

School Covid 19 Risk Assessment – September 2021



Name of School	COOMBE BISSETT PRIMARY
Name of Headteacher	BERKELEY BASINGER-ADAMS
Assessment completed by	BERKELEY BASINGER-ADAMS
Assessment date	1/9/21 – updated 14/10/21

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>Staff whatsapp group & emails.</i></p> <p><i>Newsletters to parents.</i> <i>Return Plan September 2021 to parents.</i></p> <p><i>1:1 communication with contractors when booking visits.</i></p> <p><i>All staff are double-vaccinated.</i> <i>Parent advice from the LA sent out as and when is made available.</i></p> <p><i>Parent contacted for immediate pick-up.</i> <i>COVID Isolation space for child until collection – playshed. Member of staff outside to ensure pupil comfort.</i></p> <p><i>Staff Risk Assessments completed.</i></p> <p><i>Google Classroom and class email systems remain in place for activation if required.</i> <i>Each class has an additional laptop assigned to deliver ‘live lessons’ for those at home isolating due to covid – TEAMS invite is sent, pupil dials in and can see parts of the lesson being delivered in class.</i> <i>If outbreak is achieved and a class needs to be closed then we will return to the google classroom system in place in Lockdown 2.</i></p> <p><i>Staff test 2x per week using LFTs.</i></p>

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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	•	<i>Extended arrival time 8.40-9am.</i> <i>Oak, Elm and KS2 separate entrances.</i>
Numbers of parents and children at entrances and exits impede social distancing.	•	
Changes to school routine cause vehicular and pedestrian traffic management issues.		
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"> • Good ventilation • Good hand hygiene = catch-it, bin-it, kill-it • 	<i>Following WILTSHIRE ADVICE THURSDAY 14/10/21 UNTIL 15/11/21</i> <ul style="list-style-type: none"> • Pupils to be in class groups • Ensure good ventilation
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"> • Staff wear face coverings when moving around shared areas
Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Identified toilets for each class = Oak (Oak), Elm (Girls), Fir (Disabled), Ash (Boys) •
Number of pupils and available space impede the means to distance and	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. 	<ul style="list-style-type: none"> • KS1 and KS2 separate playtimes and lunchtimes • No whole school worships

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reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> Catering contractors and other food provision has been subject to specific risk assessment. 	
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> Removal of furniture to create more space. Removal of communal equipment (mugs etc) Staggered break times for staff. Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> Personalised drinking equipment still in use from previous Lockdown
Other	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Staff wear face coverings when moving around shared areas
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 Water dispensers/ coolers Printers/ Photocopiers White Boards Play Equipment Shared resources 	Staff clean touchplates at play / lunch
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<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. 	<ul style="list-style-type: none"> Hand sanitiser in every classroom / toilet Extra signage Pedal operated bins 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.

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	<ul style="list-style-type: none"> 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. 	
Exposure to new hazardous substances (products)	<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. 	
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 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>Daily check of Hand sanitiser in entrance.</i></p> <p><i>Adult visitors to wear face masks</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 	No changes required

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	<ul style="list-style-type: none"> • 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. 	
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. 	Additional fencing installed to enable increased ventilation.
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. 	
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 	
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> • 	

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Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> Resources and surfaces to be cleaned each night. Lessons planned so sharing of resources is minimised. Any crockery/cutlery used must be cleaned thoroughly. 	
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). 	<p><i>Reviewed daily.</i></p> <p><i>Staff whatsapp group, and email.</i></p> <p><i>Headteacher supports, merging classes together (whilst maintaining KS2 ratio) movement of LSAs from other classes (now reduced due to LA advice)</i></p> <p><i>Supply teachers</i></p>
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 	Playshed is designated space.
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. Local school management plan is in place and relevant staff have been made aware 	

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	<ul style="list-style-type: none"> • 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 aware of risk assessment process and able to contribute. • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas. 	
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. 	
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 	<p>Pebbles and emotion charts.</p> <p>ELSA support.</p> <p>PSHE builds in time for talk.</p>
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. 	

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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. 	
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. 	
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>Staff meetings, staff email system.</i></p> <p><i>Contractors and external providers – 1:1 specific communication.</i></p> <p>Amended in previous LOCKDOWN</p> <p>Use of EVOLVE</p>

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8. Monitoring		
Control measures set out in this risk assessment do not prove effective Levels of compliance are inadequate	<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 	Checked weekly by Headteacher and Office staff.

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.

Name of Headteacher	Berkeley Basinger-Adams	
Signature of Headteacher	Digitally signed	Date: 1/9/21
Name of Chair of Governors / Trustees	Jenny Taylor	
Signature of Chair of Governors / Trustees	Digitally signed	Date: 1/9/21
Date of review	14/10/21	