



Coronavirus Risk Assessment

COVID-19 Pandemic: Updated October 2021

To be reviewed in line with Government guidance

Contents

Risk 1: Spread of virus within (and across) pupil groups	2
Risk 2: Spread of virus out to parents/other family members and in to school	7
Risk 3: Spread of virus to others	8
Risk 4: Spread of virus to staff and between staff/into homes	9
Risk 5: Pupils with underlying health issues and/or living in households 'at risk'	10
Risk 6: Impact on staff/pupil mental well-being	11
Risk 7: Impact on children's progress and attainment	12

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Social distancing	Learning Outdoors	<ul style="list-style-type: none"> Outdoor learning is encouraged if learning focus and weather permit; use of field, top and bottom playgrounds etc; Liaison with other adults needed - Teams chat can be used to communicate Off site Forest Schools sessions reinstated 	Teacher/TA
All	Infection from Surfaces	Wiping & Washing	<ul style="list-style-type: none"> Work surfaces are to be cleared at the end of each day to permit full disinfection by cleaners Where weather permits all doors with fire releases to be open; key external doors within the school to be left open on dry days In cooler months doors can be closed with some windows remaining open to allow a through draught. Children and staff encouraged to 'layer up' with warm clothing. During break times external doors should be left open to 'purge' the class base with fresh air and ventilate the space. Each class to be provided with full cleaning kit Cleaning staff to do deeper cleans 	Pupils Teacher/TA PM Cleaners (Bursar/ premises staff & admin to ensure sufficient materials)
All	Infection from Surfaces	Wiping & Washing	<ul style="list-style-type: none"> Full clean at the end of the day to disinfect frequently touched objects and surfaces, including: <ul style="list-style-type: none"> Classroom desks and tables Bathroom facilities (including taps and flush levers and buttons) use correct colour cloth - blue for loo, red for bathroom and classroom Door and window handles Furniture Light switches Reception desks 	Teacher/TA PM Cleaners (Bursar/ premise staff & admin to ensure sufficient materials)

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Initial Handwashing		<ul style="list-style-type: none"> Staff and children use hand sanitiser followed by handwashing (or just handwash if systems allow) on arrival at school using taps & sinks in class bases and toilets Provide soap, paper towels and bin Provide tissues and bins in all classrooms and in key locations Make alcohol-based hand sanitiser available to adults in classrooms and in key locations (Hall, Reception, etc) Adults to apply for children if needed, handwashing preferable and more effective 	Teacher/TA (Bursar/ premises staff & admin to ensure sufficient materials)
All	Regular Handwashing		<ul style="list-style-type: none"> Regular handwashing enforced after each activity (if appropriate) and definitely before and after each play Posters promoting correct techniques on display and reviewed by adults Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly: <ul style="list-style-type: none"> After coming into school After sneezing or coughing Before and after handling or eating food After going to the toilet Encourage pupils and staff to avoid touching their face with unwashed hands 	Supervised by Teacher/TA
All	Elimination of Infected Individuals from Site	No adult or child to remain on site if: <ul style="list-style-type: none"> symptoms diagnosis confirmed or suspected 	<ul style="list-style-type: none"> Guidance recirculated to staff Guidance available in folder in staffroom & on Teams Parents to call online Coronavirus 111 for advice and/or to arrange testing Staff to call online Coronavirus 111 for advice and/or to arrange testing All NHS test and trace guidelines to be adhered to Self-isolation guidelines to be adhered to - any child presenting with Coronavirus symptoms at school to isolate - outside if possible, or group room in quad to be used; staff to wear PPE if closer than 2M - medical mask, apron & gloves Sign to be displayed making clear that quad group room is in use for isolated individual - however this room can be used at other times Suspected infected individual to use toilet off group room in quad Group room in quad, toilet and key areas to be cleaned before re-use 	HT Staff Parents

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Avoidance of Infected Individuals coming onto Site	No adult or child to come onto site if: <ul style="list-style-type: none"> • symptoms • diagnosis confirmed or suspected 	<ul style="list-style-type: none"> • Guidance recirculated to staff • Guidance available in folder in staffroom and on Teams • Parents to be reminded of symptoms and asked to confirm absence; any concerns - child not to be taken into school • All NHS test and trace guidelines to be adhered to • Staff on-site given opportunity to opt into LFD testing 	HT Staff Parents PM Cleaners
All	Respiratory Hygiene	<ul style="list-style-type: none"> • Catch it • Bin it • Kill It 	<ul style="list-style-type: none"> • Posters reiterating message • Ensure all classrooms and key areas have tissues available • Importance of sneezing into elbow if unable to get to tissue in time • Staff praise correct behaviour • Bins identified to children • Bins emptied daily & if full during school day, tie off and leave outside classroom internal door • When possible, open windows to increase air flow and ventilation • In cooler month doors can be closed with some windows remaining open to allow a through draught. Children and staff encouraged to 'layer up; with warm clothing. • During break times external doors should be left open to 'purge' the class base with fresh air and ventilate the space. 	Teacher/TA (SBM/PM to ensure sufficient materials)
All	Toileting	Assigned Toilets	<ul style="list-style-type: none"> • YR to use EYFS toilets in the quad at all times • KS1 to use class toilets in Y1 & 2 class bases at all times • Y3 & 6 to use toilets on top landing - maximum 2 at a time • Y4 & 5 to use playground side toilets maximum 2 at a time • Children to be released two at a time from class, whenever possible - on occasion if need is too urgent, children told clearly how and where to wait for cubicle/urinal and basin • Any toileting accidents requiring adult help with change of clothes - adults to wear gloves whilst helping and wash hands afterwards, sealing soiled clothes in a plastic bag to be taken home. • Before and after lunchtimes and playtimes, children not needing toilet use class hand basins, queuing at door, whilst those needing toilet to be released in ones and twos • Staff toilets where possible maximum one at a time. 	Teacher/TAs

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Maintaining First Aid Provision Accidents Supporting and Containing Children with Symptoms	First aiders Management of Children with Symptoms	<ul style="list-style-type: none"> • See separate guidance on what to do if a child/adult is displaying symptoms • All staff have basic first aid training, including staff with paediatric first aid qualification • The admin area will be staffed by 2 staff with first aid at work qualification • Parents will be reminded of the symptoms to be alert to, if in any doubt, parents should keep their child at home to avoid risking infection of their child's class • If children displaying symptoms, class Teacher to escort child to office, explaining symptoms • Ensure that all parents and guardians are aware that admission to the school grounds will be blocked if a diagnosis of Covid 19 is confirmed or suspected and that children with high temperature or persistent cough should not be on site • Make sure staff in school know that they should: <ul style="list-style-type: none"> • Observe strict no contact rule where possible • Contact Parent/Guardian with instructions to take home and consult medical aid. Parents contact school once outcome known. • If Covid symptoms are evident isolate pupils in group room or outside while waiting for parent • Wash their hands for 20 seconds after making contact with the ill pupil • Adult to use PPE equipment, as appropriate and if 2M distance can't be maintained - medical mask, apron and gloves • Group room in quad identified as a room that sick pupils can be kept in until parents come to collect them, as it has: <ul style="list-style-type: none"> • A door you can close • A window you can open for ventilation • Separate toilets for use 	

Risk 1: Spread of virus within (and across) pupil groups

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Cleaning	Clean as a matter of urgency and if not possible - seal area off	<ul style="list-style-type: none"> • If Covid 19 symptoms evident: • Clean and disinfect surfaces the person has come into contact with, including: <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) • (Public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids do not need to be cleaned) • When cleaning hard surfaces and sanitary fittings, use either: <ul style="list-style-type: none"> • Red cloth for classroom and bathroom/Blue cloth for loo • Paper rolls and disposable mop heads • When cleaning and disinfecting, use either: <ul style="list-style-type: none"> • A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine • A household detergent, followed by a disinfectant with the same dilution as above • An alternative disinfectant, that's effective against enveloped viruses • Make sure if Covid 19 case suspected all cleaning staff: <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • If there's visible contamination with body fluids, consider providing cleaning staff with a surgical mask; the local health protection team's risk assessment will advise if this equipment is needed • Wash any possibly contaminated fabric items in a washing machine; clean and disinfect anything used for transporting these items with standard cleaning products • Launder any possibly contaminated items on the hottest temperature the fabric will tolerate • If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning • Dispose of any items that are heavily soiled or contaminated with body fluids • Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full • Place these bags in a suitable and secure place away from children and mark them for storage in locked part of the school • Wait until the test results are known before taking the waste out of storage • If the individual tests negative, put the bags in with the normal waste; if the individual tests positive, place in locked part of school for 72 hours 	

Risk 2: Spread of virus out to parents/other family members and in to school

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Drop-off & Pick-up	1 way system	<ul style="list-style-type: none"> • One-way system up to school gate and down during pick up and drop off - up by the hedge, down through the car park - clear signs and parents informed • Only one adult in school reception area at a time - wait outside • Children to be met by staff • KS2 children encouraged to be independent • Parents to leave school promptly after drop-off or pick-up; as much communication as possible encouraged via e-mail or telephone • Parents can leave messages with staff on gate duty but must maintain social distancing when holding a conversation 	Teachers/TAs Parents
All	Lunchboxes Carrying Virus	Taken home each day to be washed	<ul style="list-style-type: none"> • Lunchboxes & water bottles kept on a trolley or similar • Lunchbox and water bottles home at end of day to be washed 	Teachers/TAs Parents
All	Other Items Moving between School and Home	Coats/PE Kits	<ul style="list-style-type: none"> • No PE kits stored in school - children to wear PE kit on timetabled PE days to be communicated with parents • Spare trainers for PE/field use welcomed if possible • PE to be delivered by school staff and Aspire coaches 	Teachers/TAs Parents

Risk 3: Spread of virus to others

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Visitors to Site	Deliveries/ Volunteers and outside agencies to include: Play therapist, school nurse, OT, Visual team, Peripatetic music teachers, supply staff, ITT and college students	<ul style="list-style-type: none"> • Office staff to liaise with deliveries • Signage guides visitors on entrance to site • All visitors to provide office staff with sufficient detail to support rapid contact tracing if required by NHS test and trace 	All staff

Risk 4: Spread of virus to staff and between staff/into homes

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
Staff with Underlying Health Conditions	Infection	Medical Advice	<ul style="list-style-type: none"> Consider staff member having the opportunity to access PPE - face covering/visor as opposed to medical masks All staff to have individual risk assessments 	Teachers/TAs
All	Insufficient Staff to Cover	Staff Becoming Unwell	<ul style="list-style-type: none"> Staff should inform the Headteacher at the earliest opportunity if they have concerns about being well enough to attend school Covid symptoms for staff to look out for are clearly displayed around the school If there are any concerns or staff feel unwell then these should be raised with the headteacher immediately Staff should inform the HT at the earliest opportunity if they have been told to self-isolate or test positive or have two void LFD tests Staff to follow any local and national lockdown guidance 	Teachers/TAs

Risk 5: Pupils with underlying health issues and/or living in households 'at risk'

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
Shielding Groups	Possible Infection	Parental Liaison	<ul style="list-style-type: none">• Government advice states all children should now be attending school• School to Liaise with parents - offering reassurance• Monitor attendance - teachers/office to liaise with Head	Teachers Office Staff Headteacher/ SENDCo

Risk 6: Impact on staff/pupil mental well-being

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All	Impact on Mental Health	Communication	<ul style="list-style-type: none">• Wellbeing in Education Return Project rolled out to all staff directly working with children to support mental health• Open communication channels - email, phone calls• PSHE activities taking place in school as a priority• Learning mentors, ELSA and play therapist on site	All staff

Risk 7: Impact on children's progress and attainment

Who is affected?	Preventative actions	Key Response	Additional Details	Responsibility
All children	Contingency plan	Initiate contingency plan within 24 hours	<ul style="list-style-type: none">• Remote education in place• See separate MPS remote education policy	Teachers