

## Schools Risk Assessment

<b>School</b>	<b>Burghfield St Mary's C of E Primary School</b>	
<b>Job, Activity or Task</b>	<b>Covid 19 protective measures in primary schools and early years settings in preparation for a full return in September 2021</b>	
<b>List of Hazards</b>	<b>What are you already doing to lower risks? Below are possible control measures, you will need to work out what is applicable to your school, further ideas are in the end column.</b>	<b>Things to consider when deciding on appropriate additional control measures for your school. If applicable add these to the control measures column</b>
<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. The school must follow the most current government guidance.</li> </ul>	<p>The guidance around self-isolation may well change as the school year progresses, you will need to keep up to date with the current information. It also may change if you have an outbreak in school or the area.</p> <p>Please also refer to schools Action Cards</p> <p>Schools should encourage staff to participate with NHS Test &amp; Trace.</p>
<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> </ul>	<p>Identify a well ventilated room in advance (outside area under KS1 covered area or entrance to the library close to the external door) that pupils can be isolated in if they show symptoms and keep appropriate PPE for this use if required.</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:**

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- 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>• If a staff member shows symptoms they must go home immediately.</li> <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. This information should be contained in the outbreak management plan</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>• Schools may be advised to reintroduce the use of face coverings in the event of an outbreak and/or instructed by public health/local authority. This will be part of the schools outbreak management plan.</li> </ul>	<p>Communal facilities such as halls/toilets/meeting rooms/additional teaching spaces do not need to be restricted to certain groups.</p> <p>Where possible keep doors and windows open to provide sufficient ventilation.</p> <p>If meeting parents/ visitors indoors (close contact) then staff may wish to use face coverings and also ask visitors/ parents to wear face coverings.</p>
<b>Hand hygiene</b>	<p>Hygiene rules to be implemented</p> <ul style="list-style-type: none"> <li>• Establish a routine for frequent hand washing/sanitising. For example prior to or upon entering classrooms/building, at break times and before and after eating.</li> <li>• Use alcohol-based hand sanitiser where hand washing facilities are not available.</li> <li>• Display PHE handwashing posters around school</li> <li>• Implement catch it, bin it, kill it approach</li> </ul>	<p>All classrooms will have sufficient hand sanitiser available. Teachers and TAs to encourage/ ask children to regularly use the sanitiser.</p> <p>For children who are unable to use sanitiser use soap and water at the class sink/ team toilet.</p>

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	<ul style="list-style-type: none"> <li>Ensure that there are enough bins, tissues etc. in classes</li> </ul>	All classes will have sufficient tissues, paper towels, cleaning spray/ cleaning wipes.
<b>Communal areas/Offices</b>	<ul style="list-style-type: none"> <li>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 reduce the number of staff that use areas at any one time especially if there is low ventilation.</li> <li>Regularly clean with normal household detergents/cleaners common contact surfaces in reception, office, access control, delivery areas, screens, telephones, desks, particularly following peak times.</li> <li>Increase the cleaning of frequently touched surfaces</li> <li>More 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 or mechanical ventilation (see HSE guidance on appropriate types of mechanical ventilation)</li> </ul>	<p>TAs have staggered lunch breaks</p> <p>Teachers and TAs responsible for regular cleaning of their area.</p>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>Staff should discuss any medical needs with the Head Teacher prior to them 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 (disability, young persons or new/expectant mothers) should be reviewed, any changes must be recorded including any new controls.</li> <li>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures etc.</li> <li>Staff working from home should be asked to complete a DSE self-assessment.</li> <li>If staff travel abroad they should inform the Head Teacher as they will need to follow appropriate quarantine arrangements subject to destinations and current government guidance</li> <li>Where possible staff should continue to LFT test twice weekly until guidance changes</li> </ul>	<p>All staff in regular contact with HT (daily).</p> <p>All staff using LFDs at least twice weekly</p>
<b>Classroom usage</b>	<ul style="list-style-type: none"> <li>Classrooms to be kept well ventilated.</li> <li>Frequently used items such as pens and pencils should not be shared and should be kept for individual use</li> </ul>	<p>Windows and doors open where possible.</p> <p>Children have their own pen/ pencil/ whiteboard where possible</p>

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	<ul style="list-style-type: none"> <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>	Classes timetabled for outdoor play equipment. FS2 class have their own climbing frame
<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 should be made available before entering any room where people eat and should be used again by all persons when leaving the area.</li> <li>Food displays should be protected against contamination by coughing, sneezing etc.</li> <li>Payments should be taken by contactless methods wherever possible.</li> <li>Drinking water should be provided with enhanced cleaning of taps and contact surfaces introduced.</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 by the user and not left for someone else to clear up.</li> <li>All areas used for eating should be cleaned between use, including chairs, tables, door handles, vending machines and payment devices.</li> </ul>	<p>DOLCE provide school meals and adhere to school requirements.</p> <p>Children provide their own water bottle and water fountains have been turned off.</p> <p>Each class has their own set seating area (on benches and tables) in the hall.</p>
<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>The controls put in place for food preparation and consumption should be the same as during the school day</li> </ul>	Burghfield Oaks provide our wrap around care. They follow school requirements and have good communication with staff and SLT
<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>	A cleaning schedule will need to be implemented throughout the site, ensuring that contact points e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	<p>External cleaning company who follow school requirements.</p> <p>Cleaning during the school day targeted at the frequently touched surfaces</p>

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	<p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned prior to disinfecting.</li> <li>• A combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine) is to be used.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be regularly checked and supplies replaced/replenished.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.</li> <li>• Only cleaning products supplied by the school should be used.</li> <li>• Bin liners should be used in all bins</li> </ul>	Hand driers are in use in the toilets
<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>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 can be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number.</li> </ul>	Visitors to the site will be asked to wear face coverings for close contact. There is a supply of single use face masks and hand sanitiser in the main entrance to the school office. QR code available for visitors to scan on entry to school.
<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 use hand sanitiser on their hands upon entering the building.</li> </ul>	
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>• Areas of poor ventilation should be identified and measures put in place to improve the air flow. This can be opening windows/doors or mechanical ventilation if the source air is drawn from outside.</li> <li>• Where there is poor ventilation reduce the occupancy of the room and the duration of use</li> </ul>	<p>Follow the HSE guidance for mechanical ventilation. <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/</a></p> <p>If very poorly ventilation, high use areas consider the use of CO2 alarms/monitors if appropriate under HSE guidance</p>

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	<ul style="list-style-type: none"> <li>There needs to be a balance between thermal comfort and ventilation. In cold weather consider ventilating rooms during break times and keeping windows open a smaller amount at all times</li> </ul>	<a href="https://www.hse.gov.uk/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas">https://www.hse.gov.uk/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas</a>
<b>Hand sanitiser</b>	<ul style="list-style-type: none"> <li>To be effective on viruses hand sanitiser must be a minimum of 70% 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>70% alcohol hand sanitiser is extremely flammable. 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>

<b>Risk assessment completed by</b>	<b>Antony Gallagher</b>	<b>Signature</b>	<b>A Gallagher</b>
<b>Risk assessment sponsored by</b>	<b>Karen Carmichael</b>	<b>Signature</b>	<b>K Carmichael</b>
<b>Date assessment completed</b>	<b>2<sup>nd</sup> September 2021</b>		
<b>Risk assessment communicated to relevant staff by</b>	Briefing <input type="checkbox"/> <b>Email</b> <input checked="" type="checkbox"/> <b>X</b> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

Review Date	Assessor	Signature	Sponsor	Signature

### Additional guidance documents:

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<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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