

COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' Schools COVID-19 Operational Guidance ' when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly. 2. A completed copy of this risk assessment should be posted on the school's website.	
Person completing form (i.e. Headteacher / Premises Manager)	Becky Linford - Headteacher
Date of assessment	20/08/2021
Review date (add subsequent lines as required)	03/09/2021

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
GOOD HYGIENE FOR EVERYONE:						
Poor standard of hand hygiene – Personnel becoming infected due to poor standards of hand hygiene of others	Pupils, staff, visitors	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	All classrooms have hand sanitiser dispenser and access to soap and water. Regular hand cleaning to take place throughout the day – embedded routines	All staff	06/09/2021	Daily
Poor standard of respiratory hygiene – Personnel becoming infected due to poor standards of respiratory hygiene of others	Pupils, staff, visitors	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	All classrooms have tissues available. Children will be reminded of catch it, bin it, kill it approach on return to school. Bins regularly emptied by JH	All staff, JH	06/09/2021	Daily
Lack of Personal Protective Equipment (PPE) – Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	Pupils, staff	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally for AGPs: - Long-sleeved disposable fluid repellent gown. FFP3 Respirator. Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter).	PPE kept in medical room, all staff know systems / actions to take if believe child infectious. Child taken to isolation room (music room or medical room, PPE put on, LB informed, parents contacted.)No children currently requiring intimate care – need to review once new reception intake started.	BL, LB, CG	06/09/2021	Click or tap to enter a date.

		Provide training on how to put-on, remove and dispose of used PPE. Provide arrangements for disposal of PPE.				
MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:						
Poor cleaning regimes – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth	Pupils, staff, visitors	Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.	Door handles cleaned beginning of day, doors then left open for ventilation. Tables cleaned when a new group of children using them. Shared equipment e.g. PE eqpt, cleaned or quarantined before next group use. Children only use class equipment, KS2 bring in own resources; maths groups have own resources for children to use.	JH, all staff	06/09/2021	Daily
KEEP OCCUPIED SPACES WELL VENTILATED:						
Poorly ventilated occupied indoor spaces – Increased risk of infection via higher concentration of contaminated droplets in the air	Pupils, staff, visitors	<p>Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the HSE and CIBSE guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If Co2 levels remain above the HSE and CIBSE advisory levels in an occupied indoor space, consider: -</p> <ul style="list-style-type: none"> • Maximising window and non-fire door opening; • Increasing air purging opportunities; • Reducing occupancy numbers in affected spaces; • Reducing occupancy time in affected spaces; • Using air cleaning and filtration units (see HSE and CIBSE guides and seek the advice of a building services engineer). <p>Balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</p>	<p>All internal doors will be open to increase ventilation. Windows will also be open. External doors will be open weather permitting and ensuring fire safety and maintaining a comfortable working temperature.</p> <p>Blue Building has mechanical ventilation used according to guidance - these will be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>Areas that have less air circulation – Staff room, music room, computer suite, library. All have windows that will be opened and most have internal doors that can be left open.</p>	JH, all staff	06/09/2021	Daily
FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:						
An individual develops COVID-19 symptoms or has a positive test – Personnel exposed to increased risk of infection from symptomatic/positive person	Pupils, staff, visitors	Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at	Click or tap here to enter text. Stay at home guidance	BL	08/09/2021	03/09/2021

		home due to C19 (e.g. they are required to quarantine). Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow public health advice . Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if this person cannot be left alone and room cleaning after they have left).	Letter to parents reminding of and link to current stay at home guidance if exhibiting symptoms or tested positive. Arrangements in place – all staff know what to do if suspect child has symptoms. Current guidance is that children do not need to self-isolate if been in close contact or a member of household test positive – but is advised that they get a PCR.			
Asymptomatic testing – Personnel exposed to increased risk of infection from symptomatic/positive person	Staff	Brief and remind staff to continue twice weekly home testing up until the end of September 2021.	As part of INSET – inform staff of LFD expectations	BL, LB	02/09/2021	03/09/2021
Confirmatory PCR tests – Personnel exposed to increased risk of infection from symptomatic/positive person	Staff, pupils	Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the stay at home guidance and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	Inform staff at INSET and put in letter to parents	BL	08/09/2021	03/09/2021
Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school – CEV pupils at increased risk of a poor outcome if exposed to infection See Govt. guidance	CEV pupils	Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see supporting pupils at school with medical conditions). Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).	Currently no CEV pupils on role – N/A	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Contractors and others visiting the school – Contractors and other visitors not adhering to the school's C19 measures and risking cross-infection	Pupils, staff	Provide contractors and other visitors with information about the school's C19 control measures and ways of working.	All visitors / contractors will have protocols and Covid-19 expectations explained on arrival. C-19 RA asked from contractors.	BL, JH, Office staff	25/10/2021	Click or tap to enter a date.
OTHER CONSIDERATIONS:						
Face coverings - Personnel exposed to increased risk of infection from symptomatic / positive person	Pupils, staff	Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school. The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.	Not necessary currently	BL	06/09/2021	06/09/2021
Pupil wellbeing and support - Pupils experiencing emotions in response to the C19 pandemic,	Pupils	Refer to sources of support on promoting and supporting mental health and wellbeing in schools .	Children identified who potentially will exhibit anxiety when returning to school after summer holidays; resources and systems in place to	All staff	06/09/2021	Click or tap to enter a date.

such as anxiety, stress or low mood			support; focus first week back on transitioning back into school and returning to routines expected.			
Educational visits - Personnel exposed to increased risk of infection	Pupils, staff	If educational visits are to be undertaken, refer to the Govt's general guidance which is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) .	All visits have a C-19 RA and follow guidance	EVC –BJ, lead teachers running visit	25/10/2021	Click or tap to enter a date.
Extra-curricular activities - Personnel exposed to increased risk of infection	Pupils	Refer to the Govt. guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children	All clubs have a C-19 RA provided to the school or created by school if school led.	Club leaders	13/09/2021	Click or tap to enter a date.
Outbreak Management Plan - If you have several confirmed cases within 14 days, you may have an outbreak	Staff, pupils, visitors	Refer to the Govt's Contingency framework: education and childcare settings and draw up outline plans to respond to an outbreak. For schools that subscribe to The Key, there is an Outbreak Management Plan template available to members.	Completed The Key template – shared with staff at INSET	BL	03/09/2021	03/09/2021