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|  **Area/Activity Assessed** | Primary School: COVID-19 (Step 4) Autumn Term  | **Responsible Person** | Head Teacher: Sarah-Jane Carroll  |

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| **Persons Exposed** | **Employees** | [x]  | **Contractor** | [x]  | **Young Person** | [x]  | **Expectant Mother** | [ ]  | **Visitors and/or Public** | [x]  | **Trespassers** | [ ]  |
| **Frequency of Exposure** | **Continually** | [ ]  | **Hourly** | [ ]  | **Daily** | [x]  | **Weekly** | [ ]  | **Monthly** | [ ]  | **Yearly** | [ ]  |
| **Duration of Exposure** | **Less than 1hr** | [ ]  | **1-2 hrs** | [ ]  | **3-4 hrs** | [ ]  | **5-6 hrs** | [ ]  | **7-8 hrs** | [ ]  | **More than** **8 hrs** | [x]  |

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| Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant) | 0-8 - Low risk No Action Required.9-15 - Medium risk Ensure adequate controls are in use.16-25 - High Risk Stop operation and implement adequate control measures |

This Risk Assessment was implemented on 14/07/2021 by Compliance Education and reviewed on 20/08/2021 following updated Government guidance. It has been checked by the school’s Head Teacher and SMT/SLT, School Trust and School Governors.

It will be reviewed on a regular basis and when there have been significant changes in government, public health and local authority guidance.

The risk assessment highlights all control measures the school has put in place to ensure the school is COVID-Secure for all staff, pupils, visitors and contractors. See the school Plan for further information on how these control measures will be implemented.

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| **Risk Assessment(s) Reviewed** | **Name of Reviewer** | **Date** | **Signature** |
| Primary School: COVID-19 (Step 4) Autumn Term | Sarah-Jane Carroll | 24th August 2021 | SJ Carroll  |
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| **No** | **Hazard** | **Initial** | **Existing Control Measures** | **Residual** | **Additional Controls** |
| **Severity** | **Probability** | **Risk** | **Severity** | **Probability** | **Risk** |
| 1 | School reopening after easing of restrictions | 4 | 3 | 12 | * Where necessary the building has been deep cleaned before reopening.
* All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19.
* A home testing risk assessment has been produced (19.01.21).
* Parents will be made aware that due to increased natural ventilation pupils should have adequate clothing on whilst on school premises.
* From September, breakfast and after-school provision will operate as normal from the hours of 7.45am till 8.40am and 3.15pm till 5.15pm, daily.
* Restrictions such as keeping children in small consistent groups and adults wearing face coverings in communal areas is no longer necessary and is down to personal preference. This will however be encouraged to maintain safety amongst staff.
* School will continue to regularly clean areas and equipment thoroughly including frequently touched surfaces during the school day.
* School have produced an outbreak management plan which will include the measures required following an outbreak as a result of several confirmed cases over a 10 day period.
* Any staff involved in supporting with activities over the summer period should continue to test at home twice weekly. All staff will be encouraged to continue this.
* School will encourage vaccine take up and enable staff who are eligible for a vaccination to attend booked appointments where possible (even if during term time).

**Contingency Plans*** For individuals or groups of self-isolating pupils, remote education plans are in place and school will provide this provision when necessary in consultation with parents and class teachers.

**Ventilation*** Adequate ventilation is provided whilst pupils and staff are on site. All classes have adequate windows to provide ventilation.
* Windows may be partially opened in conjunction with heating systems to maintain a comfortable balance.
* School will ensure any events held in the school i.e. plays etc will be in a location where ventilation is maximised.

**Testing*** PCR tests are available via the [gov website](https://self-referral.test-for-coronavirus.service.gov.uk/antigen/essential-worker) or via local testing centres. NOTE: if a PCR test is taken within 2-days of a positive lateral flow test, and is negative, it overrides the self-test LFD and staff and pupils can return to school as long as they don’t have COVID-19 symptoms.
* Staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home and will report their result to NHS Test and Trace as soon as the test is completed, this will be either online or by telephone as indicated in the home test kit. Staff will also share their result, whether void, positive or negative, with their school via the Headteacher. This will reviewed at the end of September.
* Close contacts will be identified by NHS Test and Trace. Staff and pupils 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:
* they are fully vaccinated
* they are below the age of 18 years and 6 months
* they have taken part in or are currently part of an approved COVID-19 vaccine trial
* they are not able to get vaccinated for medical reason
* If contacted by NHS Track and Trace, staff and pupils (parents) will be informed that they have been in close contact with a positive case and advised to take a [PCR test](https://www.gov.uk/get-coronavirus-test). School will encourage all individuals to take a PCR test if advised to do so.
* School will work with NHS Track and Trace to identify close contacts of a positive case if requested.
* School will keep a log of absences daily and will investigate any instances of COVID.
* Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, will be advised to continue to attend school as normal. They will not be required to wear a face covering whilst in school however, it is expected and recommended that these are worn when travelling on public or dedicated transport. Staff and children however can chose to wear a face mask if they want to.
* Parents will be encouraged to wear a face mask when on school premises at any time of day.

**Measures within school*** Staff will use separate staffrooms for the month of September to begin with. EYFS/KS1 and Admin will use the main staffroom. Yr3/Yr4 will use the library area, Yr5/Yr6 will use the music room area.
* A one way system will still be in place for KS2 children and staff to reduce contact of children from different classes.
* Children will start and end school at staggered times.
* Staff are asked to take a lateral flow test before coming back to school after the summer period.
* Children will have separate break and lunch times.
* KS2 children will have lunch in class to begin with.
* Staff are asked to test twice a week.
 | 4 | 2 | 8 | School will keep appraised of the pilot project to measure CO2 levels and options to improve ventilation. School have fitted CO² monitors in each classroom. Teachers know where these are.  |
| 2 | Coronavirus spread from one country to another | 4 | 3 | 12 | * Current UK Government Travel guidelines will be followed.
* Children under the age of 18 are exempt from quarantine on returning to England from amber countries.
* Staff who have been fully vaccinated with an NHS administered vaccine in the UK (plus 14 days) or are on a formally approved UK vaccine clinical trial, returning to England from amber list countries no longer need to quarantine.
* It is recommended that school do not go on any international visits this academic year up to and including 5 September 2021.
* Boarding school pupils who are ordinarily resident in the UK, including those who are unaccompanied and who are attending boarding schools on a child student visa or student visa, who have travelled from or through amber list countries (and have not been in a red country in the previous 10 clear days), are exempt from the requirements to quarantine and take a day 8 test.
* Those aged 11 to 17 need [proof of a negative COVID-19 test](https://www.gov.uk/guidance/coronavirus-covid-19-testing-for-people-travelling-to-england) to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government’s [quarantine and testing guidance](https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england).

Up to date information on travel requirements can be found in the guidance below:[Red, amber and green list rules for entering England - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england) | 4 | 1 | 4 |  |
| 3 | Staff/Pupils at increased risk*(CEV/ BAME/Expectant Mothers)* | 5 | 4 | 20 | * Staff / pupils who may be at increased risk may attend the workplace/school as long as they are able to follow current control measures.
* Where necessary individual risk assessments will be carried out (school will consult with Compliance Education and staff members).
* Staff / pupils will follow advice given to them by their GP/Medical professional and discuss this with their headteacher.
* Staff / pupils are to follow the latest government guidance at all times, regarding the workplace.
* Staff identified as being at increased risk can discuss with their Head Teacher any additional controls they feel necessary. If possible these will be put into place.
 | 5 | 2 | 10 | School will support the mental health and wellbeing of all staff and pupils |
| 4 | Staff and pupils displaying symptoms  | 4 | 4 | 16 | * Head/SLT to be notified of any person in school showing symptoms.
* Staff and pupils displaying symptoms of Coronavirus will be sent home and asked to follow latest government guidance. A test will be requested and results to be shared with school as soon as possible.
* Where necessary, the infected person will be moved to a designated isolation room whilst arrangements are made for the person to be collected and taken home. A dedicated room has been made available for this. In a case of a positive result, these areas will be deep cleaned before use.
* Suitable PPE is available for staff in the isolation room and is also available from the school office area.
* Staff and pupils who have been in contact with anyone displaying symptoms will wash their hands thoroughly for 20 seconds and observe their own health and symptoms during the day.
* A staffing plan is in place to ensure safe staffing levels are achievable and appropriate to group sizes / pupil needs and the activities required.
* If a pupil / staff member is sent home with a suspected case, their work area will be cleaned / wiped down, with PPE available for staff.
* Where pupils cannot attend site, remote learning will be available via online learning through Google Classroom.
	+ Free School Meals: support will be provided to those who are eligible for benefits-related free school meals. This will be on a requested basis.
	+ SEND: school will work collaboratively with families to put in place reasonable adjustments for children with SEND
	+ Access: school will work with families to ensure all pupils are able to access remote education (devices, internet etc)
* If staff members or pupils develop symptoms away from site, they must not attend school and will follow local government guidance for isolation / testing. We ask that school is kept informed of any changes throughout.
* School has developed an Outbreak Management Plan.
* Following several cases over a 10 day period, school may activate their Outbreak Management Plan following advice from Public Health or following advice due to increased cases in the local community.
* If school identify several cases over a 10 day period, we will contact Local Health Protection via the DFE helpline for further advice on 0800 046 8687 and select option 1.

**Positive Result*** From 16 August 2021, those who are fully vaccinated and children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact. Instead these individuals will be required to undertake a PCR test.
* Symptomatic individuals and those who record a positive test result, will still be required to self-isolate.

**Further guidance for staff can be found in** * [Schools COVID-19 operational guidance (applies until Step 4) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#asymptomatic-testing)
 | 4 | 2 | 8 | The Headteacher will use their reasonable judgement when making the decision to refuse a pupil entry into the school due to Coronavirus. This is to protect the rest of the school community.  |
| 5 | Lack of control over contractors/visitors coming onto site | 4 | 2 | 8 | * During school hours contractors or visitors will be allowed onto the school premises and into the school building by making a prior appointment with the Head Teacher or Site Manager.
* All contractors and visitors are instructed to report to the main school reception upon arrival.
* All contractors and visitors are asked for verbal or written evidence to confirm that:
1. I am at present not suffering from any symptoms or have not tested positive for coronavirus within the last 10 days.
2. No member of my household are displaying symptoms or have tested positive for coronavirus within the last 10 days.
3. I have not travelled abroad to any country on the ‘amber or red list’ within the last 10 days.
4. I have not been contacted by the NHS Test and Trace service within the last 10 days.
* The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff.
* Were possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so,
* The school will adopt a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible
* School will request, if possible, that contractors wear face coverings when on the school premises.
 | 4 | 1 | 4 |  |
| **6** | Group Activities/ Lessons | 4 | 4 | 16 | * Physical Education should take place outside where possible to maximise ventilation.
* Resources that are shared between different learning groups, such as Science, Art, DT and sports equipment, will be cleaned frequently / after each use.
* All outdoor sports and supervised activities for children can take place without restrictions on attendance. Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.
* If communal areas are used for group activities / lessons they should be cleaned down after use.
* All communal areas in use should remain well ventilated.
* Activities such as singing should be carried out following latest government guidance / risk assessment.
* CLEAPSS Covid 19 guidance will be followed for all DT, Science, Sports and Food Tech Practical lessons.
* Learning groups will not share changing areas.
* Any changing areas used, will be cleaned after use.
* School will remain vigilant and aware of the additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.
 | 4 | 2 | 8 |  |
| 7 | Cleaning | 4 | 3 | 12 | * A high standard of cleaning will be maintained.
* Additional cleaning will remain where required i.e. were toilets, outdoor/ indoor equipment is being shared by different learning groups. This will take place during the school day between 11.30 and 1.30pm.
* PPE is provided for cleaning staff.
* Staff are trained in the safe use of PPE and COSHH.
* The school is cleaned with normal household disinfectant.
* Any contaminated (suspected/confirmed) waste should be double bagged and stored for 72 hours before disposal.
* All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).
 | 4 | 1 | 4 |  |
| 8 | Unable to social distance on public transport | 4 | 4 | 16 | **Public Transport*** Staff and pupils are advised to follow current government guidelines. Wearing of face masks whilst travelling on public transport is advised, but no longer mandatory.
* The school will endeavour to encourage staff and pupils to walk or cycle to school, where possible.
* Pupils are no longer required to wear face coverings when travelling on school dedicated transport however this is still advised.

**Car Sharing*** All Staff and pupils will avoid car sharing where possible.
* If car sharing is essential, windows should be opened to maximise ventilation with passengers seated front to back. Face masks will be encouraged also.
 | 4 | 2 | 4 |  |
| 9 | Unable to social distance when administering first aid  | 5 | 2 | 10 | * The school will ensure an adequate number of First Aiders (Paediatric First Aid for EYFS, First Aid at Work, Emergency First Aid) are always available.
* The school will ensure all First Aiders receive refresher training as required.
* For advice on CPR during COVID-19 please follow the link below
* [**https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19**](https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19)
* The school will work closely with the Local Health Protection Team and follow their advice.
* The school will contact Compliance Education to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.
 | 5 | 1 | 5 |  |
| 10 | Lack over control over external clubs hiring the school facilities | 4 | 3 | 12 | * The school will only allow external clubs and organisations to use/hire their facilities in line with latest government guidance.
* Risk Assessments will be required from any such clubs.
 | 4 | 1 | 4 |  |
| 11 | Educational Visits | 4 | 4 | 16 | * Educational visits that are integral will take place following the completion of an individual risk assessment by staff. These will be checked by the Headteacher and EVC lead.
* Parents will be informed of any such trips following the schools normal procedures.
* Individual local authority guidance will be followed if traveling between counties.
* Local government transport guidance will be followed
* School will not go on any international visits up to and including 5 September 2021.
 | 4 | 2 | 8 | *Ensure any new bookings have adequate financial protection in place* |
| **12** | Unable to stop the virus from spreading **Personal Hygiene**  | 4 | 3 | 12 | **Transmission*** All staff and pupils are reminded on a regular basis to follow good respiratory and hand hygiene to minimise the chance of transmission.
* School have a large number of posters around school displaying the Catch it, bin it, kill it slogan. Staff and children are reminded daily about good hygiene routines.

**Handwashing** * Handwashing facilities are available throughout the whole school.
* Handwash notices and instructions are located throughout the school. Reminders are given to children when they enter school, after break and also after lunch, as well as at various points during the school day.
* All staff and pupils are aware of best practise.

**Coughing and sneezing*** All staff and pupils are encouraged to cover their mouth and nose with a tissue.
* Staff and pupils will wash hands after using or disposing of tissues.
* Children re reminded of Catch it, bin it, kill it.
* Spitting will not be tolerated.

**Personal protective equipment (PPE).** * PPE is in place for cleaners as per MSDS and/or COSHH risk assessments
* Extra PPE is available throughout the school, if needed.
* PPE in place for cleaners when completing a Deep Clean
* The correct PPE should be used when handling cleaning chemicals.
* PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS.
* PPE is worn by First Aiders. Access to gloves, visors, face masks and aprons is available.

**Nappy or Pad Changing (PPE)*** Disposable gloves and aprons are provided and worn
* Staff will wear fluid resistant type IIR surgical mask and disposable eye protection (where there is a risk of splashing).
 | 4 | 1 | 4 |  |
| **13** | Unable to stop the virus from spreading **General Cleaning**  | 4 | 3 | 12 | **Cleaning of the environment**, * The school is cleaned with normal household disinfectant.
* All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
	+ Objects which are visibly contaminated with body fluids will be disinfected.
	+ All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells are cleaned on a regular basis.
* Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.
* The school will monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.
* The site manager is responsible for maintaining contracts with cleaners.

**Cleaning of blood and body fluid spillages**. * All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wearing PPE).
* Staff are aware to never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit is available for blood spills.

**Clinical waste**. * Procedure in place to segregate domestic and clinical waste, in accordance with local policy.
* Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
* All clinical waste is removed by a registered waste contractor.
* All clinical waste bags will be less than two-thirds full and stored in a dedicated area.
 | 4 | 1 | 4 |  |

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| **ACTION ARISING FROM RISK ASSESSMENT** |
| **No** | **Risk Rating** | **Action Required:** | **Person (s) Responsible** | **Target Date** | **Date Completed** |
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**Useful Websites**

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| Health and Safety Responsibilities  | <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>  |
|  | <https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm>  |
|  | <https://www.hse.gov.uk/services/education/faqs.htm#a1> |
| Business Continuity Plan  | <https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings> |
| Guidance for full opening – schools (published 2nd July 2020) | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> |
| Current guidance on shielding  | <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  |
| Current guidance on Clinically vulnerable  | <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>  |
| Other nonmedical vulnerable people | <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>  |
| Providing extra mental health support | <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>  |
|  | <http://www.educationsupport.org.uk/> |
|  | <https://www.eventbrite.co.uk/e/dfe-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380>  |
| Behaviour Expectations | <https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>  |
| Remote Education Support | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res> |
|  | <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>  |
|  | <https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/>  |
|  | <https://edtech-demonstrator.lgfl.net/>  |
|  | <https://get-help-with-tech.education.gov.uk/about-bt-wifi>  |
| Coronavirus Symptoms  | <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus> |
| Stay at home guidance  | <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  |
| Arranging a Test  | <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> |
| Testing and Tracing  | <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> |
| Contacting your Local Health Protection Team  | <https://www.gov.uk/guidance/contacts-phe-health-protection-teams> |
| Guidance on staff wearing PPE  | <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>  |
| Site Manager/Caretaker  | <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>  |
|  | <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>  |
|  | <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> |
| Cleaning  | <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> |
| Catering  | <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>  |
| Safer Travel  | <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  |
| Educational Visits  | <https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>  |
|  | <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>  |
| Extra-curricular provision | <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>  |
| Physical Education and Sports | <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>  |
|  | <https://www.sportengland.org/how-we-can-help/coronavirus>  |
|  | <https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>.  |
| Science and Design Technology  | <http://www.cleapss.org.uk/>  |
|  | <https://www.ase.org.uk/resources/health-and-safety-resources> |
|  | <https://www.data.org.uk/for-education/health-and-safety>  |

**Acknowledgement**

The following members of staff have read this risk assessment.

Their signatures are confirmation that they have read and understood all of that which is within its contents.

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| **Name** | **Signature** | **Date** | **Name** | **Signature** | **Date** |
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