

## Risk Assessment completed by Paul Smith

School Name: Almondsbury CE Primary School Date of Risk Assessment: 19 July 2021 Updated 23 August 2021

Description of Activity being risk assessed: - School reopening for September 2021

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
Spread of the virus within the school.	All staff pupils and visitors to school	<p>On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitizer.</p> <p>Parents to be told where and when to bring children to school and collect. Staff to make sure door handles are wiped down in between drop off and pick up.</p> <p>Parents will be asked to minimise their contact inside the school building whenever possible and any issues to be communicated by email or telephone.</p> <p>When seeking to speak to the office staff only two</p>	<p>Ensure good supply of hand sanitizer, soap and paper towels available every day.</p> <p>Pupils to sanitise hands as the enter school and then wash hands during the day up to 7 times before leaving.</p> <p><i>Parents and childminders to supervise their children closely so they do not play in the car park with children from other classes at drop off and collection times.</i></p>	<p>Caretaker to ensure supplies topped up</p> <p>Communication provided to ensure parents know when they are required to drop children at school and pick up. Asked to stand away from each other in playground and car park.</p>	Daily before /after school	

		<p>parents to be within the foyer at once.</p> <p>Parents to be mindful of their interactions with each other at entry and exit times in designated areas. This is to minimise contact and spread of the virus.</p> <p>Children and staff to follow the one way system around the school corridor and try to leave space between themselves when waiting for the toilets or lining up.</p>				
Use of hand sanitizers		<p>Opportunities available for pupils, students, staff and visitors to wash their hands:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>This is particularly important if using public transport to get to school.</p>	<p>Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times</p> <p>Ensure that supplies are topped up daily at entrance and exit points from the school</p>	<p>All staff to remind children of the hand hygiene regime and for this to be completed at the end of each session and before entering the classroom/building.</p> <p>Children and staff to wash hands or sanitise up to 7 times per day at the start and end of each breaktime session, on enter and exit.</p> <p>Additional soap and sanitiser to</p>	<p>All supplies to be replenished daily and during the day if required.</p>	Use of hand sanitizers

		<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>be made available with extra paper towels at the start of each day. Caretaker to ensure these are topped up.</p>		
Office/Reception staff		<p>Parents/carers, staff and pupils reminded to keep visits to office to a minimum. Parents/carers encouraged to use email or telephone to contact staff.</p> <p>Request that parents pay for school lunches etc by electronic means to avoid use of cash</p>	<p>If not already working behind a screen consider installing screen to reduce contact with visitors to school</p>	<p>Parents communicated to ensure they know the rules regarding contact with school via email/telephone. If need to do this in person then to stay behind the office glass and only have two persons in the entrance to the school at once.</p> <p>All parents to use Parent Pay.</p>	<p>PS to reinforce the expectations of communication with school in letters.</p>	
Spread of the virus	All staff	<p>Staff to protect themselves by limiting contact with each other.</p>	<p>All staff to try to limit contact with each other and avoid being in rooms with more than 12 other adults at a time.</p> <p>Staff will be asked to undertake twice weekly Lateral Flow tests to</p>	<p>Staff who move between classes to be mindful of close interactions with a variety of adults in school.</p>	<p>All surfaces must be wiped down at the end of the sessions including door handles and other touch</p>	

	<p>All parents</p>	<p>If there is a positive case within the home households should notify NHS Track and Trace to identify close contacts and contact them for isolation purposes.</p> <p>School will maintain a log of cases to aid monitoring.</p> <p>School will provide parents with a 'Warn and Inform' letter should there be a positive case within your child's class.</p> <p>If there is an outbreak within school of positive cases the restrictions may have to be re-imposed such as the following:</p> <ul style="list-style-type: none"> <li>• Staggered break and lunchtimes</li> <li>• Staggered entry and exit times</li> </ul>	<p>assure themselves and the school leadership that they are safe to be in school and not asymptomatic with Covid. This guidance will remain in place until 1 October then will be revised by the government.</p> <p>Parents will be able to access PCR tests via NHS Track and Trace.</p> <p>Parents to seek LFD or PCR tests as required if their child displays symptoms of Covid and keep the child at home until the results are known.</p> <p>School to advise on if and when these measures may be reinstated through written and email communication.</p>	<p>Staff are asked to report their test results to the government website as well as reporting them to the school for recording purposes.</p> <p>Parents to inform school if there is a positive case within their household.</p> <p>Parents to be mindful to limiting contact outside of school should there be an outbreak</p>	<p>points around the classroom.</p> <p>Any positive test results are shared immediately with the HT and the member of staff then make a PCR test appointment at the first possible date they can be seen.</p> <p>If this is positive then the HT will contact NHS Track and Trace</p> <p>School to notify any close contacts as well as NHS Track and Trace for protection of all involved.</p> <p>School to activate the Outbreak Management Plan with the support of the LA, PHE and NHS Track and Trace.</p>	
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Classrooms and other areas	All members of school community	<p>Classes should be set out to ensure there is some element of spacing, particularly between staff and children.</p> <p>Classes should be set up to ensure spread of infection is minimised.</p> <p>Use of communal areas should be kept at a minimal</p>	<p>There should be some distance between tables and teacher.</p> <p>Children should enter and leave their classrooms via the nearest entrance/exit ie onto the playground if possible.</p> <p>Windows should be open in any room where there are more than 1 persons for ventilation.</p> <p>For classes having to enter via the hall/cloakroom these should be cleared before the next class enters/exits.</p>	<p>Staff to set out classrooms aware of social distancing and safety of all members.</p> <p>Corridors to be kept as clear as possible – only use to use the bathrooms – enter and exit school.</p>	<p>These measures will be reviewed on an on going basis depending on updated guidance and infection rates/spread both within school and within the wider community.</p>	

		<p>ie access to corridors, hall, group rooms.</p> <p>Use of Hall for lunchtimes</p>	<p>Large communal areas can be used by large groups of children and wider adult staff team with clear ventilation ie opening of windows, doors, use of extractor fans.</p> <p>As above</p>	<p>Small spaces to be used in a minimal capacity.</p> <p>Minimum contact between children and lunchtime staff.</p>		
Curriculum activities	All staff and children	<p>Singing and other musical activities are allowed within strict guidelines.</p> <p>PE teaching</p> <p>Use of PE equipment</p>	<p>Singing is permitted to take place as long as only half the class sing at once taking in in turns. All windows must be open for ventilation.</p> <p>Musical instruments can be used as long as they are thoroughly wiped clean and not used for 24 hours.</p> <p>PE can be taught outside with minimal need for measures.</p> <p>PE equipment can be used for lessons and breaktimes following the cleaning guidance.</p>	<p>Staff to be aware of the guidance for singing and updates when provided.</p> <p>Staff to ensure there is adequate ventilation in the room where singing is taking place.</p> <p>Staff should ensure musical instruments are thoroughly cleaned after usage and left for at least 24 hours.</p> <p>Staff should ensure the hall is well ventilated and limited air flow from pupils' mouths by less</p>	<p>Staff shared guidance and risk assessments in September 2021.</p> <p>Staff to be aware of the need for ventilation and limited physical contact between teacher/pupil and pupil/pupil</p>	

				<p>strenuous PE sessions.</p> <p>Staff should ensure PE equipment is thoroughly cleaned after usage and left for at least 24 hours.</p>		
Spread of the virus		<p>Stagger the use of bathrooms and if possible assign a bathroom to a particular key phase.</p> <p>Make sure children are aware of the need for proper hygiene and ensure washing of hands after use.</p>	<p>To mitigate cross-contamination have cleaning products for regular cleaning of taps and flush handles to be cleaned. Wipes may be used for this purpose.</p> <p>Use of schools' own learning resources and also possible use of identified resources from <a href="https://e-bug.eu/">https://e-bug.eu/</a></p>	<p>Staff to remind children of bathroom hygiene and the use of which bathrooms and when.</p>	<p>Caretaker to ensure supplies of cleaning products and or wipes are readily available</p>	
Contamination through coughing and sneezing		<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 tissue or elbow and then to immediately wash hands</p>	<p>Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (Catch it Bin it Kill it)</p>	<p>Tissues and other items to be provided (ask parents in letter to send these into school if possible)</p>	<p>Bins are kept away from the children and tied off at the end of the sessions to stop infection spreading.</p>	

	<p>All pupils staff and visitors.</p> <p>All pupils staff and visitors</p>	<p>Anyone who shows symptoms in school will be asked to move to isolated area/room.(DHT office)</p> <p>If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use.</p> <p>(Disabled toilet next to DHT office)</p> <p>Ask person/pupil to leave by the nearest external door.</p> <p>Any suspected cases of Covid 19 to be reported directly to NHS Track and Trace PHE to make decisions and support school in what to do next if tests are positive.</p>	<p>Email and telephone details to be shared with parents/carers (no personal information to be shared)</p> <p>Ensure room is available at all times. Keep contents of room to a minimum to aid cleaning process.</p> <p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.</p> <p>Staff and children to be sent home immediately and apply for a Covid test. Results to be conveyed as soon as possible to the school for reporting to NHS Track and Trace and PHE.</p> <p>Staff to be aware of the flowcharts at the end of the risk assessment as to the procedures.</p>	<p>Communication to be sent to all parents outlining these measures by 19 July by PS</p> <p>Staff to know the routines and expectations as set out by the risk assessment before re-opening.</p> <p>NHS Track and Trace PHE to be informed as well as all staff should a positive case be apparent.</p> <p>Decisions made as to whether individuals need to isolate will be in consultation with NHS Track and Trace and PHE.</p>	<p>Letter re-opening to be sent out by 19 July</p> <p>All staff to have seen and contributed to the risk assessment.</p> <p>Staff to be aware of flowchart and sign to agree they have read the risk assessments.</p>	
		<p>Staff to follow guidance re social distancing in staffroom etc.</p>	<p>Consider alternative areas that could be used for pupils to eat lunch to ensure all children have the opportunity to have lunch.</p>	<p>Staff to have break out spaces for them to use during breaktimes and lunchtimes if required.</p>	<p>All surfaces to be cleaned whenever they have been used in the bubble break out rooms and staffroom.</p> <p>Staff to be aware</p>	

					of the risks and have access to necessary supplies.	
Use of resources	Staff and pupils	<p>All resources and equipment to be considered whether necessary for usage.</p> <p>Children to be provided with individual resources for the school day with specific items.</p> <p>Any shared resources such as construction in Reception classes must be cleaned after use by children</p>	<p>Discuss with children what resources can and can't be used by them on a regular basis.</p> <p>Ensure all shared resources are identified as such and maintained within each bubble to avoid cross-contamination.</p>	<p>Staff and children to be aware of the need to keep own individual resources and the use of shared resources to be explained by staff.</p>	<p>Staff in each bubble to identify resources required and maintaining cleaning or wiping down these. Additional washing/cleaning materials to be supplied by school as required.</p>	
Potential contamination of buildings/equipment		<p>Deep clean of all areas before school re opens and then ongoing at start and end of day.</p> <p>Each classroom that is used would require all equipment to be cleaned EG</p>	<p>Regular reminders to pupils regarding no sharing of equipment.</p> <p>Ensure stocks of cleaning materials are maintained.</p> <p>Each child to have their own set of key resources, ie pencils, ruler, rubber,</p>	<p>Cleaners and cleaning contractor to be made aware of the need for deep cleaning daily. All surfaces and equipment.</p> <p>Equipment to be cleaned by staff within each</p>	<p>PS to discuss with cleaning contractor and cleaners the requirements.</p> <p>All staff aware of the expectations around resource cleaning.</p>	

		pens/pencils and no sharing of equipment.	water bottle, whiteboard, pens, etc.	classroom at the end of the day		
Cleaning of school building		<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>Ensure adequate supplies are maintained and staff are aware of Safety data sheets.</p> <p>Supervision by staff to ensure safe use of sanitizers</p>	<p>Ensure children and staff are aware of not touching eyes or mouths with the hand sanitiser. Items are listed on the COHSS sheets within school by caretaker/PS</p>	<p>All staff made aware of risk assessment for these products throughout the re-opening period.</p>	
		<p>Cleaning staff will have been made aware (either by contractor or school) of the levels of cleaning required in each area.</p> <p>Hand washing facilities are available including Anti-bacterial hand gel.</p> <p>These are to be used after:</p> <ul style="list-style-type: none"> <li>• Handling waste including body fluid spills and hazardous medical waste.</li> <li>• Cleaning</li> <li>• After emptying bins</li> </ul>			<p>Cleaning staff made aware by their employer the risks and how to obtain safe working equipment and practices.</p>	

		<ul style="list-style-type: none"> <li>After using the bathroom</li> </ul>				
Provision of First Aid		<p>First aid will continue in the usual way with the use of designated areas.</p> <p>Staff should wash hands after dealing with pupil and complete any accident forms as usual.</p>	<p>Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in usual manner.</p>	<p>All staff are first aid trained and will be provided with first aid kits to ensure they can attend to any minor needs.</p>	<p>Staff to be comfortable in administering first aid and use of gloves, etc.</p>	
Administering medication		<p>As much as possible reduce the amount of medication you agree to administer.</p>	<p>Staff to wash hands after each pupil.</p>	<p>No medicines to be administered unless absolutely necessary during this time.</p>	<p>Staff to read guidance.</p>	
Pregnancy		<p>Possible complications for pregnancy. Implications for health of mother and unborn child.</p>	<p>Regularly check Public Health England for updated advice.</p>	<p>Staff to be aware of any changes to their health and report immediately.</p>		
Vulnerable staff and pupil		<p>All CEV staff and pupils will have a completed individual risk assessment. Staff to follow the guidance provided and minimise contact with others.</p>	<p>Seek advice from GP/Midwife</p>	<p>Contact with parents of at risk pupils to discuss measures needed to be in place as appropriate.</p>	<p>PS/SLT to inform immediately if any suspected cases of Covid 19 within school and shield as much as possible.</p>	
BAME staff and pupils		<p>BAME and Equalities policy and risk assessment in place and followed by all staff. Shared with parents via website.</p> <p>If any staff or parents are anxious regarding any further increase in cases and their own wellbeing this will be managed through the <a href="#">Education Support Partnership</a> which provides a free helpline for setting staff and targeted</p>	<p>Regular assessments and advice from medical professionals to be obtained.</p> <p>As above</p>			

		support for mental health and wellbeing				
Dealing with unwell children.		Children that become unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.	Ensure good supply of antibacterial wipes are in place for staff.  Reminders to parents/carers to not send poorly children to school  Public health England poster guidance followed regarding childhood illness	Communication to be sent to all parents outlining these measures by 19 July by PS  Staff to know the routines and expectations as set out by the risk assessment before re-opening.	Letter re-opening to be sent out by 19 July  All staff to have seen and contributed to the risk assessment.	
Premises plant and equipment  Fire drill		All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.  Fire drill procedures and fire safety notices	.	Caretaker to ensure all water systems are flushed before school is re-opened by 1 September.  Ensure all areas of the school are completely safe and clear before re-admitting children.  Adhere to list of recommendations for re-opening school sent by LA.  Fire alarms to be tested by	Caretaker flushed water through daily/weekly during lockdown and recorded.	

				caretaker as normal on regular basis.		
Deliveries to school		<p>Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items.</p> <p>Once school receives a delivery wherever possible items will need to be wiped over using antibacterial wipes.</p>	Whilst placing the order consider adding advice on delivery procedures within school.	<p>All deliveries to school need to be left in the foyer and taken from there by the caretaker.</p> <p>Kitchen deliveries to be maintained and processed by the kitchen staff using their own risk assessment.</p>	<p>Office staff to be aware of the requirements as well as caretaker.</p> <p>Ensure boxes are wiped down or left for up to two days before they are opened.</p>	
Visitors to school	Visitors	<p>Visitors to the school will be asked to report to the school office. The office staff will sign visitors into school and their access will be limited to immediate areas only as required. Staff will accompany them.</p> <p>Visitors should sanitise their hands when entering the building and wash them before leaving with soap and water.</p> <p>If visitors need to use the bathrooms they should be advised to follow the same procedures as staff.</p>	Visitors will only be allowed into school as long as there is no outbreak of infection and it is safe to enter.	<p>All visitors will have to sign in and agree to having their details taken for the school's Track and Trace register.</p> <p>These details will be kept confidential and only used to inform visitors if there is a subsequent outbreak of infection.</p>	<p>If visitors are in a small space with other adults, then remind them of trying to maintain some distance between themselves.</p>	

		<p>Visitors sign to state that they have not tested positive for Covid in the last 10 days</p> <ul style="list-style-type: none"> <li>• That in addition they are not displaying the main symptoms of COVID-19:</li> <li>• a high temperature</li> <li>• a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>• a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal</li> </ul>		<p>Only if infection rates allow.</p>		
<p>Staff training (including induction for supply teachers and other visiting staff).</p>		<p>In preparation for a full return on 1 September 2021 training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and</li> </ul>	<p>Staff to understand their role within the school and the use of contact tracing and isolation.</p>	<p>PS to discuss with staff the risk assessment and procedures so that all are clear. 2 September 2021</p>		

		<p>procedures including arrangements for cleaning,</p> <ul style="list-style-type: none"> <li>● Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>● Site security and fire safety including evacuation and lockdown procedures.</li> </ul> <p>Use of PPE (where applicable).</p>				
Management of expectations within the setting community	Anxiety within the setting's community re: prevalence and effectiveness of infection control measures.	<p>Our communication with parents and pupils prior to our return in September 2021 will include information about the control measures within this risk assessment.</p> <p>Government guidance for parents is available at: What parents and carers need to know about early years providers, settings and colleges - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</p> <p>All CEV pupils should attend their setting unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p>	School to work alongside parents and medical professionals to ensure that children are able to attend school as much as possible.			

	Increased likelihood of serious illness resulting from exposure to coronavirus.	<p>Where a pupil is unable to attend our setting because they are complying with clinical or public health advice, we will immediately offer them access to remote education. settings should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend our setting as parents are following clinical and/or public health advice, absence will not be penalised.</p>				
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### **Lunchtime supervisors**

**Each lunchtime supervisor will supervise no more than two classes inside but are able to supervise generally outside.**

**Lunchtime supervisors should try to keep interaction between themselves and themselves and children to a minimum.**

**Each supervisor is able to move between their allocated classes outside.**

### Breakfast club staff

The staff at breakfast club should follow the recommendations regarding prevention as above

They should:

- sanitise and wash their hands as they enter the building,
- ensure the children sanitise and wash their hands,
- ensure that the children remain in their key phases,

- ensure that the children sanitise and wash their hands before going to class
- minimise contact between themselves and the children keeping a safe distance

#### **4**

**All of the guidance is to be read with regular updates as and when they are published.**

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges)

<https://e-bug.eu/>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

**Management Outbreak Team Members for Almondsbury CE Primary School (to be updated in September 2021 using the LA template being devised over the summer holidays. This current place remains in place until then**

<b>Title</b>	<b>Staff member</b>	<b>Role</b>
<b>Management Outbreak Lead</b>	<b>Paul Smith</b>	<b>Identifying any suspected cases – ensuring class teachers are aware and know to provide remote learning. Identifying measures that are needed in place to minimise risk to others. Identify if positive tests have been received. Inform the LA/PHE (see below) as well as class teachers. Identifying next steps regarding closure of bubble classes/key phases as directed by PHE. Inform parents of closures if required and the use of remote learning Ensuring the enhanced cleaning of affected physical areas and resources to minimise spread of contamination. Ensure Remote Learning is available for pupils not able to attend school in person.</b>
<b>Management Outbreak Deputy</b>	<b>Tim Dean/Katie Goode</b>	<b>Ensuring the above are in place and enacted if lead is not available</b>
<b>Management Outbreak Liaison</b>	<b>Tracey Heaps/Carlene Ashenden</b>	<b>Ensuring clear communication between lead, LA, PHE, parents as directed by lead</b>

**The school has a duty of care to monitor all illness and particularly that of COVID within the school. Each case will be logged and recorded and may be used to manage further spread of COVID as well as use in any Outbreak Management Plan and actions.**

