

School Covid 19 Risk Assessment – September 2021

Name of School	The Donington Cowley Endowed Primary School
Name of Headteacher	Ingrid Williams
Assessment completed by	Ingrid Williams
Assessment date	01.09.21

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, visitors and pupils who may be unfamiliar with the site.

Use the template to prepare a bespoke risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

This, and other separate risk assessments required for specialist situations as set out in the template below, do not need to be submitted to the local authority but should be available for scrutiny from the local authority or HSE enforcement officers.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site		
	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<ul style="list-style-type: none"> • Parents, staff and pupils are frequently informed of the need to remain at home if they are presenting with any of the symptoms associated with Covid-19 • Office staff remind visitors and contractors when appointments are made. Admin staff to inform contractors of expectations when attending school. • Where possible, contractors should attend school outside of school hours • Staff to be encouraged to double vaccinate • Individual RAs will be carried out for staff deemed to be extremely clinically vulnerable, clinically vulnerable or pregnant • Contingency plan for remote learning in place in the event of a local outbreak– see Outbreak Management Plan • Staff to continue to engage in twice-weekly lateral flow testing (to be reviewed by the government Sept 21)
A member of the school community develops COVID-19 symptoms during the school day	<ul style="list-style-type: none"> • Move to a pre-designated room where the person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<ul style="list-style-type: none"> • Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting. • Pupil to be moved to an 'isolation room', until a Parent/Carer can arrange pick-up. The Meeting Room (old staffroom) is to be used as the Isolation room. The child will sit at the table closest to the open windows. Supervision of

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		<p>the pupil should take place at a minimum of 2 metres away. In line with Government advice, if a distance of 2 metres can be maintained, the staff member looking after the child does not need to wear PPE. If the child is unwell or upset, the staff member must wear PPE in order to provide appropriate care for the child. Isolation room to be clearly signed, to prevent accidental access by others. The Parent/ Carer of the child will be instructed to wait in the school car park and the staff member will take the child to the car park via the front door.</p> <ul style="list-style-type: none"> • If a child needs to use the toilet whilst they are waiting to be collected, they will use the visitors' toilets. The toilets will be immediately put out of use until they can be thoroughly cleaned by staff wearing PPE. • Once staff or pupil has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. Staff cleaning the room will wear PPE. • All staff will receive instruction about how to put on and take off PPE.
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> • Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> • Advise parents that they should seek advice from their GP as to whether or not their child should attend school • Children to be offered own table to reduce contact with others
1. Maintaining distancing and reducing contact – entrance and exit routes		
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. 	<ul style="list-style-type: none"> • Parents/ carers are not to enter the school building. Communication must be through a

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	<ul style="list-style-type: none"> • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<p>telephone call or an email. Mrs Baxter will keep the office sliding window closed and will direct all callers to ring her from outside the building.</p> <ul style="list-style-type: none"> • Signage will be displayed on all entry points to the school. • Only one parent/carer will accompany their child to school and pick them up at the end of the day. The parents/carers of children within KS2 will not enter the school grounds when they bring their children to school. The exception to this will be children requiring physical assistance from their parent or carer. A member of school staff will be at the school gate to greet and reassure the children at the start of the school day. • Parents/carers will be encouraged to wear a face covering when they come onto the school premises. • Parents and Carers must not gather at the school gate. In order for social distancing to be maintained in this area, parents and carers must move away quickly. • Essential works will continue to be carried out e.g. Legionnaires Water Testing, Cannon Hygiene. The Site Manager or other responsible person will ensure that visitors do not make contact with door handles or surfaces not directly linked to their essential work. Surfaces will be cleaned immediately afterwards. The Site Manager/ Administration staff will have discussions with key contractors about the school's control measures and ways of working. School staff will ensure site guidance on physical distancing and hygiene is

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		<p>explained to visitors on or before arrival. Where visits can happen outside of school hours, they will. A record will be kept of all visitors, with sufficient detail to support contact tracing if required by NHS Test and Trace.</p> <ul style="list-style-type: none"> • All visitors to the school will be encouraged to wear a face covering. • Specialist support workers who visit the school to deliver essential services to pupils will wash their hands upon arrival at school. In cases where the specialist needs to deliver physiotherapy or other close assistance/therapy they will be required to wear PPE whilst working with the child. Any areas used will be immediately sanitised in line with the school's cleaning regime.
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<ul style="list-style-type: none"> • Parents and staff advised that, where possible, they should walk or cycle to school rather than drive • Staff to supervise pick-ups and drop-offs • Information re drop off and pick-up be shared with parents and children prior to 6th September
2. Maintaining distancing and reducing contact – internal areas and play areas		
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. • Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. 	<ul style="list-style-type: none"> • KS1 and KS2 to use their appropriate playgrounds to minimise contact • There will be two sittings for lunch to reduce numbers on the playground and using the hall.

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	<ul style="list-style-type: none"> • Children to remain at their desks when in the room; children use the same desk each day. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • Staff to supervise and enforce measures. • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. • Ventilation improved by having windows open. 	<ul style="list-style-type: none"> • The new staff room will be the former Art/Music room where there is more space • Collective worship to take place in the hall. The hall will be well ventilated with the windows fully open. • Children will use the same desk/chair every day. • Seating plan to be recorded in the event of the need for Track and Trace. • Where close contact takes place for other reasons, this will be recorded by the class teacher/office staff • Daily registers (am and pm) to be maintained • Children to be provided with a set of equipment, for which they are responsible, to reduce movement around the classroom. • Classroom rules to be created with the children; these should include instructions such as how to line up, use of toilets, moving around the classroom, handwashing etc. Children to be made aware of how these link to our school rules: Be ready, respectful and safe. These should be embedded through frequent reminders • All lessons should only be planned for individual work or group work with learning partners who sit at the same table. • Small group interventions to continue to take place using a portable screen if required • Conversations taking place in the classroom between adults and children should maintain a height differential whenever possible.

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		<ul style="list-style-type: none"> • Lunchtime playtimes will take place in KS 'bubbles' utilising the field and surfaced areas, weather permitting. • Lunchboxes should be named and distributed to children • Classrooms should be well ventilated – windows and internal doors, where possible, to be open at all times; external doors to be propped open at playtimes to increase airflow. • All PE lessons, where possible, to take place out of doors
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Minimise movements of whole groups and individuals outside of the classroom. • Acts of worship and other typically communal events to take place in groups • Face coverings to be worn by adults in primary schools where distancing cannot be maintained indoors but outside of the classroom 	<p>A one-way system is not feasible, due to the layout of the school therefore:</p> <ul style="list-style-type: none"> • Children to move around the school, managed by teacher during the school day to avoid crowding • Staff to liaise re use of specified areas of the school e.g. outdoor classroom, hall • A daily act of worship should be carried out per shared Collective Worship rota: Monday whole school assembly; Key Stage assemblies on Thursday; Good Work Assembly on Friday afternoon; Tuesday and Wednesday within class
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. 	<ul style="list-style-type: none"> • Only one or two children to use the class toilets at any time –handwashing to be supervised by an adult as appropriate • Signs to be placed in toilets to remind children re the importance of handwashing • Additional stocks of soap/hand sanitizer to be maintained

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<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> • Staggered break and lunch times. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. 	<ul style="list-style-type: none"> • Rotas in place for staggered playtimes and lunchtimes for children • Field marked into zoned areas • Playtime equipment should be cleaned regularly after use • Children to be supervised during all playtimes – staff to ensure that they do not congregate but spread out in order to observe all groups of children
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> • New staffroom to be used (furniture, urn, fridge, microwave etc to be moved into the former Art/Music room). The old staffroom to be used as an additional staffroom / meeting room. • Chairs to be distanced as far as possible; extraneous furniture to be removed • All staff to disinfect toilet seat and touchpoints after use.
<p>Provision of school dinners impedes the means to distance and reduce contact</p>	<ul style="list-style-type: none"> • Provision of food has been subject to specific risk assessment • Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> • Hot school meals are now being served. All lunchtime staff have completed food handing training. • The children will wash their hands before and after eating their lunch. • If any of the younger children require help with opening packets, staff will put on a clean pair of gloves each time, before assisting the child. • All lunchtime staff working within the dining hall will wash their hands and thoroughly before helping the children. The sanitizing unit at the entrance, or the portable sink unit just inside the new staffroom, will be used by staff to wash their hands. This ensures that staff do not have to use door handles once they are in

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		<p>the hall area. Hands will be washed throughout the lunchtime period. Disposable aprons will be worn by all staff working in the lunch hall. Disposable gloves will be worn by staff serving food.</p>
<p>Staff meetings have the potential to increase transmission as a result of crossed bubbles</p>		<ul style="list-style-type: none"> • Staff meetings will take place in the new staffroom; windows to remain open • Tables will be cleaned thoroughly before and after use • Staff will be socially distanced as far as possible. • If cases rise exponentially, meetings will take place virtually
<p>Other</p>	<ul style="list-style-type: none"> • Children arriving at school in a face covering having arrived via school or public transport and inadvertently posing a risk to themselves and others when they remove the mask on arrival at school. • Children mixing freely on school transport 	<ul style="list-style-type: none"> • Pupils arriving by school transport will enter the school via the main door. A designated bin will be placed in the library. Pupils will be taught how to remove the face covering without touching the outside of it. Disposable coverings will be immediately disposed of in the designated bin which will be emptied once everyone has arrived. Reusable face coverings will be placed in a small sealed, named plastic bag until the end of the school day. Each child will sanitise their hands upon arrival, remove their mask, and then immediately wash/sanitise their hands again before they go to their own classroom. • The children arriving at school by school transport will be collected from the bus/taxi by designated school staff and the pupils will be supervised whilst they are removing any face coverings in line with the procedures detailed in the previous section.

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		<ul style="list-style-type: none"> • At the end of the school day the children will line up in groups consistent with their school class and they will board the bus in this order and sit in their allocated place. • The children will use hand sanitiser as they are boarding the school transport. This will be provided by school staff who will provide guidance and reassurance to the children as required.
3. Hygiene and Cleaning		
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<p>A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources • PPE to be worn by cleaning staff as dictated by risk assessment. • Use of contractors or other school staff for additional cleaning. 	<ul style="list-style-type: none"> • COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site. • Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of :- <ul style="list-style-type: none"> ○ Hand washing for 20 seconds on a regular basis ○ Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) ○ Not touching eyes/nose/mouth with unwashed hands • All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available • Hand sanitiser stations to be provided at entry / exit points of classroom and the school building. • Pupils to wash their hands after sporting activities/ PE etc. • Class teachers to be provided with anti-bacterial wipes (if available) to wipe down classroom surfaces.

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		<ul style="list-style-type: none"> • School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) • Where a shared teaching area outside of the classroom has been used by a member of staff, the area will be cleaned in line with the cleaning regime. This will be the responsibility of the member of staff who has used the teaching area. • Where a staff member works with more than one class, they will socially distance from the children within each class, where possible. • In cases where a member of staff moves to another class, the member of staff will wash their hands before commencing work within that area.
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. • Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative • Extra signage to encourage washing hands. • Ensure help is available for children who cannot clean their hands independently. • Hand gel dispensers at strategic locations around the site to complement handwashing facilities. • Supplies of tissues and lidded bins in each teaching space and classroom. • Promotion of the ‘Catch it, Bin it, Kill it’ campaign to pupils and staff. 	<ul style="list-style-type: none"> • Hand sanitiser dispensers available in all rooms and in entrances to the school; additional hand sanitiser purchased • High quality liquid soap purchased • Soap and hand sanitiser dispensers to be refilled daily by cleaning team • Staff and children wash hands or use hand sanitizer on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze • Washing hands posters to be placed by all sinks • Reminders how to wash hands properly – videos and posters – to be revisited at the start of term and then at frequent intervals so that the need for thorough hand washing is embedded

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Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> • Soap dispensers available in each classroom • Site Manager to carry out COSHH assessment for any new cleaning/sanitising products in use. • Site Manager to ensure that any additional cleaning staff are made aware of the COSHH risk assessments. • All cleaning materials including those which hazardous are to be stored appropriately • Material data sheets to be made available for new and existing products.
4. Site and Buildings		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. • Adult visitors to be encouraged to wear face covering unless exempt. 	<p>Only essential visitors to enter school premises i.e. essential to the running of the school or to the education of the children.</p> <ul style="list-style-type: none"> • Site visits only to be carried by pre-arrangement with school office; school office to confirm protocols for deliveries etc at point of contact • Only one visitor/contractor in school foyer at any one time due to size of reception area • Discussions to take place through screened hatch • Deliveries to be made/contractors to visit school outside of school day where possible • Information / signage for visitors informing them of the infection control procedures to be placed in foyer • Hand sanitiser to be available in reception and used prior to entering and leaving the school building • Admin staff to maintain a record of visitors to the site (i.e. non-school staff/children) including contact details. This should be

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		<p>maintained in the event of contact by Track and Trace</p> <ul style="list-style-type: none"> Parents visiting the school re admissions to be informed of protocols currently in place when booking an appointment Face coverings will be encouraged for visitors.
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> All fire doors are operational at all times Fire alarm system and emergency lights have been tested and are fully operational. Review of fire assembly points to accommodate reduced contact and distancing where practicable. Fire drill practice to train new arrangements. Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> Fire safety requirements to be displayed in all classrooms Site Manager to carry out weekly checks of fire alarm system Fire drill to be carried out in week 2 Site Manager / Headteacher to review emergency plans
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	<ul style="list-style-type: none"> Where possible all internal/external doors should be open when room is occupied. These should be closed on leaving the room in case of fire External doors to be closed when rooms are vacant
Building checks not taken place	<ul style="list-style-type: none"> All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	<ul style="list-style-type: none"> Site Manager to maintain schedule of flushing out water system
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> Make use of existing mechanical ventilation systems preferably drawing on fresh air. Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). 	<ul style="list-style-type: none"> All windows to remain open at all times Doors may be closed whilst classrooms are occupied, however, external doors must be propped open before school, at playtimes and after school

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	<ul style="list-style-type: none"> • Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts) • Opening external doors may also be used provided security is not unduly compromised • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. • Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas 	<ul style="list-style-type: none"> • Additional ventilation via open doors and windows should not occur in unoccupied parts of the school site • CO2 monitors to be used immediately on receipt from DfE
5. Equipment and furniture		
<p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> • Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. • Outdoor equipment should be cleaned more frequently than normal. • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. • Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	<ul style="list-style-type: none"> • Children can bring bags to school but they should not bring in unnecessary items from home. • The outside area within the EYFS (Reception) area will be split into sections which will be clearly marked. This will enable the children to access carefully selected equipment which can then be easily cleaned.
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources in minimised. • Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> • Reading books and homework can be sent home. Reading books will be placed in dated boxes and left for 72 hours before they are assigned to other pupils. • Children are asked to bring in a named water bottle from home. In cases where the child does not have a water bottle, they will be given a named beaker which will be put in the dishwasher after use. • If older children bring a mobile phone to school, this will be placed in a plastic bag and

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		<p>given to the class teacher to look after until the end of the day.</p> <ul style="list-style-type: none"> • Children to be provided with own resources – pen, pencil, rubber, whiteboard, whiteboard pen etc; KS2 children may bring in pencils cases and take home daily • Shared resources should be cleaned by staff at end of the day using anti-bac wipes / spray or by washing in hot soapy water. • Touch points, tables, door handles and other surfaces to be cleaned by cleaning team every night • Children encouraged to wash hands / use hand sanitiser before and after lessons • All surfaces to be left clear at the end of the day
6. Health and Wellbeing		
<p>Inadequate staffing levels create supervision or safeguarding issues.</p>	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. 	<ul style="list-style-type: none"> • HT/ DDSL to ensure that they are familiar with current guidance re their conditions and any decisions to be made as a result of changes to guidance • Staff to inform HT of any changes to health which may impact on risk to self as a result of Covid-19 • In the event of staff absence, redeploy experienced TAs/staff to provide cover
<p>Absence of measures to address localised enhanced covid transmission chain</p>	<ul style="list-style-type: none"> • Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding: <ul style="list-style-type: none"> ○ Good hygiene ○ Appropriate cleaning regimes ○ Keeping occupied spaces well ventilated 	<ul style="list-style-type: none"> • School to contact PHE for advice if outbreak or cluster occurs HealthProtectionTeam@Lincolnshire.gov.uk • Implement Contingency Outbreak Management Plan in the event if either:

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	<ul style="list-style-type: none"> ○ Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19. ● Local school management plan is in place and relevant staff have been made aware ● Remote education plans in place ● Engage fully with NHS Test & Trace ● Schools should make themselves familiar with the Contingency Framework document. 	<ul style="list-style-type: none"> * 5 children or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10 day period, or *10% of children or staff who are likely to have mixed closely, test positive for Covid-19 within a 10 day period ● Implement remote learning plan if possible ● Seating plans maintained and updated as changes are made and handed to HT ● Staff to engage in 2x weekly LFTs (this will be reviewed in Sept 21)
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> ● Staff risk assessment tool being used to assess those in higher risk groups. ● Staff aware of risk assessment process and able to contribute. ● Staff meetings and communication. ● Defined wellbeing support measures for staff. 	<ul style="list-style-type: none"> ● Include staff in risk assessment process – input into hazard identification and control measures ● SLT available for staff to share concerns with ● Signpost staff to counselling/well-being resources as necessary ● Risk assessments to be reviewed as guidance changes
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> ● Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. ● Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<ul style="list-style-type: none"> ● No volunteers to support children in T1 term
Pupil wellbeing is impacted by the current situation causing physical and mental ill health.	<ul style="list-style-type: none"> ● Children to have allocated teacher and TA where possible. ● Reduced time in school to ensure transition from home to school is successful. ● Curriculum to support children’s well-being. ● Provide opportunities to talk about their experiences/concerns. ● Pastoral activities ● School Effectiveness guidance on Right Choice 	<ul style="list-style-type: none"> ● Individual risk assessments to be completed as necessary, for children with special educational and behavioural needs ● Children to be referred to Healthy Minds / Grief and Loss etc as need arises ● Staff to console children from behind the child or side-by-side if the need arises. ● Children experiencing significant difficulties to Covid-19 to have a reduced timetable, quickly building up to full-time in school

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
First aid provision	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less coverage than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. • Paediatric First Aid provision is available for under 5's. 	<ul style="list-style-type: none"> • An assessment will be made in the usual way. In cases where the pupil has a minor scrape or bump to a limb, staff will ensure that the child is able to wipe the area themselves, under verbal instruction from the member of staff. Support and encouragement will be given to the child to ensure that they are not upset or worried. Accidents will be recorded in the usual way. • In cases where first aid is administered by a member of staff, PPE will be worn and the used PPE will be put into the clinical waste container within the staff toilet area. Accidents will be recorded in the usual way and staff should indicate if PPE has been worn. The Headteacher will be informed. • First aid should be administered side to side, using verbal instructions if possible. Gloves must be worn at all times, staff to consider use of face shield and mask
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed. 	<ul style="list-style-type: none"> • Training to be updated at the earliest opportunity • Medication to be administered by office staff; staff to accompany child/ren to the foyer, taking a cup of water. • Medication to be administered and signed for as normal
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. • 1:1 teaching to be done with reduced contact. 	<ul style="list-style-type: none"> • Face coverings available for use as needed • Staff to use PPE (mask, face shield, gloves and apron) when delivering intimate care • Screens available for the delivery of small group interventions

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> Where close feedback or communication is needed this should be provided side to side not facing child if possible
7. Risk assessments and Policies		
<p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. Lettings of facilities will be subject to separate risk assessment. School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. Behaviour policy amended to reflect covid-19 protocols. Off-site learning outside of the classroom activities will be subject to a separate risk assessment. 	<ul style="list-style-type: none"> SLT to complete H&S walk with H&S governor to ensure that all learning environments are safe HT to continue to review and revise existing risk assessments under the lens of Covid-19 Read in conjunction with PE risk assessment shared previously When planning school trips, risk assessments should be completed via Evolve for authorisation – advice will be sought from the LA
8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils Non-compliance will be addressed immediately Regular communication with staff on the outcomes of the monitoring LA H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> SLT to monitor the effectiveness of the preventative measures set out above, and the compliance of staff, children and visitors to the school – staff refusing to comply will be subject to disciplinary procedures Staff to share any concerns with HT so that these can be addressed immediately HT to share outcomes of monitoring with staff and inform of changes to RA

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> • Staff encouraged to gently insist on compliance by reminding each other and children of the need to comply with protocols

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Ingrid Williams	
Signature of Headteacher	<i>Ingrid Williams</i>	Date: 01.09.2021
Name of Chair of Governors / Trustees	Rob Cole	
Signature of Chair of Governors / Trustees		Date:
Date of review		