

Risk Assessment completed by...Claire Hill

School Name: Raysfield Primary School Date of Risk Assessment: **28th February 2021 REVIEW**

Description of Activity being risk assessed: - School reopening Covid-19

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Action Completed
PREVENTION – actions taken in order to prevent and reduce the risk of transmitting the virus.						
New variant has increased the risk of contagion due to being more transmissible.	Staff are at increased risk if they are in the identified postcode	TESTING LFT is used twice weekly for staff on site. Staff MUST report results every Monday and Thursday.	LA advice given to staff via email. 10.02.21 Risk assessment related to LFT is provided to all staff completing the test. Training has been provided. A repeat of this training is available if staff request it.	CH	28.02.21	Y
Spread of the virus within the school.	Staff and pupils	VENTILATION It is recommend that staff and pupils take regular breaks in the fresh air and maintain good air flow in classrooms (ensuring the environment remains suitable for learning)	Email to staff 28.02.21 re. Reopening plan. Specific guidance given on ventilation.	CH / SLT – 24.02.21	28.02.21	Y

Spread of the virus within the school.	Staff	<p>Please use the following staffrooms:</p> <p>Year R staff: KS1 hall / EYFS office. Year 1 and Year 2: Main staffroom. All staff in Y1 and Y2 must maintain socially distant lunch spaces.</p> <p>Year 3 and Year 4: KS2 staffroom. All staff in Y3 and Y4 must maintain socially distant lunch spaces.</p> <p>Year 5 and Year 6: Meeting room.</p> <p>Lodge staff: Must stay in the Lodge for their break times.</p> <p>Office staff: Must stay in their office for lunch</p> <p>Facilities such as the fridge will be accessible for all staff, but social distancing must be maintained at all times. Limits of staff numbers in room still apply (3 only)</p>	Email to staff 28.02.21 re. Reopening plan. Specific guidance given on break spaces for staff.	CH	28.02.21	Y
Spread of the virus within the school.	Staff	<p>WEARING A FACE MASK We are recommending that when you are walking around the corridors (not teaching) you wear a facemask/ face shield. It is important the face mask is worn correctly please watch the video. https://www.youtube.com/watch?v=-GncQ_ed-9w</p> <p>There are face shields available if you would prefer to wear one although they are not an alternative to face mask and it has been recognised that whilst providing some protection, they do not provide as good aerosol protection as a face mask.</p>	TT – check stock of face shields and masks for staff	TT ongoing check.	ongoing	

		<p>If you wear a disposable face mask, please make sure they go in the black bin liner and not the bin for recycling.</p> <p>All meetings will need to take place virtually and all staff are restricted to only have face to face contact with the colleagues within their bubble.</p>				
Spread of the virus within the school.	All staff, pupils and visitors to school	<p>BEFORE SCHOOL</p> <p>Parents/carers will be asked to check temperature and to wash hands/ sanitize hands before leaving for school.</p> <p>Social story from e-bug will be sent to parents and they will be asked to share with pupils</p>	<p>Pupils will be asked to wash / sanitize hands on arrival at school.</p> <p>CH to send letter to parents to remind them of all safety measures related to COVID 19</p> <p>Posters displayed to remind all staff and pupils of good hygiene requirements.</p> <p>Posters displayed in prominent areas to remind parents / staff of social distancing regulations.</p>	CH	01.03.21	
Spread of the virus within the school.	All staff, pupils and visitors to school	<p>SAFE ENTRY AND EXIT</p> <ol style="list-style-type: none"> 1. Safe distancing will be followed during entry to the school. 2. Each cohort will have their own entry/ exit door. 3. REINFORCE MESSAGE Parents will use one way system to prevent congestion and cross over. 	<p>Signage set out on playground and within the environment to support parents to know what to do.</p> <p>CH / ST / OH will support the use of the one way system every day by being on the playground at prominent points.</p>	CH	01.03.21	

			<p>Parents will be required to adhere to opening/closing times and not able to stay on the site.</p> <p>Parents will be given alternative methods of communicating with school staff rather than face to face conversations, which will be discouraged.</p>			
Spread of the virus within the school.	All staff, pupils and visitors to school	<p>COHORT BUBBLE APPROACH</p> <p>All cohorts will have their own toilets. They will only use these facilities whilst they are on site.</p> <p>We will reduce the amount of adults working with each group i.e they will have designated LBS / TA / Teaching Assistant.</p> <p>Each cohort bubble will have a designated play space. Play spaces will be expanded to two cohorts when field is unavailable for use due to wet weather.</p> <p>Break times will be staggered and lunchtimes will be staggered, where possible to reduce risk of bubble interaction.</p> <p>All staff will use social stories, e-bug lessons and staff guidance to teach children to be COVID aware.</p> <p>There will be no assemblies or gatherings larger than the cohort bubble inside the building.</p> <p>Split lunchtimes will operate and rigorous cleaning will take place in between sittings, as per DfE / LA guidance.</p>	<p>CH to reissue comprehensive guidance for staff. Staff will be clear about who they work with, where they work and the timings of the work. They will be well informed as to which cohorts are using which facilities.</p> <p>Within staff guidance to teachers, CH to share e-bug resources to support training the staff and children regarding the spread of the disease.</p> <p>CH to lead meeting with LBS team to explain new operating procedures.</p>	CH	28.01.21	

Spread of the virus within the school.	All staff, pupils and visitors to school	<p>INCREASED CLEANING & ENVIRONMENT</p> <p>Each cohort will be provided with additional cleaning products to enable them to clean the area and resources throughout the day.</p> <p>Cleaning products are stored away from pupils ideally in locked cupboard and ensure safety data sheets are available for the products.</p> <p>Additional resources will be given to class teacher to reduce sharing.</p> <p>Teachers will encourage children to use their own resources. (KS2/ Y2 – stationery packs provided) Resources to be named in order to easily identify personal resources.</p> <p>Where possible, desks will face forward (in older classes, where it is easier to apply distancing regulations – these will be encouraged)</p>	<p>TT to provide additional cleaning products for classrooms.</p> <p>Teachers to ensure each child has their own equipment and reduces sharing.</p> <p>Teachers to set up rooms with forward facing desks, where appropriate.</p> <p>Teachers / teaching Assistants clean resources regularly throughout the day.</p> <p>Teachers/ TAs ensure they have a stock of cleaning products</p>	Teaching teams responsible for these actions	Ongoing	ongoing
Potential contamination of buildings/equipment	All staff, pupils and visitors to school	<p>Deep clean of all areas before school reopens on 8th March. Ongoing cleaning at start and end of day.</p> <p>(see above for cleaning of classroom resources / sharing resources)</p>	<p>TT (SBM) to ensure the site is regularly cleaned.</p> <p>CJ Cleaning to work with the school's regulation & liaise with TT.</p> <p>CJ Cleaning to clean site on Friday 5th March</p>	TT / JS	Ongoing	ongoing
Contamination through coughing and sneezing.	All pupils staff and visitors	<p>Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.</p> <p>Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands</p>	<p>TT – to ensure premises team provide tissues for every room every day. In addition to this rooms needs to be well stocked with hand soap, PPE equipment and hand sanitizer.</p>	TT & premises team.	Ongoing stock control	

		<p>Regular opportunities available for pupils, students, staff and visitors to wash their hands.</p> <p>On entry / exit of building / change of activity – time built in for handwashing/ sanitizing.</p>	<p>Make sure every room has a covered bin for tissue disposal.</p> <p>Ensure posters are displayed (catch it Bin it Kill it)</p>			
Risk of fire from hand sanitizer.		<p>USE OF HANDSANITIZER</p> <p>See separate Risk Assessment for hand sanitizer related to:</p> <ul style="list-style-type: none"> - Storage of product - Data sheet for content of product <p>Providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.</p> <p>Obtain the Safety Data Sheet for the product(s) (easy to obtain from your supplier). They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p> <p>SDS will also help with potential reactions to the product.</p>	<p>TT / CH to reissue to risk assessment to all staff.</p> <p>Ensure supplies / stocks are maintained and stored securely in a locked cupboard.</p>	TT		Y
Contamination through the administration of first aid	staff	<p>First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms as usual. Hand washing is necessary, even if gloves are worn.</p> <p>Gloves should be worn for every incident.</p>	<p>All staff.</p> <p>If two children require 1st aid at the same time, social distancing will be observed. We have two 1st aid rooms.</p> <p>Information regarding the administration of first aid will be given to staff as part of the guidance document.</p>	CH to issue staff guidance	ongoing	

			<p>TT to ensure stocks of PPE are always available.</p> <p>All reusable resources will need to be washed immediately after use i.e. ice pack cover</p> <p>A distance thermometer will be purchased to check temp.</p> <p>Admin team to let staff know who to liaise with re. 1st aid.</p>	TT / admin team to communicate to staff		
Spread of the disease through the current fire drill procedures.	Staff, pupils and visitors to the site	<p>New designated fire drill places will be issued.</p> <p>A socially distant fire drill will be practised in cohort bubbles.</p>	CH – fire drill meeting point is the same as in Term 1 and Term 2.	CH / ST	Term 5	Up to date see fire drill record if required
Anxiety of staff prevents them from attending school, therefore impacting on the provision.	staff	<p>Providing clear guidance so staff know what to expect.</p> <p>PPE provided in all areas.</p> <p>Providing staff with options to come in and work in isolation, where possible.</p> <p>Providing reassurance, respecting staff wishes and engaging in conversations to support staff to return.</p> <p>Thrive app available for all staff</p>	<p>Senior Leaders check in with all staff line managers and staff where necessary to assess wellbeing.</p> <p>CH / ST to provide all staff with mentors in order to support each other.</p>	Reviewed weekly within SLT	Ongoing	ongoing
Spread of the virus within the school through children not following the rules regarding cohort bubbles / respecting distance where possible which will impact effective track & trace procedures.	staff and pupils feel unsafe. Track and trace impacted.	<p>BEHAVIOUR</p> <p>CH to issue the role of the adult.</p> <p>Follow the behaviour addendum</p> <p>Remind children of rules and expectations</p> <p>1:1 adults supporting most vulnerable pupils</p> <p>Contact parents when an issue arises</p>	<p>Regular discussion with teachers to check in on vulnerable pupils.</p> <p>In the rare occasion Team Teach is required to support the behaviour of a child a member of the cohort bubble will Team Teach. This will be recorded in the bound and numbered book and only used if child's</p>	SLT to monitor & discuss vulnerable pupils to ensure COVID rules are adhered to	ongoing	ongoing

		Build positive relationships with all between pupils and teachers	behaviour threatens the safety of other children, themselves and staff.			
Groups of staff / visitors can be more susceptible to more significant effects of COVID 19 and therefore require greater protection.	Staff, pupils and visitors	Completion of EQiAA and subsequent risk assessment for any individual/ staff member within the identified risk category set out in the EQiAA: <ol style="list-style-type: none"> 1. Age 2. Sex 3. Disability 4. Ethnicity 5. Pregnancy Risk assessments/ safety plans completed for any pupils who would be significantly more vulnerable to the effects of COVID i.e. illness which impacted on immune system.	CH to share EQiAA with Governing Body. CH to meet with SLT to identify staff to which this policy may be relevant and take subsequent related action i.e complete individual risk assessment.	CH / SLT SLT to update list and complete assessment where appropriate.	Ongoing review in response to staff need.	Ongoing
Some usual practices such as fire drill / lockdown drill will break social distancing guidance, but risk of not practising could cause others risk to staff / pupil safety	Staff, pupils and visitors	Each cohort bubble will complete a drill for fire / lockdown so staff / pupils and visitors know where to go, the procedure for checking safety of staff and pupils is clear for all.	TT / CH / ST agree process and share procedure with staff	CH / TT	Ongoing review	
RESPONSE – actions the school will take to respond to a potential outbreak.						
A hazard would be the school is not prepared for a COVID suspected or confirmed case.	Staff, pupils and visitors to the school.	Adhere to LA advice and set up a school Outbreak Management Team (OMT) in order to respond in an appropriate way to any confirmed or suspected cases.	This group will manage on outbreak of COVID, making decisions to reduce the spread quickly. This includes agreeing a contingency plan, if the school was to experience more than one case at a time.	CH	ongoing	ongoing

<p>A child presents symptoms while at school.</p>	<p>Staff and pupils within the cohort bubble of the unwell child.</p>	<p>Anyone who shows symptoms in school will be asked to move to isolated area/room.</p> <p>ISOLATION ROOM/ AREA</p> <ol style="list-style-type: none"> 1. SPACE ONE: First aid room or ST office (near to exit door) 2. SPACE TWO: ST office, close to exit. 3. SPACE THREE: The Lodge disabled toilet. 4. Exit from KS2 hall / meet parents in car park if necessary. 5. Contaminated room closed for the rest of the day / CJ Cleaning. (wiped over by TA attending to child) 6. Parents will be called and asked to take children for a COVID test and isolate until the results of the test are confirmed. <p>If the isolated person needs to use the bathroom then a designated bathroom must be used (Lodge) and bathroom to be cleaned before further use.</p> <p>Ask person/pupil to leave by the nearest external door.</p> <p>Staff attending to child must wear PPE and ensure 2m distancing if possible.</p>	<p>CH to communicate procedures to both parents and within staff guidance.</p> <p>TT to ensure PPE stocks are available.</p>	<p>CH to share procedure</p>	<p>ongoing</p>	<p>ongoing</p>
<p>Staff, pupils or adults within households of pupils attending Raysfield present with symptoms of COVID 19.</p>	<p>Staff, pupils and visitors to school</p>	<p>Pupils, staff must self-isolate for 10 days if they present with symptoms.</p> <p>A PCR test will be arranged through TT (rapid results)</p>	<p>All staff responsible for reporting absence/ reason for absence. (staff guidance)</p> <p>Parents responsible for reporting child absence.</p> <p>Parents responsible for sharing information regarding people within households with COVID symptoms. This will be requested in communication.</p>	<p>CH</p>	<p>ongoing</p>	<p>ongoing</p>

Staff spreading the virus who work across cohort bubbles	Staff, pupils and visitors to the school	<p>TRACK AND TRACE STAFF</p> <p>To ensure any member of staff who teaches in a range of classes to cover i.e. for PPA completes a log sheet of their day, which is handed in to the office daily in order to quickly track and trace whereabouts if the member of staff were to become ill with COVID related symptoms.</p>	CH to create log and inform staff of procedure.	CH to share with staff during INSET time	ongoing	ongoing
Confirmed case of COVID	Staff, pupils and visitors to school	<p>Follow LA flow chart to inform PHE and support team within the LA. Follow actions required from support team.</p> <p>Track and trace the contacts.</p> <p>Communicate required actions.</p> <p>Work alongside, and under direction of the OMT (Outbreak Management Team) for suspected and confirmed cases.</p> <p>Visitors to the school will complete a 'visitors' form' in order to track when, where and how we can contact them.</p>	<p>Display and inform SLT of local authority COVID flow charts.</p> <p>TT / admin team to manage visitors log.</p> <p>Continue to share up to date guidance from LA and DfE</p>	CH / PHE & LA comms	Use as necessary	ongoing

SAFEGUARDING guidance has been provided to staff in context of COVID implications i.e. remote learning.

This risk assessment will be reviewed **weekly** in the SLT meetings. In addition, it will be reviewed in response to staff, governors and Local Authority analysis and guidance.