



Shoscombe Primary School

RISK ASSESSMENT FOR SCHOOL OPERATION 2021-2022

This risk assessment is based on Guidance for Full Opening: [Guidance for Schools, updated Dec 2021](#)

Date of Risk Assessment: **14th December 2021**

Signed (head teacher): *RENoll*

Signed (Chair of governors): *Anna Holbrook*

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

	<p>PPE will be available for first aiders including face masks, visors and gloves - these will be stored by the first aid station upstairs and in Oak Class (EYFS Base).</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness</p>	SK (using updated information from The Trust)	6th Sept	13/12/21
<p><u>Staff working</u></p> <p>All staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. However, CEV staff may wish to take extra precautions.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>Contact all staff as appropriate to ensure any anxieties are addressed and all possible safety measures are in place. Review this as and when numbers of covid cases increase/decrease.</p>	<p>RN and TR</p> <p>RN/TR</p>	<p>6th Sept</p> <p>6th Sept</p>	<p>13/12/21</p> <p>13/12/21</p>
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Regular hand washing will be taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands will be with disposable paper towels rather than dryers 	<p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds 	RN/TR	6th Sept	13/12/21

<ul style="list-style-type: none"> • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<ul style="list-style-type: none"> • A poster and reminder is being sent to every parent at the start of term • Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. • There will be support for pupils who have trouble washing their hands independently • We will encourage young children to learn and practise these habits through games, songs and repetition. This will be incorporated in the morning routines in EYFS and Y1 			
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails.</p> <p>Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime</p> <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> <p>Every classroom to be issued with a cleaning 'bucket' , kept stocked up with all supplies needed for regular cleaning of surfaces</p> <p>At key points in the day classroom staff must wipe down all surfaces</p> <ul style="list-style-type: none"> • break time • lunch time • end of the day 	<p>RN, TR & SK</p> <p>RN, TR & SK</p> <p>SK</p> <p>All class based staff</p>	<p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p>	<p>13/12/21</p> <p>13/12/21</p> <p>13/12/21</p> <p>13/12/21</p>

	<p>Office staff must wipe down keyboards, phones, headsets, light switches, entry buttons at key points in the day also</p> <p>Classroom based staff teams to be responsible for frequent wiping down in own classrooms Office staff to be responsible for office areas, resources room, shared corridors</p> <p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. SK to prepare laminated tick sheet for each zone and staff areas</p>	<p>office staff</p> <p>All class based staff</p> <p>SK</p>	<p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p>	<p>13/12/21</p> <p>13/12/21</p> <p>13/12/21</p>
<p><u>Use of toilets</u> Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work.</p> <p>Staff toilets will have additional spray cleaning available to use before and after each use.</p>	<p>All staff</p> <p>All staff</p>	<p>6th Sept</p> <p>6th Sept</p>	<p>13/12/21</p> <p>13/12/21</p>
<p><u>Use of outdoor space</u> When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of</p>	<p>Classroom doors and windows to be open for ventilation and classes encouraged to use outdoor spaces .</p> <p>When considering team sports the following govt guidance will be consulted. Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)</p>	<p>RN/TR</p> <p>Sport lead</p>	<p>6th Sept</p> <p>As required</p>	<p>13/12/21</p> <p>13/12/21</p>

<p>children and multiple groups do not use it simultaneously.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>				
<p><u>Daily school life</u></p> <p>Mixing and becoming close contacts: You can be a 'contact' with someone with COVID-19 any time from 2 days before they take a positive test or develop symptoms, until 10 days afterwards. You are a 'close contact' if you:</p> <ul style="list-style-type: none"> ● Are living in the same household as someone with symptoms or who has tested positive for COVID-19 ● Have had the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> ○ Face-to-face contact, including being coughed on or a face-to-face conversation within 1 metre ○ Being within 1 metre for 1 minute or longer without face-to-face contact ○ Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) ○ Travelling in the same vehicle or a plane 	<p>Staff should wear a mask in high traffic areas and communal areas.</p> <p>DFE Guidance says there is no need for bubbles- however we will operate KS bubbles at meal times. There will be minimal mixing between classes during the school day.</p> <p>There will be no whole school assemblies unless held outside. Assemblies will be in class. Members of the church team will offer virtual assemblies until guidance changes.</p> <p>As per Alun Williams letter 21.11.21 there will be no indoor face to face Nativity/Church performances with an audience.</p> <p>Educational visits will resume, but will be thoroughly risk assessed first.</p> <p>Wrap around care will continue without the need for bubbles, but parents will be asked to ensure we have the most up-to-date details on record.</p> <p>Families will be asked to work with Test and Trace and to engage in accessing a PCR test if a child shows symptoms.</p> <p>School will send home any child with symptoms, however mild.</p> <p>Parents will be reminded in a letter at the start of term of the school's measures.</p>	RN/TR	6th Sept	13/12/21

	<p>Close contacts or household members of a positive case don't need to self-isolate if any of the following applies:</p> <ul style="list-style-type: none"> ● They're fully vaccinated ● They're below the age of 18 years and 6 months ● They've taken part in or are currently part of an approved COVID-19 vaccine trial ● They're not able to get vaccinated for medical reasons <p>NHS advice on when to self-isolate (updated 14/12/21)</p> <p>If 5 or more (or 10% of the school population) test positive in a 10-day period we will follow our Outbreak Management Plan.</p> <p>This may involve the reintroduction of measures such as bubbles, wearing of face coverings or, possible return to remote learning. PHE and BAENS Public Health team would advise the school in such circumstances.</p>			
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus. These will be available in all first aid kits and at the first aid stations</p>	<p>RN, TR</p>	<p>6th Sept</p>	<p>13/12/21</p>

<p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good ventilation handwashing behaviours above all else.</p>	<p>Face masks will be available in every classroom, from the school office and at the first aid station.</p> <p>When to wear a face mask (updated 10/12/21)</p> <p>Frequent reminders in briefings, staff meetings and newsletter</p>			<p>13/12/21</p> <p>13/12/21</p>
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or have a family member affected. We will do this through line management support and the use of our Employee Assistance Programme.</p> <p>Lateral flow testing made available to primary staff through The Trust.</p> <p>For individual cases the person who has tested positive must self-isolate for 10 days.</p>	<p>RN, TR</p> <p>SK</p> <p>TR/RN</p>	<p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p>	<p>13/12/21</p> <p>13/12/21</p> <p>13/12/21</p>

<ul style="list-style-type: none"> • Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. • Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others 	<p>Separate toilets are not available however any toilet used by an unwell child will be cleaned after use.</p> <p>The child who has shown symptoms and tests positive will need to self-isolate for 10 days.</p> <p>Test and Trace are responsible for contacting all close contacts.</p> <p>Close contacts or household members of a positive case don't need to self-isolate if any of the following applies:</p> <ul style="list-style-type: none"> • They're fully vaccinated • They're below the age of 18 years and 6 months • They've taken part in or are currently part of an approved COVID-19 vaccine trial • They're not able to get vaccinated for medical reasons <p>If any child is required to stay at home due to having COVID-19, we will provide remote education, in line with the new remote education temporary continuity direction for academic year 2021/22, which places the same requirements on schools as the direction from last academic year 2020/21. Schools affected by the temporary continuity direction must provide remote education for state-funded, school-aged pupils whose attendance would be contrary to local</p>	RN,/TR	6th Sept	13/12/21
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	public health advice or UK central government guidance or law relating to COVID-19. Schools must also have regard to the expectations for remote education , which remain the same as last academic year.			
<p><u>Confirmed Covid-19 and Riddor reporting</u> There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work has led to possible or actual exposure to Covid-19 • A member of staff has Covid-19 caused by exposure at work 	Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES	RN, TR, SK	6th Sept	13/12/21
<p><u>Transport arrangements</u> We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk.</p>	<p>Masks may be advised for those pupils or staff arriving by public transport. Start and finish times for the school day will resume normal times and we will not operate a one-way system.</p> <p>This will be done in communications from Trust CEO to parents. Trust CEO and senior leaders will liaise with local authority regarding transport arrangements.</p>	TR	6th Sept	13/12/21
<p><u>Communications</u> The Trust will communicate with staff and parents to make it clear that those who have coronavirus</p>	Trust CEO communicates regularly with parents and staff	SK	6th Sept	13/12/21

<p>symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Letter to parents</p> <p>KE to communicate to contractors including refuse collection, school meals delivery, site maintenance teams</p>	<p>RN/TR</p> <p>SK</p>	<p>6th Sept</p> <p>6th Sept</p>	<p>13/12/21</p> <p>13/12/21</p>
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>All classes to ventilate throughout the day with open windows and doors. Light switches to be wiped at key points in the day. LA advice on ventilation communicated to all teachers. CO2 monitors in use.</p>	<p>SK</p> <p>class staff</p>	<p>6th Sept</p> <p>6th Sept</p>	<p>13/12/21</p> <p>13/12/21</p>
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Leaders, as relevant to your school setting, will be required to oversee this using all resources available to us.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p>	<p>RN, SK</p> <p>RN, SK</p> <p>RN/TR</p>	<p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p>	<p>13/12/21</p> <p>13/12/21</p> <p>13/12/21</p>

