group to have separate equipment. Children informed where to return their equipment.</li> <li>• Whenever possible, designated tables for each bubble. Cleaning of tables between use by another individual.</li> </ul>	
<b>Infection Control Playtimes</b>	<ul style="list-style-type: none"> <li>• Staggered playtimes</li> <li>• Each class to have their own equipment at playtimes.</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered playtimes distributed and timetables changed accordingly</li> <li>• Playtime boxes of equipment made</li> </ul>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Sufficient first Aiders on site.</li> <li>• PPE provided as government guidance</li> </ul>	<ul style="list-style-type: none"> <li>• First aid PPE to be distributed to appropriate points in school.</li> <li>• Donning and doffing of PPE equipment posters in key areas around school.</li> </ul>
<b>Communication to Parents</b>	<p><b>WHERE POSSIBLE</b></p> <ul style="list-style-type: none"> <li>• <b>Reduce the number of occasions where larger numbers of adults come into the building and where possible or advantageous to the setting/ families utilise remote connect methods</b></li> <li>• Use Parentapp to keep parents up-to date with arrangements.</li> <li>• Whenever possible, staff to speak to parents outdoors or by arranging a telephone call.</li> <li>• Keep the school website up to date.</li> <li>• Send weekly newsletter.</li> <li>• Limit the number of parents in the entrance hall. Continue to collect lunch money via the classroom.</li> <li>• Parents encouraged to leave their child at the door. Staff to support pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Update school website</li> <li>• Send parent update/reminder at the start of term</li> <li>• <b>First days of attendance</b> -Reception and Nursery staff to encourage parents to leave their child as soon as possible. Staff to use their discretion. Parents to be asked to stay for the shortest time possible. Possibly encourage use of outside area. Keep windows open. Be mindful of adult/child numbers.</li> <li>• Meetings involving groups of parents will be discussed with the Headteacher and individually risk assessed.</li> </ul>

<p><b>Control of Visitors and Contractors etc.</b></p>	<ul style="list-style-type: none"> <li>• Touch screen for visitors/staff sign in - effective cleaning system in place and hand sanitiser available and sanitiser wipes</li> <li>• Contractors/professionals by appointment. Virtual meetings to take place when appropriate.</li> <li>• Contractors/ visitors should not attend the site if they have Covid-19 symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce traffic to the office as much as possible. Contractors, professional and other staff.</li> </ul>
<p><b>Fire Safety</b></p>	<ul style="list-style-type: none"> <li>• Staff and pupils are aware of the procedures. Fire drill completed last half term.</li> <li>• Ensure all fire doors and shutters are opened at the start of the school day as the building is occupied.</li> <li>• All usual fire safety checks, including fire doors and fire alarms checked by the caretaker (daily and weekly)</li> </ul>	<ul style="list-style-type: none"> <li>• SBM to conform all checks are up-to-date and organise any that are due to take place.</li> </ul>

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.

**Measures which may be reintroduced in an outbreak or substantial increase in cases**

In some outbreak circumstances the setting may be required to contact trace and recommend PCR tests for close contacts and self-isolation of unvaccinated adult contacts.

Social distancing between children, namely the use of bubble management, between year groups, and/ or classes or in extreme cases where on-site provision is only retained for vulnerable children and children of critical workers.

Use of staggered start and finish times that may/ may not require changes to the length of the school day.

Limits on use of external adults/staff entering the building.

Face coverings in communal spaces /and in classrooms for staff and students.

Limits on trips.

As a last resort measure, move classes/ year group to remote learning for a specified period. NB: maintaining provision for vulnerable children/children of critical workers may still be possible.

This Risk Assessment sits alongside updated guidance provided by the government and also the Outbreak Management Plan.

