

Hardwick Primary School – COVID-19 Primary School Risk Assessment – Spring Term 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:	11 th January 2022 To review in February or as required	Review completed by:	R Sandhu	

This risk assessment has been developed on best available scientific guidance, industry best practice and information and should be read in conjunction with the government guidance document. This document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

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
Transmission of COVID 19 on school site.	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>Staff, pupils, or visitors who have tested positive for COVID-19 via an LFD test, will be advised to follow the guidance available here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Anyone who has had a positive test (either PCR or LFD), are not allowed into the school premises until they have self-isolated for the</p>	<p>Re-send clear guidance to all staff and parents/carers of pupils put onto school website.</p> <p>All staff to complete Smartlog training re. COVID 19 for educational settings, including new members of staff.</p>	<p>SLT by January 11th.</p> <p>All staff by September 1st.</p>	<p>✓</p> <p>✓</p>

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		<p><i>recommended government period of 10 days; and until the person is free from COVID 19 symptoms. It may be possible for individuals to end their isolation period on day 7 if 2 consecutive LFD tests taken on day 6 and 7 of isolation both return negative results. The school will signpost individuals to guidance here:</i></p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p><i>If a staff member or pupil has a positive COVID-19 test, NHS test and trace will work with the positive case to identify close contacts. All staff must follow NHS test and trace guidance if contacted at any point.</i></p> <p><i>Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test (PCR) immediately.</i></p> <p><i>If an individual has symptoms, undertakes a COVID-19 test and this is negative they can return to school as long as long as the individual does not have COVID 19 symptoms.</i></p>	<p><i>Staff to be aware of procedure to isolate pupils that are symptomatic on site until collected: Symptomatic pupils on site to be supervised in the isolation room (girls' changing room) by a member of staff with PPE (mask, safety glasses, gloves and apron), 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: Symptomatic staff to notify a member of SLT and leave school premises as soon as possible (use meeting room if cannot leave immediately). If a staff member or pupil receives positive test result, the local health protection team/DDAT/Dfe/LA will be contacted. Inform parents/carers and staff when there is a positive case</i></p>		

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		<p><u>Government self-isolation guidance</u></p> <p>All parents/carers and visitors are asked to take an LFD test before entering the school.</p>	<p>confirmed in school. A template letter will be provided by Public Health / DfE.</p> <p>Maintain contact with staff members not in school. On return, ensure Return to Work carried out with Senior Office administrator.</p> <p>Vinci to hold up to date contact details for all Vinci staff/contractors entering site. Office to hold contact details for any visitors arranged by Hardwick staff to allow contact via test and trace if needed.</p> <p>Recommunicate information to staff and parents about the symptoms of COVID and isolation procedures, and how to obtain a covid-19 test.</p> <p>Face coverings to be worn by adults (including staff, parents and visitors) in</p>	<p>SLT and all staff by Nov 30th</p>	<p>✓</p>

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			<p><i>communal areas throughout school.</i></p> <p><i>Revisit guidance with all staff regarding LFD tests. All staff in school, including Vinci staff, provided with information regarding LFD tests. Staff who have opted in have received testing kits and will utilise on Wednesday and Sundays each week. Staff to act accordingly regarding results.</i></p> <p><i>Staff encouraged to take up the option of vaccinations, including boosters.</i></p> <p><i>Ensure all staff aware that if arranging for parents/carers or visitors to come into school or accompany on trips/visits, they are asked to take an LFD tests before entering school/attending visit.</i></p>	<p><i>SLT by Nov 30th</i></p> <p><i>SLT by Nov 30th</i></p> <p><i>SLT by January 11th</i></p>	<p>✓</p> <p>✓</p> <p>✓</p>

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<p>Vulnerable staff or pupils contracting COVID-19 from being in school</p>	<p>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</p>	<p>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.</p>	<p>Individual risk assessments for staff and children in CEV categories in place. Revisit and update individual risk assessments immediately on return to school.</p> <p>New staff or pupils starting in January 2022 to be risk assessed if required.</p> <p>Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees – https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees. Staff to ensure head of school is informed if they are pregnant.</p> <p>Individual risk assessments in place for staff working with CEV and higher risk children.</p>	<p>SLT by September 1st</p> <p>SLT by January 11th.</p>	<p>✓</p> <p>✓</p>

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<p><i>Ineffective personal hygiene measures</i></p>	<p><i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i></p>	<p><i>Frequent and thorough hand cleaning is a regular practice. Staff and pupils encouraged to follow the Catch it, Bin it, kill it approach. Posters are displayed by sinks to show how to effectively wash hands. 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 <u>NHS video</u> (follow link) to support modelling to children.</i></p> <p><i>Frequent handwashing throughout day, including, as a minimum: On entry Before eating Before exiting After sneezing/coughing/toileting</i></p> <p><i>Ensure sufficient disposable tissues are available in school – in every occupied classroom.</i></p>	<p><i>SLT by September 1st</i></p>	<p>✓</p>

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			<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>		
<p><i>Congestion when accessing or leaving school grounds/controlling mixing of year groups.</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p><i>Start times extended to reduce congestion. Different entrances and exits used where possible.</i></p> <p><i>Year groups to be given clear information about gates/times for drop off and collection.</i></p> <p><i>For collection, parents to wait on playground at designated areas and staff to bring out pupils to them for collection, once pupil and parent/carer reunited, parent/carer requested to leave site by designated gate.</i></p>	<p><i>Entry and exit points communicated with parents, carers, and pupils. One-way system in place for entry and exit for parents to follow.</i></p> <p><i>Staff and parents aware of procedure and their children's drop off and collection.</i></p> <p><i>Face coverings are required to be worn by adults in communal areas.</i></p>	<p><i>SLT by September 1st</i></p> <p><i>SLT and all staff by Nov 30th</i></p>	<p>✓</p> <p>✓</p>

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Possible contamination in school environment.	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<p>Face coverings will be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</p> <p>Hand sanitiser to be available at reception for visitors to use on arrival before signing in. 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.</p> <p>Internal and external doors can be kept open to assist as this will increase ventilation. Maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</p> <p>Spaces in school that are poorly ventilated (i.e. no natural or mechanical ventilation) have been identified as follows:</p>	<p>Ensure adequate supply of face coverings available for use by staff and visitors.</p> <p>Update communication with school community on wearing of face coverings and implement signage.</p> <p>Hand sanitiser available in reception at all times.</p> <p>Staff should minimise the number, proximity and duration of social contact in school with other adults.</p> <p>A protective screen to be placed in front of office hatch as a protective measure. Parents advised to call for longer queries. Signage to ensure parents are aware only 1 parent should be in at a time. Ensure office staff aware of procedure.</p> <p>If staff share desks, a cleaning regime must be</p>	<p>SLT by September 1st</p> <p>SLT by December 14th</p>	<p>✓</p> <p>✓</p>

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		<p>Photocopying room Stock room PE store FS kitchen Woodland Room (& changing room) Changing rooms All curriculum resource cupboards/rooms Assistant Head office (AA)</p> <p>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:</p> <ul style="list-style-type: none"> • Social distancing (2m minimum) to be strictly observed • CO2 monitor to be used to confirm when ventilation/air quality is poor • Face coverings to be worn by adults • The duration of the activity will be restricted • The number of individuals present in the space will be kept to the very minimum (as displayed at the entrance of space) • Ventilation breaks between usage to be observed 	<p>introduced to sanitise desks between “shifts”.</p> <p>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.</p> <p>EYFS staff to use Milton solution weekly to clean regularly used equipment. Soft furnishings/resources e.g. dressing up clothes to also be washed weekly where possible. Milton guidance to be read, understood and signed first.</p> <p>Children with SEND who may chew resources to have individual resource box with items that only they will use</p>		

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		<p><i>Any actions to improve ventilation will not compromise other aspects of safety and security.</i></p>	<p><i>during the day which can be cleaned at the end of each day.</i></p> <p><i>Any SEND equipment moving between home and school must be wiped/cleaned. Keyworker with child to wipe high contact and other wipeable areas of equipment both when arriving to school and before leaving.</i></p> <p><i>Staff to be aware of all rooms with limited ventilation and restrictions in place.</i></p>	<p><i>SLT by December 14th</i></p>	<p>✓</p>
<p><i>Inadequate management of circulation areas</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></p>	<p><i>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted, with specific toilets being allocated to each year group/class where possible and pupils using external doors to playground where available to reduce the amount of persons moving around the building.</i></p> <p><i>Whilst it is acknowledged that fire doors play and integral role in school safety, it is</i></p>	<p><i>One-way system to remain in place around school. Stairs opposite Studio 1 to be used to get upstairs. Rainbow Room stairs used to get downstairs. Arrows and signs to be in place.</i></p>	<p><i>SLT, all staff – ongoing</i></p>	<p>✓</p>

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		<i>currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.</i>			
<i>Possible contamination from inadequate social distancing or cross contamination of equipment at breaktimes and lunchtimes and assemblies</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<i>Lunch times staggered with pupils allocated specific lunch times and areas to be accessed. Pupils supervised to lunch areas, one year group at a time. All tables to be wiped down after use. Pupils to wait in lunch areas until class is finished before going either out to their designated play areas or back to classroom.</i>	<i>All pupils having school dinners to have lunch in the dining hall within year groups. SEND children who cannot join their class for lunch to eat their lunch in the Rainbow Room. Lunch to be brought to the Rainbow Room. Catering team to be aware of timings and how lunch time will be managed. Staff are required to wear face coverings when supporting in the hall. Assemblies – staff to be socially distant from each other.</i>	<i>SLT from September 1st SLT and all staff by Nov 30th SLT and all staff by Nov 30th</i>	✓ ✓ ✓

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<p>Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection, or specific medical procedures</p>	<p>Pupils, staff, visitors, and the public becoming infected with COVID-19:</p>	<p>When providing first aid to persons in isolation consider wearing appropriate PPE.</p>	<p>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.</p> <p>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 wished to. Safety goggles available to be worn if risk of contamination via eyes.</p> <p>PPE available for staff completing AGPs in accordance with government guidance. Staff disabled toilet opposite Year 5 reserved only for use for specific medical procedures (tracheostomy).</p>	<p>SLT by September 1st</p>	<p>✓</p>

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Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the public becoming infected with COVID-19:	<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/carer 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>Communicate to staff and parents/carers information regarding how to obtain a COVID-19 test</i></p> <p><i>Staff to be aware of procedure to isolate pupils that are symptomatic on site until collected: Symptomatic pupils on site to be supervised in the isolation room (girls' changing room) by a member of staff with PPE (mask, safety glasses, gloves and apron), keeping 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: Symptomatic staff to notify a member of SLT and leave school premises as soon as possible (use meeting room if cannot leave immediately).</i></p>	SLT by September 1 st	✓

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Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the public becoming infected with COVID-19	Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.	PPE in place before return. PHE donning and doffing posters available in PPE boxes.	SLT by September 1 st	✓
Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the public becoming infected with COVID-19	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.	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. Vinci to dispose of waste as per guidance.	SLT by September 1 st	✓
Use of third-party facilities	Pupils, staff, visitors, and the public becoming infected with COVID-19	Overseas visits will not take place. 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.	Communicate with all staff. Risk assessments to ensure public health advice is included.	SLT by January 11 th . All staff from 11 th January.	✓ ✓

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		<p>Checks in place to ensure that any new bookings have adequate financial protection in place.</p> <p>RPA contacted to assess the protection for each trip that is available.</p>			
Signature of Senior Leadership Team: R.Sandhu			Date: 11 th January 2022		
Date review required: As required		Date review required:	Date review required:		Date review required:

Consultation method (Mtgs, email, telephone)	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	Dates of consultation process:	Issues identified and any action required:	Action to be completed by:	Action completed date:
Email	All of above	1 st Sep 2021		R.Sandhu	1 st Sep 2021
Letter to parents	Parents	3 rd Sep 2021		R.Sandhu	3 rd Sep 2021
Review email	All of above	30 th Nov 2021		R.Sandhu	30 th Nov 2021
Review email	All of above	11 th January 2022		R.Sandhu	11 th January 2022

<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:</i>