



**Shoscombe Primary School**

**RISK ASSESSMENT FOR SCHOOL OPERATION 2021-2022**

This risk assessment is based on [Schools COVID-19 operational guidance February 2022](#)

Date of Risk Assessment: **28th February 2022**

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

<b>Risk topics</b>	<b>Additional Controls</b>	<b>Action by whom? [name]</b>	<b>Action by when? [insert date]</b>	<b>Done [initial and date]</b>
<u>Building safety</u> <ul style="list-style-type: none"> <li>• The site team (or mobile team) will continue with all compliance checks (fire safety etc).</li> <li>• Competent Contractors will continue to carry out specialist testing</li> <li>• Site team (or mobile team) will carry out and record flushing for water outlets not having normal use.</li> <li>• Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.</li> </ul>	Headteachers or delegated senior leaders will inspect health and safety records to confirm that compliance checks have been carried out. Where the school has not been able to organise external competent contractor inspections, the Trust's Estates Manager will be notified and a further risk assessment will be put in place if required.	RN/TR	6th Sept	28/2/22 & ongoing
	We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on - no changes required.	RN/TR	6th Sept	28/2/22 & ongoing
	A drill will take place each term.	RN/TR	by end of Sept 2021	13/12/21
<u>First Aid</u>  The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day	First aider list will be prominently displayed in every classroom and in the main hall (stating days of the week they are in school)  First aiders will be briefed on handling suspected Covid19 illness that occurs in school – flow chart displayed prominently. This is updated as and when we receive updated guidance.  PPE will be available for first aiders including face masks, visors and gloves - these will be stored by	RN/TR	6th Sept	28/2/22
		AH (using updated information from The Trust)	6th Sept	28/2/22

	<p>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>	AH (using updated information from The Trust)	6th Sept	28/2/22
<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>28/2/22</p> <p>28/2/22</p>
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water will be in place.</li> <li>• Regular hand washing will be taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands will be with disposable paper towels rather than dryers</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective/</a></li> </ul>	<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"> <li>• Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds</li> </ul>	RN/TR	6th Sept	28/2/22 & ongoing

<p><a href="#">ve-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <ul style="list-style-type: none"> <li>• Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms</li> </ul>	<ul style="list-style-type: none"> <li>• A poster and reminder is being sent to every parent at the start of term</li> <li>• Pupils must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue.</li> <li>• There will be support for pupils who have trouble washing their hands independently</li> <li>• 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</li> </ul>			
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></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"> <li>• break time</li> <li>• lunch time</li> <li>• end of the day</li> </ul>	<p>RN, TR &amp; AH</p> <p>RN, TR &amp; AH</p> <p>AH</p> <p>All class based staff</p>	<p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p>	<p>28/2/22</p> <p>28/2/22</p> <p>28/2/22</p> <p>28/2/22 &amp; ongoing</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. AH to prepare laminated tick sheet for each zone and staff areas</p>	<p>office staff</p> <p>All class based staff</p> <p>AH</p>	<p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p>	<p>28/2/22 &amp; ongoing</p> <p>28/2/22 &amp; ongoing</p> <p>28/2/22</p>
<p><u>Use of toilets</u></p> <p>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>28/2/22 &amp; ongoing</p> <p>28/2/22</p>
<p><u>Use of outdoor space</u></p> <p>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. <a href="https://www.gov.uk/guidance/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators">Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)</a></p>	<p>RN/TR</p> <p>Sport lead</p>	<p>6th Sept</p> <p>As required</p>	<p>28/2/22</p> <p>28/2/22</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"> <li>● Are living in the same household as someone with symptoms or who has tested positive for COVID-19</li> <li>● Have had the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> <li>○ Face-to-face contact, including being coughed on or a face-to-face conversation within 1 metre</li> <li>○ Being within 1 metre for 1 minute or longer without face-to-face contact</li> <li>○ Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)</li> <li>○ Travelling in the same vehicle or a plane</li> </ul> </li> </ul>	<p>In line with the latest guidance, face coverings are no longer required by law. staff and parents may choose to continue wearing a face covering in a crowded or enclosed space where they come into contact with other people they do not normally meet. If advised, we will reintroduce face coverings in communal areas as part of our outbreak management plan.</p> <p>Bubbles are no longer necessary. Assemblies in the hall will resume. Our outbreak management plan allows for bubbles to be reintroduced if deemed necessary to reduce mixing between bubbles.</p> <p>Wrap around care will continue and parents will be asked to ensure we have the most up-to-date details on record.</p> <p>Families will be asked to access 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 of the school's measures as and when government guidance is updated.</p>	<p>RN, TR</p> <p>RN, TR</p> <p>RN</p> <p>RN, TR</p> <p>RN, TR</p> <p>RN</p>	<p>1/2/22</p> <p>1/2/22</p> <p>1/2/22</p> <p>1/2/22</p> <p>1/2/22</p> <p>1/2/22</p>	<p>28/2/22</p> <p>28/2/22</p> <p>28/2/22</p> <p>28/2/22 &amp; ongoing</p> <p>28/2/22 &amp; ongoing</p> <p>28/2/22</p>

	<p>If advised to do so by public health we will follow our Outbreak Management Plan. This may involve the reintroduction of measures such as bubbles, wearing of face coverings or, possible return to remote learning.</p>	RN		28/2/22
<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>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>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>Frequent reminders in briefings, staff meetings and newsletter</p>	RN, TR	6th Sept	28/2/22 & ongoing

<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 <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.</p> <p>If a test is positive they should follow the advice from test and trace</p>	<p>If you have any of the main symptoms of Covid-19 (a recent onset of a new continuous cough; a high temperature; or a loss of, or change in, your normal sense of taste or smell) you should order a PCR test.</p> <p>You are advised to stay at home and avoid contact with other people while you wait for the test result.</p> <p>If you test positive, you should continue to stay at home and avoid contact with other people. This includes not attending work.</p> <p>You should take an LFD test from five days after your symptoms started, (or the day your test was taken if you did not have symptoms) followed by another one the next day. If both these test results are negative, you should return to work.</p> <p>If you can, you should let people who you have been in close contact with know about your positive test result.</p> <p>Children and young people with Covid-19 should not attend school while they are infectious. They should take an LFD test from five 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 test results are negative, they should return to school, as long as they feel well enough to do so and do not have a temperature.</p> <p>If you live with, or have stayed overnight in the household of, someone who has Covid-19, you are advised (for ten days after the day the person you live or stayed with first had symptoms, or the day their test was taken if they did not have symptoms) to:</p>	RN	24/2/22	28/2/22
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	<p>minimise contact with the person who has Covid-19;  work from home if you are able to do so;  avoid contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with Covid-19, especially those with a severely weakened immune system;  limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces;  wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people.  Staff, children and young people who live with someone who has Covid-19 should continue to attend work or their education setting as normal.</p>			
<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> <li>• The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19</li> <li>• Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe).</li> <li>• Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</li> <li>• 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</li> </ul>	<p>The upstairs intervention room may be used.</p> <p>An adult will need to ensure the child is safe whilst maintaining a distance outside the room.</p> <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 follow the current government guidelines</p> <p>If any child is required to stay at home due to having COVID-19, we will provide remote</p>	<p>RN, TR. AH</p> <p>TR</p> <p>AH</p> <p>TR</p> <p>TR</p>	<p>6th Sept</p> <p>6th Sept</p>	<p>28/2/22</p> <p>28/2/22</p>

	<p>education, in line with the new <a href="#">remote education temporary continuity direction</a> 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 public health advice or UK central government guidance or law relating to COVID-19. Schools must also have regard to the <a href="#">expectations for remote education</a>, which remain the same as last academic year.</p>			
<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"> <li>• An incident at work has led to possible or actual exposure to Covid-19</li> <li>• A member of staff has Covid-19 caused by exposure at work</li> </ul>	<p>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&amp;NES</p>	RN, TR, AH	6th Sept	28/2/22
<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>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</p>	TR  AH	6th Sept  6th Sept	28/2/22 & ongoing  28/2/22 & ongoing

<p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk.</p>	<p>liaise with local authority regarding transport arrangements.</p>			
<p><u>Communications</u> The Trust will communicate with staff and parents to make it clear that those who have coronavirus 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>Trust CEO communicates regularly with parents and staff</p> <p>Letter to parents</p> <p>AH to communicate to contractors including refuse collection, school meals delivery, site maintenance teams</p>	<p>AH</p> <p>RN/TR</p> <p>AH</p>	<p>6th Sept</p> <p>6th Sept</p> <p>6th Sept</p>	<p>28/2/22 &amp; ongoing</p> <p>28/2/22 &amp; ongoing</p> <p>28/2/22 &amp; ongoing</p>
<p><u>Environmental issues</u> 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>AH</p> <p>class staff</p>	<p>6th Sept</p> <p>6th Sept</p>	<p>28/2/22 ongoing</p>
<p><u>Mental Health</u> Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can</p>	<p>Leaders, as relevant to your school setting, will be required to oversee this using all resources available to us.</p>	<p>RN, TR</p>	<p>6th Sept</p>	<p>28/2/22</p>

<p>to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182)</p> <p>Other guidance:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></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, TR</p> <p>RN/TR</p>	<p>6th Sept</p> <p>6th Sept</p>	<p>28/2/22 &amp; ongoing</p> <p>28/2/22 &amp; ongoing</p>
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