

Issue COVID 19 Risk Assessment	Risk Assessment	Ref No	C19/002
		Date	01/09/21

Task Description	Sept 2021 school operations	Location	West Park Primary School	Date of Review	Fortnightly and as required.
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Assessor	Print Name: Cath Thirlway/Sam Hirst	Lead	Print Name: Cath Thirlway/Sam Hirst	Equipment or Plant No.	N/A
	Signed: <i>Cath Thirlway Sam Hirst</i>		Signed: <i>Cath Thirlway Sam Hirst</i>		

Persons Affected Individuals or Groups	Teaching staff
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Hazards / Consequences	Existing Control Measures	Original Risk Assessment			Further Control Measures Required	Revised Risk Assessment with Further Control Measures		
		L	S	R		Modified		
		L	S	R		L	S	R
Spring 1 Term 2022	<p>Following further advice from the Local Authority and Public Health England regarding the rise in Covid cases within the area. A number of additional control measures will be re-introduced.</p> <p>The school will continue to act on any Government, Public Health England and any Local Health Protection guidance/advice and will increase control measures where necessary.</p>	3	4	M	<p>The further measures may include:</p> <ul style="list-style-type: none"> - Face coverings to be worn in communal areas of school by staff and visitors if this is advised by public health as part of a contingency plan in response to an outbreak. - Continue to monitor ventilation of classroom areas, current number of cases within the setting 	2	4	M

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					<ul style="list-style-type: none"> - Staff and Trustee meetings, where feasible to be carried out virtually, rather than face to face. - Limit visitors to the school and consider carefully whether events that bring parents into the school can be managed safely or should return to online. Careful consideration should be given to the risk assessment of all events and trips 			
Volume of attendees on the premises	<p>Staff and children no longer require to be in bubbles.</p> <p>Break times and lunchtimes children can access all areas</p> <p>All areas to be well ventilated.</p> <p>Hand washing to remain on entry</p>	3	4	M	<p>Staff and pupils to walk on the left in single file whilst transitioning from classrooms.</p> <p>Handwashing on arrival into school.</p> <p>Children to wash hands on entry to the classroom, before and after lunch.</p>			M
Facilities and Premises	See re-opening checklist.	1	4	L				

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	<p>The re-opening checklist will be completed by the Head Teacher/Caretaker prior to re-opening and a completed version attached to the risk assessment for reference.</p> <p>See re-opening checklist</p>							
Visitors to premises: Including Contractors and customers	<p>All visitors, including parents and contractors, are allowed on site entry however they must have a pre-arranged appointment prior to arrival on site.</p> <p><i>*See Visitors risk assessment for more information</i></p>	1	4	L	All visitors to wash their hands on entry and be accompanied to their meeting point.			
Before/After School Entry/Exit Procedures.	<p>The school day will start at 8:45 but there will be different entry points for different year groups. This will be shared with year groups and parents prior. Registers to close at 9am</p> <p>Classroom fire doors will be used for entry and exit where possible to avoid crowding.</p>	2	4	M		2	4	M

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Early Years & Primary aged children – lack of understanding	Face visors available on demand for members of staff who will have to offer close support to children.	4	4	M	See Organisational plan for additional information around ventilation and enhanced cleaning	3	4	M
Emergency Procedures	<p>Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>A fire drill will be carried out within the first couple of weeks of the Spring 2 term.</p> <p>The school's caretaker ensures that that weekly testing of the fire alarm is carried out to ensure legal requirements are met.</p>	2	4	M		2	4	M

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	<p>All staff instructed on making sure fire doors are shut when evacuating the building (also windows if possible).</p> <p><u>Lockdown</u> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid. Consideration given to the number of positive cases in school before the drill goes ahead.</p>							
Ventilation	<p>Good ventilation with fresh air is essential at all times in classrooms. Refer to the system of controls for guidance on keeping occupied spaces well ventilated.</p> <p>The school now have access to 15 CO2 monitors and they will be used in areas of the school where ventilation is most restricted.</p> <p>CO2 readings will be checked on a regular basis by teaching staff, so decisions can be made on whether</p>	2	4	M	<p>All the school's mechanical ventilation systems are serviced and maintained in accordance with the manufacturers recommendations.</p> <p>All areas of the school must be kept well ventilated. It is the individuals' responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.</p> <p>Results from CO2 monitors will be used as the basis of discussions</p>	1	4	L

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	<p>windows or doors need to be opened wider.</p> <p>When there is a COVID case or an outbreak in a class, a CO2 monitor will be used to track air quality.</p>				<p>regarding both increasing ventilation and looking to maximise any inside and outside space to provide time for fresh air flow to improve air quality.</p> <p>Where rooms consistently indicate high level of carbon dioxide; a review will take place with the teacher and a member of the SLT to consider any further measures available.</p>			
Handwashing	<p>Pupils are supervised to wash their hands for 20 seconds by staff members, throughout the school day. Staff follow the guidance provided in the operational plan.</p> <p>Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p>	2	4	M	<p>Hands Face Space</p> <p>Hands - Washing your hands with soap and water for at least 20 seconds, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing on the virus.</p> <p>Face - Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Face coverings reduce the spread of these droplets, meaning if you're carrying the virus,</p>	2	4	M

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					<p>you're less likely to pass it on when you exhale. <u>Find out how to make your own face covering on the gov.uk website.</u></p> <p>Space - Transmission of the virus is most likely to happen within 2 metres. While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread</p>			
Lunchtimes / Playtime	<p>Lunchtime and playtime will revert back to normal with all children eating in the hall before going out to play. Reverting back to original lunchtime rota.</p> <p>All of the school grounds to be maximised to avoid overcrowding in certain areas.</p>	2	4	M		2	4	M
Deliveries	Advise all delivery drivers that no goods or food should be physically handed over.	1	4	L				L

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	<p>Decide on a location as a set drop-off point agreed in advance.</p> <p>Staff to be made aware of toilet any delivery staff will have access to, and the process of making sure the toilet is cleaned after use.</p>							
Meeting rooms and offices	<p>Consideration about the number of attendees in a meeting before identifying the space required.</p> <p>Where possible, meetings to still take place on line-parents consultation etc Encourage increased natural ventilation in all areas through open windows.</p> <p>Staff should leave their desks clear so that it can be easily cleaned.</p> <p>Time to be allowed for air to settle when the room is due to be re-used. (Minimum 5 mins depending on size and ventilation)</p>	2	4	M	<p>Clean down tables after you have finished eating and drinking and remove all uneaten food and drink and dispose of in designated bin or rubbish bag.</p> <p>Staff to use their own mug which they will need to wash and put away after use.</p> <p>All staff will be responsible for ensuring all their crockery and cutlery is cleaned and put away.</p>	2	4	M

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	Medical waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot. Emptied daily.							
General risk of Covid 19 infection Additional hygiene arrangements	<p>Touch points- door handles and switches wiped down and children's desks sprayed and wiped after morning session</p> <p>To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste.</p> <p>Main doors into toilets be kept open to avoid touching doors</p>	2	4	M		2	4	M

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Cross-contamination of resources, toys and equipment	Windows to be open throughout the day.	2	4	M		2	4	M
First Aid and contact due to personal/intimate care	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. Protective equipment, such as gloves should be worn when first aid is administered.</p> <p>Children showing signs of Covid-19 will be isolated in Head teacher's room until parents can collect them. (Enhanced cleaning procedure in place for area after use)</p> <p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care</p> <p><i>*See PPE Matrix</i></p>	2	4	M				M
Vulnerable Staff	The school has 1 member of staff who are currently pregnant. Communication	2	4	M		2	4	M

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(Current Medical issues giving rise to increased risk of catching Coronavirus or increased risks associated with symptoms)	with staff is maintained and arrangements to be reviewed in line with Government Guidance. *see individual risk assessment							
Rapid Testing (via Lateral Flow Devices-LFD)	There is no need for staff to complete x 2 weekly LFD unless there are symptoms or the numbers start to rise.	2	4		Separate Rapid Testing Risk assessment in place	2	4	M
Tracing close contacts and isolation	If a child or staff member tests positive for Covid 19 they should stay at home and avoid contact with other people, even if they do not have any symptoms. They should advise where possible the people who they have been in close contact with that they are positive so that they can carry out a test. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their	2	4			2	4	M

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	<ul style="list-style-type: none"> consider limiting contact with people who are at higher risk from COVID-19 							
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Risk Assessment Notes:

If there is a suspected outbreak in a school, each of the reviews should be considered in case individuals high risk individuals will need to be removed from the risk. This may mean working in a restricted area or asking the individual who is at higher risk to work from home. Public Health England and the Local Health team will be contact for advice when there is any outbreak for advice.

[Guidance](#) for vulnerable persons
[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

General Advice:

- All adults on the school premises to wear face coverings in communal areas when they are not eating or drinking
- To ensure good hand hygiene
- Staff are advised that when passing in corridors to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children do not bend down to their level and where ever possible stand to the side or the back of the child.
- Singing and Music have own individual risk assessment that must be used before these activities take place

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

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“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)													
		Likelihood Rating											
Severity Rating	Description	1	2	3	4	5	6						
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent						
1	Delay only												
2	Minor injury, minor damage							LOW		HIGH			
3	Lost time injury, illness, major damage							LOW		MEDIUM		HIGH	
4	Major injury, disabling illness, major damage							LOW		MEDIUM		HIGH	
5	Single fatality, or permanent total disability							LOW		MEDIUM		HIGH	
6	Multiple fatalities							LOW		MEDIUM		HIGH	

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COVID-19 Full Opening Organisational Plan

Return to school Plan January 2022 updated March 2022

This plan is reviewed regularly in line with guidance issued from the DFE.

The safety of the staff and children in our care is paramount in our planning. Please be vigilant and adhere to the plan below.

Organisational Plan for full school reopening in September 2021

Risk assessments have been updated to reflect current guidance. Staff should be familiar with all that relate to them

The guidance no longer recommends that it is necessary to keep children in consistent groups ('bubbles').

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume - (Mon/Wed - Y1-3, Tue/Thurs - Y4-6 in Hall, Whole school - Friday 3pm whole school)

There is no longer a need to make alternative arrangements to avoid mixing at lunch - see lunchtime rota.

Toilets will revert to boys and girls rather than year groups.

Contingency plans will be in place to cover the possibility that in some local areas or if there is a rise in positive cases it may become necessary to restrict mixing of groups. This will only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible.

Any decision to recommend the reintroduction of restricting mixing will not be taken lightly and will need to take account of the detrimental impact they can have on the delivery of education.

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Masks and face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. In certain circumstances A director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless exempt).

Where staff are pregnant there will be an individual risk assessment in place. Vaccination status is key for this and will need to be shared with the HR manager.

Start and end of the school day

In order to maximise teaching time, the start and end if the day will no longer be staggered.

To avoid overcrowding and facilitate social distancing however, the following on entry procedures will be utilised.

All children will start at 8:45am and finish school at 3:30pm. We will still be retaining different entrances for the different year groups.

Nursery – own door

Reception, Year 1, 2 and 3 to line up on the yard in their class groups. These will be spaced over the yard with year 3 using their own outside classroom doors as entry and Year 1 and 2 using the two double doors. These will be signposted and their teacher/TA will meet them there.

Year 4 Hall Doors

Year 5 & 6 own classroom doors

Please can a member of each year group staff remain at the entry points till 8:55am to let in any children. All external doors to be locked from 8:55am, any children who come into school must enter through the Main Reception. Any children not in class by 9:00am (when registers close) will be marked as late.

At the end of the school day, all children will be escorted to the school yard by their teachers and Teaching Assistants. Year 4, 5 and 6 children do not need to be picked up by an adult (Year 4 parents will need to have given written permission for this prior).

Please can KS1 be ready at the exit doors for 3:30pm. KS2 to exit at the bell and walk round to allow for some clearing of the yard.

SLT member to be at the front area of the school each morning/afternoon to ensure that all parents and children are directed and supported.

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Lunchtime Rota Outside

Year Group	Time	Area
Nursery	11.15-12.15	Nursery Garden
Reception	11.15-12.15	Playground
Year 1	11.40-12.40	Playground
Year 2	11.50-12.50	Playground or Wilderness
Year 3	12.00-1.00	Playground, field or Wilderness
Year 4	12.10-1.10	Playground, field or Wilderness
Year 5	12.20-1.20	Playground, field or Wilderness
Year 6	12.30-1.30	Playground, field or Wilderness

The Environment

Social distancing measures have now ended in the school environment.

Cleaning will remain in place with an enhanced cleaning schedule provided by Bulloughs to focus on frequently touched surfaces such as door handles and door release buttons. Staff should also ensure that shared resources are cleaned in their classroom once each day - eg laptops.

The classrooms must be well ventilated but a comfortable temperature maintained. Wherever possible windows open. Any middle rooms without windows, staff should consider the number of children using at any one time and clean between groups of children.

Fire drills and lockdown will revert to pre Covid-19 procedures but number of cases in school may determine when the drill is held.

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Hand cleaning should remain regular practise **including on entry** - this can be handwashing or hand sanitising. Children will need to hand wash after each toilet visit and before lunch. For behaviour reasons children will need to be supervised at the toilet/handwash session before lunch.

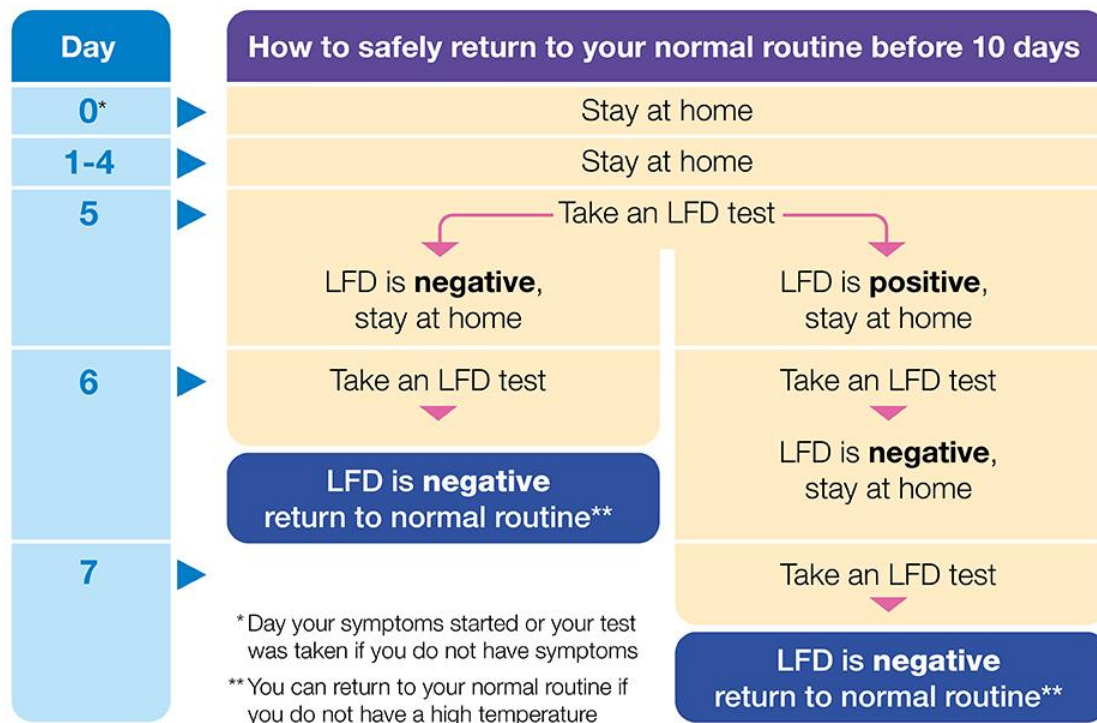
Catch it, bin it, kill it is still the message and there should be reminders of this displayed in the class room as well as verbal reminders from staff. Hand tissues will be available in each classroom.

Visitors and visits for educational purposes can be resumed. Full and thorough risk assessments must be carried out before including any public health advice about hygiene and ventilation is built in.

All teaching areas have access to the following: tissues, hand sanitiser, anti-back cleaning spray and cloth. Cleaners must ensure that all soap dispensers and hand towels are full at the start of each day.

If a child or staff member tests positive for Covid 19 they should stay at home and avoid contact with other people, even if they do not have any symptoms. They should advise where possible the people who they have been in close contact with that they are positive so that they can carry out a test. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature. (see flow diagram below)

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Use of PPE

PPE does not need to be used if a child becomes ill with COVID-like symptoms unless a 2m distance cannot be maintained.

If a child does become ill, a member of the SLT is to be informed and the child will be taken to the Head Teacher's room to await collection by a parent.

Rules:

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- One way system in corridors – to be signposted clearly
- Entrance doors and exits for each year group identified.
- All staff to handwash/sanitise on arrival.
- Visitors to use the main entrance and handwash/ sanitise on arrival.
- Cleaning products, hand sanitiser and tissues to be provided in each classroom.
- Rooms are well ventilated whilst maintaining a comfortable working environment
- No use of water fountains
- Children bring their own labelled water bottle

Personal Protective Equipment Matrix






The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
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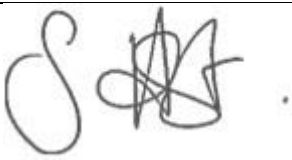
					
Teaching or Assisting Teaching	When hand washing facilities are not available	X	X	X	X
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	X
Kitchen/Dining roles	When hand washing facilities are not available	X	In line with normal guidance and while clearing used crockery/cutlery	X	X
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	X	X
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists	Used when cleaning an area where a significant chance of infection	Used when cleaning an area where a significant	X

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suspected COVID 19 case		(room where individual has waited for attention or toilet used)	exists (room where individual has waited for attention or toilet used)	chance of infection exists (room where individual has waited for attention or toilet used)	
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Pupils encouraged to use their own	X	X	X

I am satisfied that the actions within this checklist have been actioned and are sufficient to mitigate identified risks.

Name:	Sam Hirst
Signature:	
Date:	14/01/2022