

Risk Assessment completed by...Claire Hill

School Name: Raysfield Primary School Date of Risk Assessment: 25th June 2021 (in response to in school cases)

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 variants are being confirmed all the time. The latest variant is known as Delta.	Staff are at increased risk if they have visited family or friends in the identified areas where the variant is prevalent.	TESTING LFT is used twice weekly for staff on site. Staff MUST report results every Monday and Thursday. This is continued throughout the holiday.	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.	Admin team to continually monitor	Ongoing distribution of tests.	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 06.06.21 to remind staff of ventilation expectation. Reminder sent in May newsletter.	All staff	On going	Y
Spread of the virus within the school.	Staff	Please use the following staffrooms: Year R staff: EYFS office. Year 1: main staffroom 12:00 – 12:35.	Email to staff 06.06.21	CH	Reissued 06.06.21	Y

		<p>Year 2 : Key Stage 1 hall.</p> <p>All staff must maintain socially distant lunch spaces.</p> <p>Year 3: Main staffroom 12.45 – 1:15</p> <p>Year 4: Family room</p> <p>Year 5 and 6 staff: Meeting room (Olly and Sarah must use their office)</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>Leadership: stay in their office</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 staffroom still apply (6 only)</p> <p><u>NEW KITCHEN AREA</u></p> <p>This is an area on the KS2 site to go and make a coffee/tea and store lunch, but it will no longer be a place for you to stay and meet colleagues for lunch (see above plan)</p>				
Spread of the virus within the school.	Staff	<p><u>WEARING A FACE MASK</u></p> <p>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.</p> <p>https://www.youtube.com/watch?v=-GncQ_ed-9w</p> <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>	Guidance provided by the DfE and Local Authority to maintain face masks for corridors where social distancing is difficult 17.05.21.	TT ongoing check.	ongoing	Reissue reminder to parents when on site.

		<p>All meetings will continue to take place virtually and all staff are restricted to only have face to face contact with the colleagues within your bubble.</p> <p>ALL MEETING WILL BE VIRTUAL</p>				
Spread of the virus within the school.	All staff, pupils and visitors to school	<p><u>BEFORE SCHOOL</u></p> <p>Parents/carers will be asked to check temperature and to wash hands/ sanitize hands before leaving for school.</p> <p>Good hygiene will be a priority in and outside of school. This will be indicated in May Newsletter communications to parents.</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	25.06.21	Reinforced on letter to parents.
Spread of the virus within the school.	All staff, pupils and visitors to school	<p><u>SAFE ENTRY AND EXIT</u></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. 4. New entry / exit system for Early Years and KS1 has been sent to all parents impacted and staff. 5. Parents will be asked to wear a mask on entry and exiting the site. 	<p>CH / ST / OH will support the use of the one way system when on gate duty.</p> <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>	CH	Reinforced on letter 25.06.21	

Spread of the virus within the school.	All staff, pupils and visitors to school	<p><u>COHORT BUBBLE APPROACH</u></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>Play space plan will be issued to lead LBS and the spaces can be rotated in order to provide the children with things to play with.</p> <p>Break times will be staggered and lunchtimes will be staggered, where possible to reduce risk of bubble interaction.</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>Email comms to staff 06.06.21</p>	CH	Shared again on May Newsletter	
Spread of the virus within the school.	Pupils	<p><u>LUNCHTIME ARRANGEMENTS FOR PUPILS</u></p> <p>Years R to year 2 will continue to have lunch in the hall. Key Stage 2 will return to having lunch in their classrooms.</p> <p>The tables will be cleaned in between lunch sittings for each cohort and a tightly timetabled plan will be followed to ensure 'cross cohort contamination' does not happen.</p>	<p>Communicated to all staff on 25.06.21</p> <p>Communicated to all parents on 25.06.21</p>	LBS (NS) teachers	Email to staff 06.06.21	
Spread of the virus within the school.	All staff, pupils and visitors to school	<p><u>INCREASED CLEANING & ENVIRONMENT</u></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>Teaching staff are responsible for checking they have enough cleaning products.</p> <p>Teachers to ensure each child has their own equipment and reduces sharing.</p>	Teaching teams responsible for these actions	Ongoing	ongoing

		<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>Teachers / teaching Assistants clean resources regularly throughout the day.</p> <p>Teachers/ TAs ensure they have a stock of cleaning products</p>			
Potential contamination of buildings/equipment	All staff, pupils and visitors to school	<p>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>	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>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>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> <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>	TT & premises team.	Ongoing stock control	
Risk of fire from hand sanitizer.		<p><u>USE OF HANDSANITIZER</u></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>TT / CH to reissue to risk assessment to all staff.</p> <p>Ensure supplies / stocks are maintained and stored</p>	TT		Y

		<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>	securely in a locked cupboard.			
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> <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>	<p>CH to issue staff guidance</p> <p>TT / admin team to communicate to staff</p>	ongoing	

			Sarah Gillham to complete stock check.			
Spread of the disease through the current fire drill procedures.	Staff, pupils and visitors to the site	New designated fire drill places will be issued. A socially distant fire drill will be practised in cohort bubbles.	CH – fire drill meeting point is the same at in Term 1 and Term 2. Fire drill planned for Term 6	CH / ST	Term 6	Up to date see fire drill record if required
Anxiety of staff prevents them from attending school, therefore impacting on the provision.	staff	Providing clear guidance so staff know what to expect. PPE provided in all areas. Providing staff with options to come in and work in isolation, where possible. Providing reassurance, respecting staff wishes and engaging in conversations to support staff to return. Thrive app available for all staff	Senior Leaders check in with all staff line managers and staff where necessary to assess wellbeing. CH / ST to provide all staff with mentors in order to support each other.	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.	BEHAVIOUR CH to issue the role of the adult. Follow the behaviour addendum Remind children of rules and expectations 1:1 adults supporting most vulnerable pupils Contact parents when an issue arises Build positive relationships with all between pupils and teachers. Play Leaders to be introduced. SWAG meeting used to review behaviour needs.	Regular discussion with teachers to check in on vulnerable pupils. In the rare occasion Team Teach is required to de-escalate unsafe behaviour, a member of SLT, the Lodge staff and cohort staff will support. This will be recorded in the bound and numbered book and only used if child's behaviour threatens the safety of other children, themselves and staff. Safe Touch Policy is shared with staff.	SLT to monitor & discuss vulnerable pupils to ensure COVID rules are adhered to	ongoing	ongoing
Groups of staff / visitors can be more susceptible to more	Staff, pupils and visitors	Completion of EQiAA and subsequent risk assessment for any individual/ staff member	CH to share EQiAA with Governing Body.	CH / SLT	Ongoing review in	Ongoing

significant effects of COVID 19 and therefore require greater protection.		<p>within the identified risk category set out in the EQiAA:</p> <ol style="list-style-type: none"> 1. Age 2. Sex 3. Disability 4. Ethnicity 5. Pregnancy <p>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.</p>	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.	SLT to update list and complete assessment where appropriate.	response to staff need.	
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.	<p>This group will manage on outbreak of COVID, making decisions to reduce the spread quickly.</p> <p>This includes agreeing a contingency plan, if the school was to experience more than one case at a time.</p>	CH	ongoing	ongoing
A child presents symptoms while at school.	Staff and pupils within the cohort bubble of the unwell child.	<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. 	<p>CH to communicate procedures to both parents and within staff guidance.</p> <p>TT to ensure PPE stocks are available.</p>	CH to share procedure.	ongoing	ongoing

		<p>4. Exit from KS2 hall / meet parents in car park if necessary.</p> <p>5. Contaminated room closed for the rest of the day / CJ Cleaning. (wiped over by TA attending to child)</p> <p>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> <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>				
Staff, pupils or adults within households of pupils attending Raysfield present with symptoms of COVID 19.	Staff, pupils and visitors to school	<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>	CH	ongoing	ongoing
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</p>	CH to create log and inform staff of procedure.	CH to share with staff during INSET time	ongoing	ongoing

		staff where to become ill with COVID related symptoms.				
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.