

Risk assessment and risk management record

September 2021

Establishment Froxfield C of E Primary

Purpose COVID-19 Operational Guidance to reduce risks

Leader Vickie Farrow

Other staff
All staff

Group Size Class size bubbles – Max 32 + 2/3 staff **Ratio** Max 32:1

Identifying the hazards – assessing the risk

Control measures – reducing the risk

Site and its environment

Virus transferred through touching communal objects then touching own face

Risk rating

High

Reduce visitors to site to absolute minimum essential.

All visitors to the school will continue to be asked to sanitise their hands on arrival.
All outside providers must provide a Risk Assessment to school (Aspire, Active8, HMS, Tree Frog Art, Jolie Ronde).
Office to ensure all visitors to the site sign in and out to enable track and trace as necessary.
Volunteers & students will be made fully aware of the school’s current RA.
Visitors to the school encouraged to continue with the twice weekly LFT procedures and test before coming onto the premises.

Children in School.

Children do not need to be in bubbles – mixing can resume.
Staff can work across bubbles without the need for additional measures.
No need to limit room use or movement around the school, or to line up on crosses.
Usual breaktime arrangements can recommence.
There is a need to continue to ensure good hygiene for everyone:
Frequent hand washing to remain in place: on arrival, after play, before eating, end of lunch play.
Sanitiser to be used when moving location.
Sanitiser available at the office for visitors and staff.
Cleaning stations set up in all classes to include clothes, disinfectant, gloves, soap and sanitizer.

Outcome
Medium.

Children actively encouraged to follow ‘catch it, bin it, kill it’ advice.
 Lidded bins available in all classrooms. Bins emptied daily and disinfected weekly. All rubbish will be double bagged.
 Frequent reminders give to children not to touch their faces and to cough or sneeze into their elbow or a tissue.
 LSAs to check daily that tissues are available in the classroom.

Cleaning
 Deep clean of populated areas each day.
 Twice daily cleaning of frequently touched surfaces – classroom tables cleaned at lunchtime.
 Cleaning requirements meeting held with SB to ensure she is fully aware of requirements.

Equipment & resources
 No need to limit the equipment used, but sanitizing after using shared equipment continues to be recommended.

All classrooms resources kept tidy at all times enable easy cleaning.

Dishwasher to be run on high heat. All crockery/cutlery placed straight in the dishwasher. Resources/equipment in the Staff Room to be kept to a minimum and tidy to enable good cleaning routines.

Use of the hall, church & field
 Use of hall and church to return to normal.
 LSAs to take sanitiser and disinfectant spray when going to hall.
 Only take essential equipment to the hall.
 Children sanitise on arrival in the hall.
 Children able to use toilet facilities if necessary. Sanitise hands after use.
 Children should not touch any resources/equipment in the hall.
 Shared equipment to be cleaned if possible.
 Children wash hands thoroughly on return to school.

Use of library
 Children can borrow books from the library again.
 Sanitise hands before going into the library.

<p>Virus transferred through airborne saliva</p>		<p>Where possible, furniture cleaned after use.</p> <p>Ventilation Doors propped open where possible, unless fire doors. Classrooms and other areas well-ventilated. Doors and windows left open whenever possible. Classroom air to be ‘purged’ when children are out at play. Class 4 air-conditioning only to be used if absolutely necessary – try to reconnect the radiators. If it becomes too cold, windows/doors can be closed, but opened during playtimes and lunchtimes.</p> <p>Playtime/lunchtime Can return to normal.</p> <p>PE On PE Days children to come to school in full, school PE kit with school jumper/cardigan/school hoodie. Plimsoles & trainers to be kept in school to be kept at school. PE lessons can once again take place as normal.</p> <p>Collective Worship & Singing Collective Worship can take place as normal. Children to sanitise before entering the church or hall. Ensure space is well-ventilated.</p>	
<p>Group Cases of the virus brought onto the school site.</p>	<p>High</p>	<p>Protective Measures – cases of Covid. Parents to only bring children who are healthy into school. Children with a new consistent cough, loss of sense of smell/taste or a high temperature must stay at home. Monitor children closely throughout the day. Isolate from other children and send home immediately should they become unwell. Take temperature as a matter of course should a child become unwell. Exclusion zone for children taken ill to be outside the front of the school, if dry and warm enough, or in the library, if wet. Windows to be open for ventilation. If the library is used by symptomatic children it will be deep cleaned afterwards by staff in PPE and will remain closed for 72 hours. All school staff to participate in twice-weekly home testing – at least until the end of September.</p>	<p>Medium</p>

<p>Virus spreading among our school community</p>	<p>High</p>	<p>Office staff should wear masks and gloves for providing First Aid. Staff and children who display symptoms should self-isolate and book a PCR test. Staff who have not been double vaccinated, and all children who have been in contact with someone who has tested positive must follow Government guidelines and self-isolate for 10 days. Frequent reminders sent to parents encouraging them to continue to be mindful of close contact and large, crowded places. Ensure staff and families are aware of the NHS Track & Trace process. Staff and pupils must not attend school and must book a test if they display symptoms. They must provide details of close contacts.</p> <p>Distancing Measures No distancing measures in place in September, but caution in crowded places continues to be advised.</p> <p>Outbreaks If someone tests positive they should remain at home and self-isolate for 10 days. Other members of the household must isolate for 10 days unless fully vaccinated. Mrs Farrow to contact the local health protection team should there be a confirmed case. Those who have been in close contact with the person who has tested positive may be required to self-isolate for 10 days – awaiting confirmation from Government regarding this. Records kept of children and staff in each group and close contacts with children and staff in different groups (eg. extended provision). If there are two or more confirmed cases, the school may have an outbreak and will follow advice from the local health protection team. Separate Outbreak Management Plan in place.</p>	<p>High due to transmissibility and no distancing.</p>
	<p>High</p>	<p>Educational Visits Visits within the UK can go ahead. A full risk assessment will be carried out for each visit which will also consider any necessary control measures associated with Covid-19. It should be read alongside this document.</p> <p>Visiting Coaches & Specialist Staff All visiting staff will be given a copy of the school’s RA.</p>	<p>Low</p> <p>Medium</p>

<p>Risk to the well-being of both staff and pupils.</p>		<p>All visiting groups working with children must provide their own Risk Assessment. A record of all visiting staff and their contact with children will be kept by office staff. All visiting staff wash hands on arrival. Equipment used by visiting staff to be cleaned meticulously before and after use. Rooms used by visiting staff to be cleaned before and after use. Children/staff do not touch any equipment unless they need to use it.</p> <p>Lunches Lunch arrangements will return to normal in September. Ensure thorough handwashing before and after eating. Tables cleaned before and after eating. Children well supervised to avoid any increased risks associated with eating. Staff ensure noise level is kept to a minimum.</p> <p>Curriculum & Wellbeing support Additional time in curriculum for PSE/RHE activities. Increased opportunities for 1:1 ELSA support, to continue into September. Teachers to look out for children in school who may be struggling for any reason. Provide 1:1 support and let parents know. Teachers to continue to nurture and support children as appropriate, plan RHE activities into the curriculum and allocate ELSA support as necessary. Take advice from EP helpline or school nursing service if needed. Avoid activities that may put additional stress on children and overloading the curriculum. Weekly opportunities for staff to share concerns and feed into RA. School to do all it can to work round staffs' family circumstances. Teachers to ensure they look after their own well-being. Well-being monitored and support given as appropriate – staff have access to counselling service through the LA. Regular informal and formal staff communication – ParentMail and WhatsApp group. HT access support through Hants HT.</p>	<p>Medium</p> <p>Medium</p>
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	<p>Workload of staff considered. Continue to reduce the need for ‘extra’ tasks where possible, feedback orally and try to ensure planning expectations are reasonable. Keep meetings to a minimum. Ensure staff are kept fully informed at all times.</p> <p>Toast and Cindy’s Club These will be open for all families to use. Children to wash their hands on arrival at both Toast and Cindy’s Club. Tables to be disinfected and library cleaned before club starts. Lunchroom tables to be disinfected after Toast Club. Playground resources may be used. Cleaning station set up in the library with disinfectant spray, gloves and sanitizer. Tables to be disinfected before and after eating and hands to be washed before and after eating. Children to wash their hands when coming in from outside play. Door kept open for ventilation.</p> <p>Parents to ring new bell for collection and meet children at the back gate. Cindy can bring resources from home for club use but hands to be washed thoroughly after use.</p> <p>Toast club – AH to sanitise hands between preparing toast for different children.</p>	Medium
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Variations: record any additional assessments and control measures here if this sheet is used as a generic risk assessment

This risk assessment will vary according to the number of staff who remain well and operational.