

## Schools Risk Assessment

School	The Winchcombe School				
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings in preparation for a full return in September 2021				
			Action By	Date Action Done By	
<b>Contact with a person who has Covid symptoms or who has tested positive</b>	<ul style="list-style-type: none"> <li>Staff and pupils who have Covid symptoms must not attend school until they have completed their isolation period from symptom onset, or if they receive a negative test and are well.</li> <li>Staff and pupils who have tested positive for coronavirus must not attend school until they have finished their isolation period (in line with current guidance)</li> <li>Most staff who are fully vaccinated and pupils under the age of 18 &amp; 6 months will no longer be required to self-isolate if identified as a close contact.</li> <li>However, some staff or pupils may still be required to self-isolate if they are a close contact and the school will follow the most current government guidance.</li> </ul>	<p>The guidance around self-isolation may well change as the school year progresses, or if there is an outbreak in school or the area.</p> <p>Staff are encouraged to participate with NHS Test &amp; Trace.</p> <p>LFT testing continues Sundays and Wednesdays each week. Results copied to Office email address</p>	All	01/09/21	
<b>Suspected cases of Covid 19 in the school day</b>	<p>If a person displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:</p> <ul style="list-style-type: none"> <li>Notify the Headteacher immediately.</li> <li>Avoid touching anything.</li> <li>Move pupil to a separate room and contact parents for immediate collection.</li> <li>If a staff member needs to stay with them then they must remain 2m away.</li> <li>If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances.</li> <li>Follow guidance on safe fit, use, removal and disposal of PPE and RPE.</li> <li>If a staff member shows symptoms they must go home immediately.</li> </ul>	<p>Use the courtyards outside Admin Offices and SAL for isolation</p> <p>PPE video: <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a></p> <p>Please also refer to schools Action Cards</p>			

10/08/2021

### Notes:

- Risk Assessors should have sufficient skills, knowledge and experience.
- Sponsors will be Heads of Service, Line Managers, Head Teachers or Heads of School Department.
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	<ul style="list-style-type: none"> <li>All other persons are to maintain a safe distance from affected individual.</li> <li>If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected.</li> <li>They must then follow the guidance on self-isolation and take a PCR test as soon as possible.</li> <li>They must not return to school until their period of self-isolation has been completed or in line with current government guidance</li> <li>The individual must contact test and trace if they test positive</li> </ul>			
<b>Contact between individuals</b>	<ul style="list-style-type: none"> <li>Pupils are no longer required to be grouped in bubbles</li> <li>In the event of an outbreak and/or instructed by public health/local authority a bubble system may need to be reintroduced to control the outbreak.</li> <li>Face coverings are no longer recommended for use in classrooms or communal areas however you may consider their use if areas are not well ventilated.</li> <li>Face coverings may be reintroduced in the event of an outbreak and/or instructed by public health/local authority.</li> </ul>			
<b>Hand hygiene</b>	<p>Hygiene rules to be implemented :</p> <p>Wash hands before eating, ideally : –</p> <ul style="list-style-type: none"> <li>Before snack</li> <li>Before lunch</li> </ul> <p>Hand sanitiser used at the beginning and end of day</p>	<ul style="list-style-type: none"> <li>Frequent hand washing encouraged</li> </ul>		
<b>Communal areas/Offices</b>	<p>Staff to be aware of close proximity to others for more than a minute in confined school areas, eg staffroom and circulation areas.</p>	<ul style="list-style-type: none"> <li>there are cleaning sprays or wipes available for staff to clean desks,</li> </ul>		

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	<ul style="list-style-type: none"> <li>It is advised to avoid having too many staff in any area e.g. staff rooms etc. at any one time. Social distancing is not required but where possible be aware of the number of staff using areas at any one time especially if there is low ventilation.</li> <li>Avoid hot desking if possible.</li> <li>Regularly clean surfaces with normal household detergents/cleaners common contact surfaces in reception, office, access control, delivery areas, screens, telephones, desks, particularly following peak times.</li> </ul>	<p>screens, keyboards, phones etc. at the start and end of each day.</p> <ul style="list-style-type: none"> <li>Increased cleaning of frequently touched surfaces to be continued</li> <li>Continued frequent cleaning of rooms/shared areas that are used by different groups</li> <li>Ensure good ventilation throughout all areas either through opening windows/door</li> </ul>		
<b>Staffing</b>	<ul style="list-style-type: none"> <li>Staff should discuss any medical needs with the Head Teacher prior to entering the school. Relevant guidance for those who are clinically vulnerable and clinically extremely vulnerable must be followed</li> <li>Any existing individual risk assessments</li> <li>Where possible staff should continue to LFT test twice weekly until guidance changes</li> </ul>	<p><b>LFT testing to continue on Sundays and Wednesdays : results copied to office email address</b></p>		
<b>Classroom usage</b>	<ul style="list-style-type: none"> <li>Classrooms to be kept well ventilated.</li> <li>Classroom based resources such as books and games can be shared but should be cleaned frequently</li> </ul>			
<b>Use of outdoor areas and play equipment</b>	<ul style="list-style-type: none"> <li>Outdoor play areas can be used under current guidance</li> </ul>			
<b>School meals</b>	<ul style="list-style-type: none"> <li>Food and drink should only be consumed in areas that are suitable and can be easily cleaned</li> <li>Hand cleaning facilities or hand sanitiser is available in the dining room</li> <li>Tables and chairs should be cleaned before, between and after use.</li> <li>All rubbish and waste should be put straight in the bin</li> </ul>			

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<b>Wrap around care</b>	<ul style="list-style-type: none"> <li>Resources used in wrap around care settings will be treated the same as in classrooms with increased cleaning</li> <li>Food preparation and consumption is the same as during the school day</li> </ul>			
<b>Offsite trips</b>	<ul style="list-style-type: none"> <li>Day trips as part of curriculum are acceptable and will be risk assessed individually and processed via Evolve</li> <li>Trips can be planned according to current government guidance</li> </ul>			
<b>Cleaning</b>	<p>Cleaning daily with extra clean of WCs after lunch at 1 pm</p> <ul style="list-style-type: none"> <li>Extra attention given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> </ul>			
<b>First aid provision</b>	<ul style="list-style-type: none"> <li>Wash hands before and after giving first aid and ensure the room/area is cleaned on completion.</li> </ul>			
<b>School travel arrangements</b>	<ul style="list-style-type: none"> <li>If staff or pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing.</li> </ul>			
<b>Visitors to site</b>	<ul style="list-style-type: none"> <li>Visitors must not attend site if they are in self-isolation or have symptoms of Covid 19</li> <li>All visitors to be made aware of site rules</li> <li>Any site visitor should be required to wash or sanitize hands before allowing entry to the site.</li> <li>All visitors details logged for test and trace purposes, limited to date of visit, name and contact telephone number.</li> <li>These records are kept for 21 days after the visit and stored/disposed of according to GDPR <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>			

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<b>Contractors</b>	<ul style="list-style-type: none"> <li>Contractors must not attend site if they are in self-isolation or have symptoms of Covid 19</li> <li>All contractors are to wash their hands upon entering the site.</li> <li>Hygiene rules to be implemented, all contractors are to be asked to wash hands on entry into individual work areas – or use alcohol-based hand sanitiser</li> <li>All areas accessed by contractors should be cleaned after use</li> </ul>	<p>Update the contractors check list to include the school precautions.</p> <p>Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite.</p>		
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>In areas of poor ventilation air flow to be improved by opening windows/doors or mechanical ventilation if the source air is drawn from outside.</li> <li>In cold weather it is suggested to ventilate rooms during break times and keeping windows open a smaller amount at all times</li> </ul>	<p>CO2 tests will be used once received and appropriate measure put in place should they be required</p>		
<b>Hand sanitiser</b>	<ul style="list-style-type: none"> <li>To be effective on viruses hand sanitiser must be a minimum of 60% alcohol.</li> <li>When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces.</li> <li>Do not use near heat sources.</li> <li>Hand sanitiser must be stored in accordance with the manufacturer's instructions</li> <li>Use of hand sanitiser by pupils must be supervised for younger/vulnerable children</li> <li>A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school.</li> </ul>	<p>60% alcohol hand sanitiser is extremely flammable.</p> <p>You need to be very careful of using it in areas where there could be static sparks or naked flames that will cause it to ignite.</p> <p>Be very careful of how it is stored, leaving it in sunlight will heat it up and increase the risk of ignition</p> <p>If the hand sanitiser you have been able to source is not gel then take extra care in its use as it will easily spill and splash.</p>		

<b>Risk assessment completed by</b>	<b>S Peacock</b>	<b>Signature</b>	
<b>Risk assessment sponsored by</b>	<b>N Pilsworth</b>	<b>Signature</b>	

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<b>Date assessment completed</b>	27/8/21
<b>Risk assessment communicated to relevant staff by</b>	Briefing <input type="checkbox"/> Email <input checked="" type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>

Review Date	Assessor	Signature	Sponsor	Signature

**Additional guidance documents:**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#school-workforce>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

[COVID-19: cleaning in non-healthcare settings - GOV.UK](#)

**Crest Covid 19 App for schools**

Crest Covid 19 reporting App has replaced email reporting systems that were previously in place. Schools should use the Crest Covid 19 reporting App to report all Covid 19 positive cases.

Log into Crest here: <https://crest.info-exchange.com>

If you are already a Crest user your user name and password will not change if you do not have a Crest log in please contact [CrestCovid19@westberks.gov.uk](mailto:CrestCovid19@westberks.gov.uk) and we will set up an account and password for you.

When you log in you will see the Covid-19 app icon on your front page. If you do not see this please email [CrestCovid19@westberks.gov.uk](mailto:CrestCovid19@westberks.gov.uk) with your user email address and we will give you access.

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