


Hardwick Primary School – COVID-19 Primary School Risk Assessment – Spring Term 2/Summer Term 1 - 2022

Activity being assessed:	Whole school risk assessment to Covid-19	Location(s) affected:	Whole School	
Person(s) completing assessment:	SLT	Date original assessment completed:	1 st September 2021	
Date of review:	4 th April 2022 To review as required	Review completed by:	R Sandhu	

This risk assessment has been developed on best available scientific guidance and industry best practice and information and should be read in conjunction with government guidance. This document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Transmission of COVID 19 on school site.</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<p><i>With effect from 1 April February 2022 Staff, pupils, or visitors who have symptoms of a respiratory infection including COVID-19 will be advised to follow the guidance available here:</i></p> <p>People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</p> <p><i>Anyone who has symptoms of a respiratory infection, such as COVID-19, and has a high temperature or does not feel well enough to go to work or carry out normal activities, should try to stay at home and avoid contact with other people, until they no longer have</i></p>	<p><i>Re-send clear guidance to all staff and parents/carers of pupils, and place onto school website.</i></p> <p><i>Staff to be aware of procedure to isolate pupils that are symptomatic (symptoms of a respiratory infection and has a high temperature or does not feel well) on site until collected: Symptomatic pupils on site to be supervised in the isolation room (girls' changing room)</i></p>	<i>SLT by April 1st.</i>	✓

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		<p><i>a high temperature (if they had one) or until they no longer feel unwell.</i></p> <p><i>Staff should consult the school if unable to work from home.</i></p> <p><i>The school will signpost individuals to guidance here:</i></p> <p>People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</p>	<p><i>by a member of staff, keeping at least 2 metres apart. If toilet needed, use child's toilet between changing rooms (to be labelled as authorised access only).</i></p> <p><i>Staff to be aware:</i> <i>Symptomatic staff to notify a member of SLT and leave school premises as soon as possible.</i></p> <p><i>Leadership to maintain contact with staff members not in school. On return, ensure Return to Work carried out with Senior Office administrator.</i></p>		
<i>Vulnerable staff or pupils contracting COVID-19 from being in school</i>	Staff previously deemed vulnerable	<p><i>Staff and pupil survey undertaken to determine individuals that are clinically extremely vulnerable (CEV). Where CEV persons are identified an individual risk assessment will be put in place to provide adequate controls within school. This will be updated in line with the following:</i></p> <p><i>Staff previously deemed vulnerable are now</i></p>	<i>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees. Staff to ensure head of school is informed if they are</i>	<i>SLT by January 11th.</i>	✓

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		<p><i>advised to follow the same guidance as others. See link:</i></p> <p>Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p>	<i>pregnant.</i>		
<i>Ineffective personal hygiene measures</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<p><i>Frequent and thorough hand cleaning is a regular practice.</i></p> <p><i>Staff and pupils encouraged to follow the Catch it, Bin it, kill it approach.</i></p> <p><i>Posters are displayed by sinks to show how to effectively wash hands.</i></p> <p><i>Where pupils are to use hand sanitiser this should be done under adult supervision.</i></p>	<p><i>Inform parents regarding hand washing regime via letter and website.</i></p> <p><i>On entry to school, staff to ensure children wash hands effectively – support younger children if needed. Staff to model to children where necessary, and teach hygiene routines once returned. Use NHS video (follow link) to support modelling to children.</i></p> <p><i>Frequent handwashing throughout day, i.e:</i></p> <p><i>On entry</i></p> <p><i>Before eating</i></p> <p><i>Before exiting</i></p> <p><i>After sneezing/coughing/toileting</i></p>	<i>SLT by September 1st</i>	✓

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			<p><i>Ensure sufficient disposable tissues are available in school – in every occupied classroom.</i></p> <p><i>Display handwashing posters by all sinks. Display Catch it Kill it Bin it Posters around school</i></p> <p><i>Ensure sufficient hand sanitiser is available. Hand sanitiser must contain a minimum of 60% alcohol.</i></p> <p><i>Ensure hand sanitiser is available for children who struggle to access sinks in all areas e.g. children in wheelchairs.</i></p>		
<i>Possible contamination in school environment.</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<p><i>Face coverings will be worn by staff and adults (including visitors) when moving around in corridors and communal areas if there are a high number of cases in school.</i></p> <p><i>Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</i></p>	<p><i>Ensure adequate supply of face coverings available for use by staff and visitors.</i></p> <p><i>Hand sanitiser available in reception at all times.</i></p> <p><i>If staff share desks, a</i></p>	<i>SLT by September 1st</i>	✓

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		<p><i>Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times, windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened.</i></p> <p><i>Internal and external doors can be kept open to assist as this will increase ventilation.</i></p> <p><i>Maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</i></p> <p><i>Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</i></p> <p><i>Spaces in school that are poorly ventilated (i.e. no natural or mechanical ventilation) have been identified as follows:</i> <i>Photocopying room</i> <i>Stock room</i> <i>PE store</i></p>	<p><i>cleaning regime must be introduced to sanitise desks between "shifts".</i></p> <p><i>If classroom fire doors are to be kept open, this will only be done when the room is occupied. When unoccupied, the fire doors need to be closed and nominated person will be responsible for closing them when leaving the area. Corridor doors should not be obstructed.</i></p> <p><i>Staff to be aware of all rooms with limited ventilation and restrictions in place.</i></p>	SLT by December 14 th	✓

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		<p> <i>FS kitchen</i> <i>Woodland Room (& changing room)</i> <i>Changing rooms</i> <i>All curriculum resource cupboards/rooms</i> <i>Assistant Head office (AA)</i> <i>Meeting room (if doors closed)</i> </p> <p> <i>Use of these areas will be restricted as much as possible. If these areas need to be used for unavoidable reasons, the following control measures will be implemented:</i> </p> <ul style="list-style-type: none"> <i>• Social distancing (2m minimum) to be strictly observed</i> <i>• CO2 monitor to be used to confirm when ventilation/air quality is poor</i> <i>• The duration of the activity will be restricted</i> <i>• The number of individuals present in the space will be kept to the very minimum (as displayed at the entrance of space)</i> <i>• Ventilation breaks between usage to be observed</i> <p> <i>Any actions to improve ventilation will not compromise other aspects of safety and security.</i> </p>			

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<i>Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection, or specific medical procedures</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<i>When providing first aid to persons in isolation consider wearing appropriate PPE.</i>	<p><i>Gloves stocked up and stored with first aid bags in order to be used for first aid provision. If child is symptomatic, safety goggles (if risk of contamination via eyes), apron and mask also to be worn.</i></p> <p><i>If SEND children in school require support from 2 key workers for close proximity tasks such as manual handling, PPE of face masks and disposable aprons are available to be worn in addition to gloves if in a poorly ventilated room or child is symptomatic. Safety goggles available to be worn if risk of contamination via eyes. PPE available for staff completing AGPs in accordance with government guidance.</i></p> <p><i>Staff disabled toilet opposite Year 5 reserved only for use for specific medical procedures (tracheostomy).</i></p>	<i>SLT by September 1st</i>	✓

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<i>Possible contamination from a symptomatic person on site</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i>	<p><i>Symptomatic person should not be on site – see first section.</i></p> <p><i>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</i></p> <p><i>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member. Consider wearing a fluid resistant surgical face mask, disposable gloves, and apron for the duration of the supervision. Parent/carers will be contacted and required to collect pupil asap.</i></p> <p><i>Staff member supervising will then remove and dispose of all PPE (see contaminated waste) and will wash hands.</i></p>	<p><i>Staff to be aware of procedure to isolate pupils that are symptomatic (symptoms of a respiratory infection and has a high temperature or does not feel well) on site until collected: Symptomatic pupils on site to be supervised in the isolation room (girls' changing room) by a member of staff, keeping at least 2 metres apart. If toilet needed, use child's toilet between changing rooms (labelled as authorised access only).</i></p> <p><i>Staff to be aware: Symptomatic staff to notify a member of SLT and leave school premises as soon as possible.</i></p>	<i>SLT by September 1st</i>	✓
<i>Insufficient or inappropriate PPE available or misuse of PPE</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.</i>	<p><i>PPE in place before return.</i></p> <p><i>PPE donning and doffing posters available in PPE boxes.</i></p>	<i>SLT by September 1st</i>	✓

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<i>Ineffective management of potentially contaminated waste</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</i>	<i>Staff to be aware: Staff supervising symptomatic children (or staff) to ensure that any potentially effected waste will be removed and disposed of as per guidance.</i> <i>Vinci to dispose of waste as per guidance.</i>	<i>SLT by September 1st</i>	✓
<i>Use of third-party facilities</i>	<i>Pupils, staff, visitors, and the public becoming infected with COVID-19</i>	<i>Full and thorough risk assessment for all educational trips and visits to be undertaken ensuring that any public health advice, such as hygiene and ventilation requirements are included as part of that risk assessment.</i> <i>Checks in place to ensure that any new bookings have adequate financial protection in place.</i> <i>RPA contacted to assess the protection for each trip that is available.</i>	<i>Communicate with all staff.</i> <i>Risk assessments to ensure public health advice is included.</i>	<i>SLT by January 11th.</i> <i>All staff from 11th January.</i>	✓ ✓
Signature of Senior Leadership Team: R.Sandhu			Date: 4 th April 2022		
Date review required: As required		Date review required:	Date review required:		Date review required:

<i>Consultation method (Mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents-Carers</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
<i>Email</i>	<i>All of above</i>	<i>1st Sep 2021</i>		<i>R.Sandhu</i>	<i>1st Sep 2021</i>
<i>Letter to parents</i>	<i>Parents</i>	<i>3rd Sep 2021</i>		<i>R.Sandhu</i>	<i>3rd Sep 2021</i>
<i>Review email</i>	<i>All of above</i>	<i>30th Nov 2021</i>		<i>R.Sandhu</i>	<i>30th Nov 2021</i>
<i>Review email</i>	<i>All of above</i>	<i>11th January 2022</i>		<i>R.Sandhu</i>	<i>11th January 2022</i>
<i>Review email</i>	<i>All of above</i>	<i>1st March 2022</i>		<i>R.Sandhu</i>	<i>1st March 2022</i>
<i>Review email</i>	<i>All of above</i>	<i>1st April 2022</i>		<i>R.Sandhu</i>	<i>1st April 2022</i>

<i>Communication/training of risk assessment and controls following consultation – strongly recommend this is face to face or over virtual meeting Person communicating – recommend HT/SLT or Line Manager</i>	<i>Communicated to: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/ Trade Unions/H&S Advisor/Parents- Carers</i>	<i>Date communicated: 4th April 2022</i>
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