

**Burghfield St Mary's CE PRIMARY SCHOOL**  
**General Risk Assessment Record Form**

**1. Section/Service/Team...**Burghfield St Mary's School Site

**2. 2. Assessor(s).....**ANTONY GALLAGHER,  
HEADTEACHER.....

**3. Description of Task/Activity/Area/Premises etc.**

**Delivering Education during the COVID-19 Pandemic from 8<sup>th</sup> March 2021 (Spring 2 update)**

| What are the hazards? | Who might be harmed and how? | What are you already doing?<br>List the control measures already in place<br><br>Example controls could include: | What is the risk rating – H, M, L?<br>See section 5 | What further action, if any, is necessary, if so what action is to be taken by whom and by when?<br>Examples could include: | Action Completed<br>State the date completed and sign. | What is the risk rating now – H, M, L?<br>See Section 5 |
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| <p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> | <p>Everyone on site.</p> <p>General transmission may occur:<br/>Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>● Anyone feeling unwell (with Covid-19 symptoms) or has someone in their household who is unwell will need to be stay at home and self-isolate as per government guidelines. Anyone developing Covid-19 symptoms must be tested and cannot return to school until a negative result has been obtained.</li> <li>● Social distancing is maintained wherever possible between all adults on site and between pupil groups.</li> <li>● Frequent hand washing promoted.</li> <li>● Hand sanitiser available in classrooms, shared spaces and entrance and exit points.</li> <li>● Cleaning of surfaces that pupils touch.</li> <li>● Disposable tissues available in classrooms.</li> <li>● Bins for tissues emptied during the day, as necessary.</li> <li>● Staff, parents and visitors informed of the measures in place to reduce transmission.</li> <li>● Temperature checks for all children entering the school site each day. Staff are able to self-administer temperature checks. Any child/ adult with a temp over 37.5C to be monitored every 15mins (temp checks). Any child/ adult 38C+ needs to go home immediately, children to be kept in isolation room until parent collects.</li> <li>● All children and adults entering the school site must use hand sanitiser/ wash hands.</li> </ul> | <p>M</p> | <ul style="list-style-type: none"> <li>● Review COSHH assessment for hand sanitiser and cleaning materials.</li> <li>● Review cleaning schedules.</li> <li>● Signage used to promote hygiene (respiratory and hand) and social distancing.</li> <li>● Review stocks of soap, hand sanitiser, tissues.</li> </ul> | <p>AG</p> <p>MA</p> | <p>M/L</p> |
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|  | <p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p> | <ul style="list-style-type: none"> <li>● Different groups do not mix during the day or on subsequent days.</li> <li>● Outside space used for education where possible.</li> <li>● Sharing of stationery and other equipment reduced.</li> <li>● Practical lessons – equipment cleaned after use, including PE equipment and computers.</li> <li>● Where possible actions taken for behaviour management will not involve touching a pupil.</li> <li>● Limiting children’s contact with other classes. Keeping to class groups at playtime and morning drop-off, and lunchtime FS2/Y1/Y2, Y3/Y4 and Y5/Y6 are the three groups (2m plus social distancing in the hall).</li> <li>● Staff made aware of children exhibiting signs/ symptoms (information CONFIDENTIAL and stays within school).</li> <li>● Staff contacted immediately if a child/ family within school has confirmed positive COVID-19 test. West Berkshire Council Action Cards will be followed by HT/ DHT/ SLT</li> <li>● All information remains confidential in school. The school office will inform parents as appropriate.</li> <li>● Staff that cross-over bubbles MUST keep a 2m+ distance at all times (especially from other adults). This applies to our PPA cover teacher, Sports Extra staff (Dan and Emily) and Catch-up teacher.</li> <li>● Year 2, 5 and 6 ‘Catch-up’ group work will take place in the staffroom. A screen will be used to divide the area, allowing ICT technician to work in her area. The room will be well ventilated.</li> </ul> | M | <ul style="list-style-type: none"> <li>● Review behaviour management plans and procedures.</li> </ul> | AG | M/L |
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|  | <p>Staff and casualty.<br/>Transmission may occur when providing First Aid</p>               | <ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Wear disposable gloves, disposable apron, face masks and face visor where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit.</li> <li>• When performing CPR phone an ambulance and use compression only CPR or Defibrillator on site.</li> </ul> <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield.</p> | M | <ul style="list-style-type: none"> <li>• Review Assessment of First Aid Needs.</li> <li>• Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA.</li> </ul>           | AG<br><br>Office | L   |

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|  | <p>Resuscitation Council UK Statement:<br/>It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p> |  |   |  |              |   |
|  | <p>Staff<br/>Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>   | <ul style="list-style-type: none"> <li>Isolate pupil with Covid-19 symptoms in a separate room.</li> <li>Increase ventilation in the isolation room if possible</li> <li>PPE provided for supervising adult: Face visor if a 2-metre distance cannot be maintained.</li> <li>Where contact with the pupil is needed: Face mask/visor, disposable gloves and disposable apron.</li> </ul> | H | <ul style="list-style-type: none"> <li>Maintain stocks of PPE.</li> <li>Consider using first aiders to supervise to reduce numbers of staff who need access to PPE.</li> </ul> | Office<br>AG | M |
|  | <p>Staff and pupil.<br/>Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>   | <ul style="list-style-type: none"> <li>Supervising staff to maintain 2m social distance where possible.</li> <li>Staff administering medicines to wear PPE, including face covering (mask/ visor) and apron.</li> </ul>  | M | <ul style="list-style-type: none"> <li>Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul>                              | AG           | L |

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|  | <p>Staff and pupil transmission may occur during dining</p>                                 | <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Food and drink should only be consumed in areas that are suitable and can be easily cleaned by staff or pupils.</p> <p>Break times- children in allocated area to reduce congestion and contact. Children play within their distinct group.</p> <p>FS2 &amp; KS1 morning breaktime is 10:15-10:30am<br/>KS2 morning breaktime is 10:35-10:50am</p> <p>Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area.</p> <p>The children from a class will sit together, separate from children in other classes in the hall.</p> <p>FS2 &amp; KS1 are in the hall for lunch from 12:00-12:25pm</p> | M | <p>Payments should be taken by contactless methods</p> <p>Tables and benches should be cleaned before, between and after use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>Staff from the child's class to give them knives, forks and spoons. Hand gel available for staff to use.</p>   | <p>Office</p> <p>TAs</p> <p>All staff</p> <p>TAs</p> | L |



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|  |   | <p>Y3 &amp; Y4 are in the hall for lunch from 12:25-12:45pm<br/> Y5 &amp; Y6 are in the hall for lunch from 12:45-1:05pm<br/> Tables and benches are cleaned after use.<br/> Each ‘bubble’ is kept in a different part of the hall for lunch. This allows slow eaters to finish without mixing with a different ‘bubble’.<br/> Drinking water should be provided with cleaning measures of the tap mechanism introduced.<br/> Individual named water bottles only. Water fountains will NOT be in use.</p>            |          |  |               |          |
|  | <p>Staff and pupil transmission may occur during critical incident such as fire evacuation or otherwise</p> | <p>Known routine for safe evacuation using external doors<br/><br/> In the event of an unplanned evacuation, fire safety must take priority over social distancing.</p>   | <p>M</p> | <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Cohorts should assemble together and not mix with other groups.</p> | <p>AG</p>     | <p>L</p> |
|  | <p>Staff and pupil transmission may occur when visitors enter the school</p>                                | <p>Primary access via front office for staff and visitors/ contractors.<br/> Waste disposal occurs outside of school day and involves no ingress to building, except Sanitary disposal which will be arranged with a member of staff present.<br/> No non-essential visitors are allowed onto the school site.<br/> All visits to site are by appointment only<br/> All visitors to be made aware of site rules<br/> Only visitors carrying out essential maintenance deemed necessary to the safe running of the</p> | <p>L</p> | <p>SOLE access via front office all deliveries</p>   | <p>Office</p> | <p>L</p> |

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|  |  | school are to be allowed on site and will read signs in reception regarding good hygiene.  |   |   |        |   |
|  | Transmission may occur when contractors enter the school | <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres). Face coverings to be worn by contractors and staff supervising them.</p> | L | <p>All contractors are to wash their hands or use hand sanitiser upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <p>Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</p> <p>Repeat the hand washing/sanitising every hour.</p> | Office | L |

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

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### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

| Risk Rating | Description   | Action Priority                  |
|-------------|---|----------------------------------|
| High        | Where harm is certain or near certain to occur and/or major injury or ill-health could result         | Urgent action                    |
| Medium      | Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days      | Medium priority                  |
| Low         | Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain | No action or low priority action |

### 6. Assessment

**Signature of Assessor(s):**  
**Print Name:**

**Antony Gallagher**

**Signature of SPONSOR;**  
**Print Name:**

**Date Assessed: 25/02/2021**

**Review Date: WEEKLY**

### 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.