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**School Covid 19 Risk Assessment – September 2021**

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| **Name of School** | **Corsham Regis Primary Academy** |
| **Name of Headteacher** | **Abby Symons** |
| **Assessment completed by** | **Abby Symons** |
| **Assessment date** | **2/9/21** |

**This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, visitors and pupils who may be unfamiliar with the site.**

**Use the template to prepare a bespoke risk assessment for your school/setting. It must be kept under review and updated accordingly.**

**Useful links:**

Government guidance for full opening of schools can be found [here](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Factions-for-schools-during-the-coronavirus-outbreak%2Fguidance-for-full-opening-schools&data=02%7C01%7Cann.durbin%40wiltshire.gov.uk%7Cab8e7d513f3d4b720e2108d81e69dd4d%7C5546e75e3be14813b0ff26651ea2fe19%7C0%7C0%7C637292787311482561&sdata=BFgBw8xH8rljnvW5R56a0IAh5dCSfGPRcg58VhifFzw%3D&reserved=0)

Government guidance for after school clubs and other out of school settings can be found [here](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

Right Choice Coronavirus Resources are available [here](https://rightchoice.wiltshire.gov.uk/P16834).

Science teaching Coronavirus advice is available from CLEAPSS [here](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fscience.cleapss.org.uk%2F&data=02%7C01%7Cpaul.collyer%40wiltshire.gov.uk%7Cc021783494934fd93f8b08d821916dc1%7C5546e75e3be14813b0ff26651ea2fe19%7C0%7C0%7C637296255774485385&sdata=i4monajLdg897wQ9uMHzw58ajei8R70LdCav%2Fg7jMyw%3D&reserved=0)

Design Technology Coronavirus advice is available from CLEAPSS [here](https://eur02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fdt.cleapss.org.uk%2F&data=02%7C01%7Cpaul.collyer%40wiltshire.gov.uk%7Cc021783494934fd93f8b08d821916dc1%7C5546e75e3be14813b0ff26651ea2fe19%7C0%7C0%7C637296255774495381&sdata=WT69RvFYXIi5nGi%2Fh85QPDzXmPIxjrLT0uaCeULy4ss%3D&reserved=0)

Physical Education Coronavirus advice is available from AfPE [here](https://www.afpe.org.uk/physical-education/dfe-guidance-on-the-full-opening-of-schools-in-september/)

**This, and other separate risk assessments required for specialist situations as set out in the template below, do not need to be submitted to the local authority but should be available for scrutiny from the local authority or HSE enforcement officers.**

| **RISK FACTORS** | **CONTROL MEASURES TO CONSIDER** | **LOCAL APPLICATION OF MEASURES** |
| --- | --- | --- |
| **Symptomatic or other high-risk personnel attending school site** |  |  |
|  | Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.   * a high temperature * a new, continuous cough * a loss of, or change to, your sense of smell or taste   All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.  Any person who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a PCR test.  An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).  Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.  Testing regimes are operating for staff and pupils in line with national guidance. | **At the start of the school year a letter explaining what to do if staff or pupils experience any of the symptoms was sent out via email.**  **Content of the letter explained to staff during day 1 INSET in September.**  **Staff all made aware of the symptoms to look out for and report to HT/ DHT if they start to feel unwell.**  **Risk assessments handed out to all staff, completed and collated, meetings held where staff who are at high risk can discuss preventative measures that are place.**  **Remote learning can be reverted to should an outbreak occur.**  **Staff are being encourage to take LFT twice weekly until the end of September when this will be reviewed by the Government.** |
| 1. **Maintaining distancing and reducing contact – entrance and exit routes** |  |  |
| Numbers of parents and children at entrances and exits impede social distancing. | * Instructions for parents/carers on distancing rules on site. * Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard * Use of different entrances/exits for different groups. * Staff on duty to supervise. * Signage. | **Fox and Dickens class to enter and exit through KS1 gate.**  **Brunel through the school hall.**  **Millward, Mason and Turner through the KS2 gate.**  **Explained to parents/carers the reasoning behind this is to reduce the foot traffic and gathering in one area outside the school.** |
| Changes to school routine cause vehicular and pedestrian traffic management issues. | * Encourage parents to walk/cycle to school with children. * Minimise vehicles on site * Review traffic management risk assessment where changes to start/end of day apply. * Staff on duty to supervise. | **Vehicles not allowed on site during drop off and pick up times to allow more room for pedestrians to enter and exit school grounds. Bollards to be put out before and drop off and before/during pick up times.**  **Arrangements to be monitored and changes made where necessary.**  **A member of the SLT to be present on the KS1 and 2 gates every morning.** |
| 1. **Maintaining distancing and reducing contact – internal areas and play areas** |  |  |
| Pupil numbers and room sizes impede the means to reduce contact | * Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. * Desks to be spaced out as far as possible but do not impede fire escape routes and exits. * Children to remain at their desks when in the room. * Children to use the same desk each day. * Signage/Posters in each classroom. * Consider the use of school grounds / local environment to extend the range of teaching spaces available | **As far as is possible tables will be arranged to maximise space in classrooms whilst supporting children’s learning.**  **Children work mainly within their classes but may mix during intervention groups.**  **Children mainly use the same desk each day, these are cleaned every day.**  **The Den is now a creative Arts room as well as a base for nurture allowing classes to spread out and use all available space. Year 6 is our largest class and as such have two classrooms to enable them to spread out.**  **Children sanitise or wash their hands on entry and exit to the classroom/ communal areas and before and after break and lunch times.** |
| Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces | * Minimise movements of whole groups and individuals outside of the classroom. * Use of a one-way system around the school. * Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). * Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. | **School assemblies will take place outside (weather permitting) and will be whole school (once a week) and key stage fortnightly.**  **Children all store their belongings in a designated area within each classroom.** |
| Number of pupils and size of space impede the means to distance and reduce contact when using toilets | * Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. * Where practicable avoid different groups using the same facilities at the same time. | **Staff to only send one pupil at a time to the toilet during lessons and continue to encourage good hand hygiene.** |
| Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime | * Allocated play areas for each group. * Consider zoning of play areas using markings / cones to reinforce distancing. * Limit use of outdoor play equipment to designated groups at fixed periods * Games which encourage distancing and reduce contact. * Staff supervision to maintain standards. * Catering contractors and other food provision has been subject to specific risk assessment. | **Breaks and lunch times are at the same time. Groups don’t mix on Mon-Thursday at lunchtime and remain in their designated zones but in the interest of developing their enjoyment and social skills are able to mix in their key stages at playtime and on a Friday lunch time.** |
| Number of staff and size of staff rest spaces impede the means to distance and reduce contact | * Removal of communal equipment (mugs etc) * Staff toilets to enforce 2m distancing. | **Staff encouraged keep their distance and maintain good hand hygiene. Staff room well ventilated.** |
| Other | * All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. | **Staff will work across different groups and will maintain a safe distance (where possible)** |
| 1. **Hygiene and Cleaning** |  |  |
| Cleaning staff levels are insufficient to deliver enhanced cleaning regime. | A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):   * Toilets * Door Handles/ Access Buttons * Kitchen areas and associated equipment * Water dispensers/ coolers * Printers/ Photocopiers * White Boards * Play Equipment * Shared resources | **All cleaned daily using strong disinfectant.** |
| Insufficient handwashing and hygiene facilities increase the risk of transmission. | * Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. * Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative * Extra signage to encourage washing hands. * Ensure help is available for children who cannot clean their hands independently. * Hand gel dispensers at strategic locations around the site to complement handwashing facilities. * Supplies of tissues and lidded bins in each teaching space and classroom. * Promotion of the ‘Catch it, Bin it, Kill it’ campaign to pupils and staff. | **Children hand wash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet.**  **Poster are displayed in each classroom ‘Catch it, Bin it, Kill it’, ‘Giant Sneezes’ and ‘Horrid Hands’**  **Lidded bins are in each classroom and a supply of tissues/handtowels.** |
| Exposure to new hazardous substances (products) | * COSHH assessment to be carried out for any new cleaning/sanitising products in use. * Additional cleaning staff to be made aware of the COSHH risk assessments. * Appropriate storage of hazardous substances. * Material data sheets to be made available for new and existing products. | **COSHH risk assessment in place and protective equipment for all cleaning staff when dealing with hazardous substances** |
| 1. **Site and Buildings** |  |  |
| Visitors/contractors/suppliers on site increase the risk of transmission. | * Site visits only by pre-arrangement. * A record of some visitors must be kept for 21 days [specific guidance](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace) * Zones/markings in Reception areas. * Information/signage for visitors informing them of the infection control procedures. * Deliveries and visits outside of school opening hours where possible. * Provision of hand sanitiser at main school entrance. * Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. * Adult visitors to be encouraged to wear face covering unless exempt. | **Sanitiser in the main entrance to school and visitors encouraged to use it.**  **It is a choice as to whether adults visiting the school wear face coverings.**  **Staff no longer need to wear masks but can wear them if they feel anxious or vulnerable. no member of staff will be discriminated against should they wish to wear a face covering.** |
| Changes affect normal emergency procedures. | Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:   * All fire doors are operational at all times * Fire alarm system and emergency lights have been tested and are fully operational. * Review of fire assembly points to accommodate reduced contact and distancing where practicable. * Fire drill practice to train new arrangements. * Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. | **Fire drill at different times are planned and carried out 3 times a year- the first scheduled for 05/10/21@ 1.45pm**  **Critical incident plan/policy states clearly the procedure for a major incident and evacuation from the school site if necessary.** |
| Site security is compromised by new arrangements. | * Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. | **Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation.**  **Staff to ensure that external windows in the hall are closed when leaving the space.** |
| Building checks not taken place | * All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. | **All checks to take place as planned** |
| Inadequate ventilation increases the risk of transmission of Covid 19 | * Make use of existing mechanical ventilation systems preferably drawing on fresh air. * Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). * Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts) * Opening external doors may also be used provided security is not unduly compromised * Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. * Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas | **Windows and external doors to be opened to allow the flow of fresh air ,where pupil and staff comfort is not compromised.**  **Staff encouraged to open all windows and doors at break and lunch times to ventilate the room.** |
| 1. **Equipment and furniture** |  |  |
| Shared play equipment increases the risk of transmission. | * Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. * Outdoor equipment should be cleaned more frequently than normal. * Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. * Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. | **Classes mainly have their own equipment and where special equipment is shared it is either cleaned between use of left for 48 hrs or 72 (if plastic) between the different users.**  **Good hand hygiene always encouraged.**  **In the playgrounds equipment is used by groups on a rotational basis allowing 72 hours between use or shared within a key stage.** |
| Shared equipment, fittings and resources increase the risk of transmission. | * Remove unnecessary items from the classrooms and store elsewhere. * Children asked to bring in own stationery or have allocated, named, packs of stationery per child. * Resources and surfaces to be cleaned each night. * Lessons planned so sharing of resources in minimised. * Any crockery/cutlery used must be cleaned thoroughly. | **No unnecessary equipment in classrooms**  **Children use equipment within their classes**  **Surfaces cleaned every night**  **Resources are used appropriately to enhance the education of the children.** |
| 1. **Health and Wellbeing** |  |  |
| Inadequate staffing levels create supervision or safeguarding issues. | * Carry out an audit of all staff availability and review it regularly. * Introduce a process for staff to inform you if their health situation changes. * If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. * Use of staff from other schools (by agreement). | **Staff to ring HT if there are unwell or failing that their line manager- following usual procedure.** |
| Person becomes unwell with Covid-19 symptoms in school | * Move to a pre-designated room where person can be isolated, with adult supervision if a child. * Ventilate the room if possible. * PPE should be worn if contact is required. * Inform parent/carer to arrange collection. * Cleaning regime after each usage of the space. * Follow the advice from health protection team | **Allocated room (The Den) should someone present covid-19 symptoms.**  **Check that windows are open**  **Parent contacted**  **Inform MH (site manager) space thoroughly cleaned after use**  **HT to contact PHE for advice, if necessary** |
| Absence of measures to address localised enhanced Covid-19 transmission chain | * Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding:   + Good hygiene   + Appropriate cleaning regimes   + Keeping occupied spaces well ventilated   + Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19. * Local school management plan is in place and relevant staff have been made aware * Remote education plans in place * Engage fully with NHS Test & Trace * Schools should make themselves familiar with the Contingency Framework [document](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings). | **Outbreak management plan in place Sep 2021** |
| Staff wellbeing affected by the working experience. | * Staff risk assessment tool being used to assess those in higher risk groups. * Staff aware of risk assessment process and able to contribute. * Staff meetings and communication. * Defined wellbeing support measures for staff. * Designated staff rest areas. | **Wellbeing of staff is always a priority and support is available through wellbeing drop ins, focus in staff meetings etc.**  **Staff meetings communicate updates**  **Staff room and creative arts/ nature room room can be used as staff rest areas** |
| Volunteer wellbeing affected by the working experience | * Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. * Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. | **Volunteers treated the same as all staff.** |
| Pupil wellbeing is impacted by the current situation causing physical and mental ill health. | * Children to have allocated teacher and TA where possible. * Reduced time in school to ensure transition from home to school is successful. * Curriculum to support children’s well-being. * Provide opportunities to talk about their experiences/concerns. * Pastoral activities * [School Effectiveness guidance on Right Choice](https://rightchoice.wiltshire.gov.uk/P7632) | **All classes have consistent teacher(s) and allocated TAs.**  **A whole week at the beginning of term dedicated o pupil wellbeing**  **Thrive and ELSA support throughout the school** |
| First aid provision | * Ensure all staff know First Aiders on site if less coverage than normal. * If provision is less than usual, minimise hazardous activities which may result in injury. * Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. * Paediatric First Aid provision is available for under 5’s. | **First Aid posters state who the designated first aiders are in school**  **PPE available for use**  **Paediatric first aid provision provided**  **All classes have posters to show where the first aid packs are located**  **All classes have a red bag which is labelled with the class name that contains all asthma inhalers for each class.**  **Staff room boards and main office have details of children with specific medical needs for example allergies.** |
| Pupils with special medical needs (administering medication) | * Required number of competent staff on site * Staff training up to date * Alternative arrangements in place if staff training/competence has lapsed. | **Training in place for 8 members of staff to administer emergency medication for OB (who is not currently attending school)** |
| 1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation. | * Individual [risk assessments](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance) of children with behavioural difficulties. * Ensure a supply of PPE is available based on need. * Reduced timetable or consideration of other solutions if child’s behaviour puts staff at risk. * 1:1 teaching to be done with reduced contact. | **Risk assessment sin place and monitored/ adapted when necessary. Stored and displayed in staff room/ HT office / SLT office/ main office** |
| **7. Risk assessments and Policies** |  |  |
| Standard risk assessments do not take account of additional covid-19 risks | * Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. * Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. * One -off activities such as PTA and other fundraising events, firework displays etc. will be subject to separate risk assessment. * Lettings of facilities will be subject to separate risk assessment. * School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. * Behaviour policy amended to reflect covid-19 protocols. * Off-site learning outside of the classroom activities will be subject to a separate risk assessment. | **All risk assessment in place and new ones written for any additional activities that take place in school** |
| **8. Monitoring** |  |  |
| Control measures set out in this risk assessment do not prove effective  Levels of compliance are inadequate | * Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils * Non-compliance will be addressed immediately * Regular communication with staff on the outcomes of the monitoring * LA H&S Advisers are able to visit the school site to assess compliance | **HT to monitor compliance of this document along with the Chair of Governors** |

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

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| **Name of Headteacher** | **Abby Symons** | |
| **Signature of Headteacher** |  | **Date: 2/9/21** |
| **Name of Chair of Governors / Trustees** | **Chris Denton** | |
| **Signature of Chair of Governors / Trustees** |  | **Date: 8/9/21** |
| **Date of review** |  | |