

**Risk Assessment completed by Charlie Walker**

**School Name: Redfield Edge Primary School    Date of Risk Assessment: 8<sup>th</sup> January 2021**

**Description of Activity being risk assessed: - Version 5 Following national lockdown commencing 5<sup>th</sup> January 2021**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing? (as advised in LA guidance)</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by When</b>	<b>Action Completed</b>
Spread of the virus within the school.	All staff pupils visitors to school	Parents/carers will be asked to wash hands before leaving for school. Hand sanitiser used on all pupils entering and leaving school. Staff ensure this takes place. All adults entering school required to hand sanitise. Supplies of hand sanitizer, soap and paper towels available every day. Stocks are replenished daily by caretaker and support staff. Supplies are reordered on a regular basis so the school doesn't run out.	Regular reminders to staff and parents.  Stock check of sanitiser etc.	SLT remind staff in remote staff meetings.  Ensure any staff covering absence and seeing children into school are following guidelines.	Weekly	Ongoing
				Office Staff	Weekly	Ongoing
Spread of virus	All staff, pupils and visitors to	Adults in school will wear face masks. Masks will either be staff's own or disposable masks provided by the school. Any cloth masks	Order of PPE supplies from SGlos  Ensure all pods have their own PPE supply box and it is	Office staff to order PPE and check stock levels.	daily	Ongoing

	the school	<p>must be washed daily; only clean dry masks to be worn.</p> <p>Masks will be worn by adults in the following situations:</p> <ul style="list-style-type: none"> <li>- Welcoming pupils into school</li> <li>- Dismissing pupils at the end of the day</li> <li>- In and around communal areas; corridors, staff rooms, offices, photocopy room.</li> </ul> <p>Adults can choose to wear masks if they want in lessons and pupil interventions.</p>	<p>regularly checked and topped up.</p> <p>SLT to remind staff regularly.</p>	Support staff to check and top up daily.		
Spread of the virus within the school.	All pupils staff and visitors	<p>Safe distancing will be followed during entry to the school and supervised as much as possible.</p> <p>Children will be admitted by the supervising adult of their pod.</p> <p>Children will enter at staggered starts and separate entrances for their pod to limit contact with other pod staff and pupils.</p> <p>Only one parent/carer per family to drop off and pick up.</p>	<p>Reminder of start and pick up times to parents to ensure limited contacts.</p> <p>Regular reminders to families about limiting to one person at pick up/drop off.</p>	<p>SLT and Headteacher updates sent out weekly by School Office.</p> <p>Contact parents and reminder of measures where they are not following guidance. – Office/HT/DHT</p>	Weekly	Ongoing
Spread of the virus within the school.	All pupils staff and visitors	<p>Reduction of nonessential contact with Parents</p> <p>Parents/carers asked to stay outside of school building whenever possible and any issues to be communicated by email or telephone.</p>	Reminder to parents of these new rules in update email on 4 <sup>th</sup> January.	Office	Completed	Yes

		No face to face parent meetings. Children leaving earlier than planned will meet their parent in the school foyer.				
Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	<p>Covid Suspected Case - Anyone who shows symptoms in school will be asked to move to isolated area/room.</p> <p>Public Health advice following new Covid variant and national lockdown measures additionally advise requesting parents get a test for their child showing</p> <ul style="list-style-type: none"> <li>- Nausea</li> <li>- Fever symptoms</li> <li>- Aches/tiredness</li> </ul> <p>Children displaying symptoms will not be sent to the School Office – they will go direct to the isolation pod. Office staff will then supervise child and wear PPE.</p> <p>Children receiving first aid will be looked after in their pod as much as possible in the first instance. Where a 2<sup>nd</sup> opinion needed or child needs to go home or have urgent medical attention, pupil will be brought to outside school office. Member of First Aid SLT will make a decision. Parent will be contacted to collect. First Aider to use full PPE.</p>	<p>Ensure room is available at all times. Keep contents of room to a minimum to aid cleaning process.</p> <p>Staffing rota to have named first aiders on site.</p> <p>Walkie talkies to be charged and used in pods where only one adult.</p> <p>HT/DHT to monitor numbers of suspected cases. If a large number eg. More than 2 in one pod Public Health must be informed.</p>	<p>Office to ensure walkie talkies charged.</p> <p>HT/DHT to review staff rota</p> <p>Staff to be updated in staff meetings.</p>	Weekly	Ongoing

Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	<p>Covid Suspected Case -If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use. The Disabled Toilet will be used for this purpose.</p> <p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.</p>			Ongoing	
Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	<p>Covid Suspected Case - Ask person/pupil to leave by the nearest external door.</p> <p>Food tech room used as designated Isolation area. This room will be kept empty at all times.</p> <p>Accessibility toilet to be used in this instance – sign to then be put up to ensure nobody else can use.</p> <p>Office staff to manage handover – front exit to be used.</p>	No further action required		Ongoing	
Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	Pods of pupils and named rota of adults with those pupils for whole day which forms the basis of the contact tracing record.	<p>Maintain contact tracing register in School Office</p> <p>All changes or additional adults that are in contact with a pod for however short a period of</p>	Office , HT/DHT	Ongoing	All Staff

			<p>time must be recorded on the master rota record.</p> <p>Register sheets for each pod must be retained in the office to facilitate contact tracing.</p>			
<p>Spread of the virus within the school. Pupil/Staff with Covid Symptoms</p>	<p>All pupils staff and visitors</p>	<p>Pods of pupils and named rota of adults with those pupils for whole day.</p>	<p>Positive tested adult or child sent home and isolates for <b>10 days</b></p>	<p>Office contact all contacts that the positive result person has had in the last <b>2 days</b> to isolate for 10 days. (only in the Pod and any related adult/sibling contacts)</p>	<p>Ongoing</p>	<p>Office</p>
<p>Spread of the virus within the school.</p>	<p>All pupils staff and visitors</p>	<p>School Hygiene</p> <p>Cleaning for school has schedule. Each classroom that is used would require all equipment to be cleaned, surfaces touched to be wiped clean including door handles, tables.</p> <p>Regular stock checks of cleaning resources undertaken by caretaker.</p> <p>Deep cleans happen in every school holiday.</p> <p>Lunch break supervisors clean door handles, light switches, sinks and toilets at lunchtime daily.</p> <p>Additional cleaning team tasks</p> <p>Weekly steam cleaning of sinks and toilets throughout school.</p>	<p>Ensure stocks of cleaning materials are maintained.</p>	<p>Pupil packs made – all labelled and situated in personal spaces</p>	<p>Ongoing</p>	<p>CW</p>

		No sharing of equipment. Pupils to have that own resource pack for their use including pencil, whiteboard, pen, rubber...				
Spread of the Virus	All Pupils	<p>Outbreak Handling</p> <p>Reducing the impact and spread of an outbreak. All staff to be aware of procedure for a suspected case and confirmed case.</p> <p>Scenario flow chart from LA available in the Office and Staff room.</p> <p>Outbreak management team</p> <ul style="list-style-type: none"> <li>- Head teacher</li> <li>- School Office</li> </ul> <p>SLT</p>	Ensure latest scenario flow chart is available to all staff	SBM, HT/DHT	Immediately	Complete
Contamination through coughing and sneezing.	All pupils staff and visitors	<p>Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.</p> <p>Ensure tissues are available and covered bins for disposal. Posters are displayed (catch it Bin it Kill it)</p>	Ensure tissues available in each classroom	Office Staff	Weekly check	Ongoing
Contamination through coughing and sneezing.	All pupils staff and visitors	<p>Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands.</p> <p>Parents of SEND/ Medical Needs children to be advised if they want to provide their own hand sanitiser/ soap to assist.</p>	Reminder to Class teachers to talk with children around personal hand / respiratory hygiene.	Teachers	Weekly	Ongoing

Contamination through coughing and sneezing.	All pupils staff and visitors	<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>Hand sanitizing stations situated in each classroom and at entrances and exits to the building.</p> <p>Signage makes stations clear and accessible for all.</p> <p>Packs of tissues in each class replenished daily / as needed.</p> <p>PPE available in each First Aid pack for each pod to enable first aid and intimate care.</p>	Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times		Ongoing	
Use of hand sanitizers	All pupils staff and visitors	<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>	Ensure adequate supplies are maintained and staff are aware of Safety data sheets.	<p>COSHH sheet and Risk Assessment</p> <p>Use of Hand sanitiser safety information given to children and staff</p>	CW/ Staff	Complete

		<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>	Supervision by staff to ensure safe use of sanitizers			
Potential contamination of buildings/equipment	School staff and cleaners	<p>Cleaning staff have been made aware of the levels of cleaning required in each area and provided with PPE for each area.</p> <p>Cleaning schedule updated</p> <p>Steam cleaner equipment purchased to be used in deep clean and regularly weekly cleaning in toilet and washroom areas</p>	Cleaning Checks	Caretaker, SBM	Weekly	Ongoing
Potential contamination of buildings/equipment	All pupils staff and visitors	<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> <li>• After using the bathroom.</li> </ul>	<p>Ensure that supplies are topped up daily at entrance and exit points from the school</p> <p>PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste.</p>	Caretaker/ Cleaning and Support Staff	Weekly	Ongoing



Social distancing	All pupils staff and visitors	<p>Pupils to keep 2m away from each other as far as possible. Achieved through smaller class sizes, working at separate desks. Pod Sizes are no more than 15 pupils in each.</p> <p>All five pods have staggered starts and finish times over two entrances.</p> <p>Afterschool and Breakfast Clubs have been cancelled for the lockdown to prevent crossover of Pod members.</p> <p>Peripatetic teaching has been postponed or move to online learning.</p> <p>Classes within pods do not mix to have buddy reading or singing.</p>	Regular review of DfE and Local Council guidance.	HT/DHT & SBM	As new guidance published	Ongoing
Social distancing	All pupils staff and visitors	<p>Assemblies take place over Teams so that the whole school is connected virtually.</p> <p>Avoid activities e.g. sitting on carpet together, assemblies, some sports and playground games where 2m distance is not possible.</p> <p>The cleaning of toys, pens and pencils, musical instruments, PE equipment etc., will be reviewed as necessary following government guidelines.</p> <p>Toys and resources will be used by only one pod of pupils and then set aside to quarantine for 72 hours before another pod uses.</p>	No further Action required.			

**Commented [JM1]:** All toys and resources need to be used by 1 pupil only and then cleaned before another pupil uses/plays with.

		<p>All staff have watched the 'doffing' advice video which was circulated by SLT</p> <p>Shared internal spaces are wiped down after use.</p>				
Social distancing	All pupils staff and visitors	<p>Pupils take their lunch with their pod only.</p> <p>Each pod eats their lunch in the classroom or Hall at a separate sitting. Tables are disinfected between sittings. Children wash hands before and after eating.</p> <p>Pupils to be spread out at lunch tables – reduce numbers sitting in the same area.</p> <p>Integra Catering has Risk Assessment in place for meal provision and their staff on site.</p> <p>Classroom ventilation – classes are ventilated hourly to ensure air replenished.</p>	Review Schools' guidance on meal provision regularly with provider Integra.	SBM	As Guidance changes	Ongoing
Social distancing		<p>Staff to follow guidance re social distancing in staffroom.</p> <p>Staff have two staff rooms and these are kept for just allocated staff. KS1 staff room and KS2 staff room.</p> <p>The two adult toilet facilities have been allocated to KS1 and KS2 toilets to minimise contacts.</p>	<p>Regular reminders to staff of these restrictions.</p> <p>Signs up to remind staff.</p>	SLT and Office Staff	Weekly	Ongoing

		<p>No staff other than office staff allowed into the school office.</p> <p>Office staff rota so that no more than same two staff in at same time. Working from Home arrangements in place.</p> <p>No staff other than Headteacher allowed into Headteacher office.</p>				
Provision of First Aid	All pupils staff and visitors	<p>First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE.</p> <p>Staff to wash hands after each pupil.</p> <p>PPE used if a member of staff is supporting a child who is unwell / dealing with first aid – if social distancing cannot be adhered to.</p> <p>All staff and designated first aiders aware of expectation regarding PPE. (One mask is used per day per PIP, gloves and apron are used for each incident)</p> <p>Staff room washing machine used for PIP and cleaning staff's uniform.</p> <p>Staff to wash hands before and after administering first aid.</p>	No further actions required			

**Commented [JM2]:** Where is designated area, is it accessible by all groups of children? Who is designated first aider and who will take over if this person is not available?

Administering medication		Staff should wash hands after dealing with pupil and complete any accident forms as usual.  As much as possible reduce the amount of medication you agree to administer.	Regularly check Public Health England for updated advice.	Medication administered is at a minimum – parents encouraged to use once a day hay fever medicine / sun cream etc.		
Pregnancy		Possible complications for pregnancy. Implications for health of mother and unborn child.	Seek advice from GP/Midwife	Individual risk assessment carried out for pregnant member of staff.  Working from home with the opportunity to come to school with measures in place. Option to work in school away from pupils and adults available if member of staff wishes.	As needed	
Social distancing-reducing the risk of transmission	All staff and Pupils	Parents/carers encouraged to use email or telephone to contact staff.  Request that parents pay for school lunches etc by electronic means to avoid use of cash  2m distance marked by arrows in the corridor.  Signs displayed to encourage staying 2m apart whilst moving around school. Photocopier room has 1 adult in at a time.  Games explored with children to ensure distancing in place as much as possible.  PPE boxes made up for each group – this is replenished daily if needed.	Follow new guidance for Pods/bubbles for schools.  Regular reminders to staff of these measures and regulations.	SLT and HT, SBM to remind staff	Weekly	Ongoing

**Commented [JM3]:** What have you put in place to encourage social distancing? Will bubbles each have access to different areas, is there a one way system, will children be supervised?

		<p>All staff meetings now take place on Teams/Zoom to reduce contacts.</p> <p>Governor Meetings take place on Teams.</p> <p>Staff training takes place on Teams.</p> <p>Staff encouraged to take their PPA time at home.</p>				
<p>Risk of infection from visitors</p> <p>Deliveries to school</p>	Office Staff	<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> <p>Glass screen in place between office staff and the general public.</p> <p>All school payments are carried out electronically.</p> <p>All deliveries to come through main school office.</p> <p>School office staff to receive deliveries and ensure items are wiped down before dispersed into school.</p> <p>Wipe down digital sign in screen after every use.</p>	<p>Whilst placing the order consider adding advice on delivery procedures within school.</p> <p>Ensure good supply of antibacterial wipes are in place for staff.</p> <p>Update safety advice for contractor/visitors to sign on entrance.</p> <p>Advise all visitors to wear a mask, hand sanitise and answer covid screening questions. Visitors will have their temperature taken.</p> <p>Any un-necessary visits that can be postponed or done</p>	Office Staff	Ongoing	Complete

		Covid screening questionnaire in Office for site visitors.  'wear a mask' signs up.	remotely to be cancelled.			
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.	Reminders to parents/carers to not send poorly children to school  Public health England poster guidance followed regarding childhood illness	Reminder to parents regarding unwell children and usual expectations which remain in place.  Poster displayed in school office and distributed to all families.		
Premises plant and equipment		All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.	Ensure all contractors are aware of Covid measures in place in school. Wear a mask and where possible works are undertaken when no pupils on site.	SBM, Caretaker	As necessary	Ongoing
Fire drill	All pupils and Staff	Fire drill procedures and fire safety notices	Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.  Each group to have the fire drill procedures explained fully to them in their groups.	HT	Termly	Ongoing

			This includes exits, social distancing expectations, where to line up.			
SEN children		Plans in place to deal with behavioural issues are reviewed by SENCO.  Currently no pupils attending school with challenging behaviour. Individual risk assessments in place for these pupils already and these will be adjusted as and when needed.	SENDCO (JR) to monitor and continue to communicate with families weekly.	SENDCO	Weekly	Ongoing
Higher Risk Individuals	BAME and Equality 2010 Act	Equality policy in place	Conduct Equality Impact Assessment on Risk Assessment and Arrangements in place	Disabled Access for Parents and Pupils at Staggered Starts and finishes – need to ensure access is safe and pupils treated fairly.  Consultation with Parents  Regular reviews with Vulnerable Staff		
Increased risk of covid impact to Clinically Vulnerable and Clinically Extremely Vulnerable staff	Staff self identified as CEV and CV	Personal Staff Risk Assessment in place for 5 staff identified as CV.	Review the RA with each member of staff and put in place measures to reduce contacts with pupils.  Send out email to all staff with definitions of CV and CEV to ensure all staff self identify where possible.	SBM	By 12 <sup>th</sup> January	Outstanding

<p>Mental Health risks associated with Covid measures and wider concerns to pandemic risks</p>	<p>All Staff, pupils and parents</p>	<p>Mental Health and wellbeing surveys conducted termly. Thrive app information sent to staff</p>	<p>Wellbeing catchups with all staff on a regular basis. Team awareness and support to enable time out/listening Reminder about use of Thrive App</p>	<p>Staff Meeting – HT/DHT</p>	<p>Weekly</p>	<p>Ongoing</p>
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