

School Covid 19 Risk Assessment – September 2021



Name of School	Redland Primary School
Name of Headteacher	Veronika Joy
Assessment completed by	Veronika Joy
Assessment date	31.8.21

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](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

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	<p>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.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>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.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<p><i>Reminders sent out in newsletters regarding up-to-date advice linked to symptoms, isolation, testing etc.</i></p> <p><i>solation area in place in school which can be cordoned off with signs. Separate exit from building.</i></p> <p><i>Individual risk assessment carried out for any vulnerable staff</i></p> <p><i>Teams logins to be used for remote learning from Robins class upwards. Owls and Wrens will use Tapestry.</i></p> <p><i>All staff offered opportunity to test twice weekly with LFDs. Packs available for collection in the office.</i></p>

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
1. Maintaining distancing and reducing contact – entrance and exit routes		
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day	<ul style="list-style-type: none"> • Staff on duty to supervise 	<p><i>No school-based transport in use. Parents encouraged to walk to school with their children.</i></p>
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staff on duty to supervise. • Signage. 	<p>No official social distancing measures in place.</p>
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Staff on duty to supervise. 	<p><i>Parents will be encouraged through newsletters/letters to walk to school. Staff will be on playground to supervise entry and exit. Monitor traffic management.</i></p>
2. Maintaining distancing and reducing contact – internal areas and play areas		
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> • Children to use the same desk each day. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. 	<p><i>Children to have allocated seats at tables where practical. (Robins to Falcons) Outdoor learning will be strongly encouraged and a focus for the whole school.</i></p>
Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces	<ul style="list-style-type: none"> • A ‘walk on the left’ policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Whole School assemblies to be completed electronically • Acts of worship and other typically communal events to take place in groups (not whole school) 	<p><i>Signs to show “Keep left” around the school building. Whole school assemblies will be virtual at the start of term (to be reviewed). Smaller groups will have assemblies in the hall or singing.</i></p>

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Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> Where practicable avoid different groups using the same facilities at the same time. 	<i>Toilets allocated to pairs of classes around the school.</i>
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> Staggered break and lunch times. Allocated play areas for each group. Staff supervision to maintain standards. 	<p><i>Morning break times will be staggered.</i></p> <p><i>10.15 = 4 classes on the large playground;</i> <i>2 classes on the small playground</i></p> <p><i>10.35 = 4 classes on the large playground.</i></p> <p><i>Lunchtime rotas mean that some classes will be on the playground, others in the hall.</i></p> <p><i>Kingfishers and Falcons will have a later lunch</i></p> <p><i>12.15-13.15</i></p> <p><i>Owls and Wrens lunch 11.45-12.45</i></p>
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> Staggered break times for staff. Repurpose unused spaces for additional staff rooms. 	<p><i>Some staggered breaks in place (W, O, R, S, P, N AT 10.15; B, H, K, F at 10.35)</i></p> <p><i>Part staggered lunch 11.45-12.45 W, O</i></p> <p><i>12.00-13.00 R,S,P,N,H,B,</i></p> <p><i>12.15-13.15 F,K</i></p> <p><i>Meetings Room can be used for break/lunch</i></p>
3. Hygiene and Cleaning		
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<p>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):</p> <ul style="list-style-type: none"> Toilets Door Handles/ Access Buttons Kitchen areas and associated equipment 	<p>Increased cleaning regime throughout the school, during and after the school day.</p> <p>Thorough / enhanced clean to be done each evening.</p> <p>Tables, door handles to be sprayed with disinfectant and wiped down at transition points throughout the day.</p>

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	<ul style="list-style-type: none"> • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources • PPE to be worn by cleaning staff as dictated by risk assessment. 	<p>PPE available to be worn by cleaning staff if required.</p>
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> • 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. 	<p><i>Children, staff and visitors to use hand gel on arrival to school.</i></p> <p><i>Children, staff and visitors to hand wash upon entry and exit of the school building.</i></p> <p><i>Children to wash or gel hands at breaks, lunch.</i></p> <p><i>Ensure sufficient soap and hand gel in each classroom and wash point.</i></p> <p><i>Hand gel and hand wash re-filling station in staffroom.</i></p> <p><i>Signage near each wash point to encourage good handwashing.</i></p> <p><i>Supervision of handwashing where appropriate.</i></p> <p><i>Hand gel in each classroom and dispensers on wall in key areas.</i></p> <p><i>Tissues available in each classroom.</i></p> <p><i>Each classroom has a lidded bin.</i></p>
<p>Exposure to new hazardous substances (products)</p>	<ul style="list-style-type: none"> • 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. 	<p><i>Hazardous substances to be stored in locked cleaning cupboard.</i></p> <p><i>Cleaning spray used throughout the day to be stored out of reach of children.</i></p>

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4. Site and Buildings		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • 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. 	<p><i>Only pre-arranged visits.</i></p> <p><i>Colleagues from secondary schools to visit for secondary transition purposes only, subject to the lateral flow testing procedures in place at their place of work.</i></p> <p><i>Record all visitors (track and trace).</i></p> <p><i>Signage in foyer to say only one person in at a time.</i></p> <p><i>Clear signage for all visitors on display in foyer.</i></p> <p><i>Deliveries outside of school hours where possible. In school deliveries are pre-arranged in designated areas.</i></p> <p><i>Process for deliveries to avoid any unnecessary contact.</i></p> <p><i>Hand sanitiser dispenser in foyer.</i></p>
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> • 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. 	<p><i>Weekly test of fire alarm</i></p> <p><i>Reviewed fire assembly points so classes are further spread out.</i></p> <p><i>Fire drill practice to be carried out.</i></p> <p><i>Review emergency plans and ensure safety of staff and pupils remains the top priority.</i></p>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	<p><i>Exterior doors (not connected to classrooms) to remain on magnetic locks.</i></p> <p><i>Exterior classroom doors to be open at various points throughout the day, e.g. break and lunch.</i></p>

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Building checks not taken place	<ul style="list-style-type: none"> 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. 	<p><i>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.</i></p>
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> 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 	<p><i>Rooms must be ventilated at all times with multiple windows open at all times. At break and lunch time, ensure all windows and exterior doors are fully open.</i></p> <p><i>Where temperature is a concern, only open higher-level windows (where this is an option)</i></p> <p><i>Awaiting Government provided CO2 monitors.</i></p>
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> Outdoor equipment should be cleaned more frequently than normal. 	<p><i>Children provided with their own resources as much as possible</i></p>
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> 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. 	<p><i>Handwashing/gel when entering classroom and leaving classroom at transition points.</i></p> <p><i>Wiping down surfaces at regular intervals</i></p> <p><i>Children to have their own set of stationery provided in classrooms.</i></p> <p><i>Resources and surfaces to be cleaned each night.</i></p> <p><i>Lessons planned to reduce unnecessary sharing of resources.</i></p> <p><i>Shared spaces cleaned after use.</i></p>

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		<i>Any crockery/cutlery used must be cleaned thoroughly.</i>
6. Health and Wellbeing		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> • 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). 	<i>Regularly review staff availability</i>
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> • 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 	<i>Use of isolation space and toilets near staffroom. Area clearly marked. Exterior door in this area to be open if child is present. Adult (from same bubble as the child) to supervise, positioned just outside of the exterior door. PPE worn if in close proximity and staff aware of how to wear these correctly. Parent/carer informed and asked to collect immediately. Area thoroughly cleaned after each use. Inform PHE of any positive cases.</i>
Absence of measures to address localised enhanced covid transmission chain	<ul style="list-style-type: none"> • Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding: <ul style="list-style-type: none"> ○ 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. 	<i>SLT to have awareness of PHE “local outbreak management plan” Teams to be available for use should bubbles close/children be isolating. Redland School Teams, Class Dojo and Tapestry all in place should remote education be required. Engage fully with NHS Test & Trace.</i>

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	<ul style="list-style-type: none"> 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. 	
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> Staff risk assessment tool being used to assess those in higher risk groups. Staff meetings and communication. Defined wellbeing support measures for staff. Designated staff rest areas. 	<i>Risk assess staff in high-risk groups. Ensure measures are put in place for safe working.</i>
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> 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. 	<i>Volunteers will be brought back into school on a step by step basis and kept informed of developments in school.</i>
Pupil wellbeing is impacted by the current situation causing physical and mental ill health.	<ul style="list-style-type: none"> 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 	<i>Children to be with allocated teacher and TA. Wellbeing will be a main focus for our pupils, in PSHE and assemblies. ELSA sessions to restart Mentor Me Relate Counselling</i>
First aid provision	<ul style="list-style-type: none"> 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. 	<i>Ensure all staff know First Aiders on site and when. PPE tray available in all classrooms and First Aid room. Basic First Aid provisions in classroom. Staff aware of paediatric 1st aiders (4 members of staff)</i>

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Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed. 	<p><i>School to identify these children. Ensure staff training is up-to-date.</i></p>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> • Individual risk assessments 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. 	<p><i>Individual risk assessments of children with behavioural difficulties, share this with relevant staff. Reduced timetable if appropriate. Ensure access to sufficient PPE. Further items of PPE available for adults following a child's 'toileting accident.'</i></p>
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> • 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. 	<p><i>Risk assess all working environments and teaching/learning activities. Review risk assessments and update where necessary. No lettings of facilities. Separate risk assessment for breakfast and after school club has been completed. No teacher led after school clubs until further notice.</i></p> <p><i>Behaviour policy has been updated for Covid-19 Residential visit planned has a separate risk assessment.</i></p>

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8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> • 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 	<p><i>SLT will monitor application of control measures. Non-compliance will be addressed immediately.</i></p>