

Risk Assessment completed by Charlie Walker

School Name: Redfield Edge Primary School Date of Risk Assessment: 20<sup>th</sup> January 2021

Description of Activity being risk assessed: - **Version 8** Following updated government guidance 22<sup>nd</sup> February to reopen schools

**Updated items are highlighted Blue.**

What are the hazards?	Who might be harmed and how?	What are you already doing? (as advised in LA guidance)	What further action is necessary?	Action by whom	Action by When	Action Completed
1. Spread of the virus within the school.	All staff pupils visitors to school	<p>Parents/carers will be asked to wash hands before leaving for school.</p> <p>Hand sanitiser used on all pupils entering and leaving school. Staff ensure this takes place.</p> <p>All adults entering school required to hand sanitise.</p> <p>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.</p>	<p>Regular reminders to staff and parents.</p> <p>Stock check of sanitiser etc.</p>	<p>SLT remind staff in remote staff meetings.</p> <p>Ensure any staff covering absence and seeing children into school are following guidelines.</p> <p>Office Staff</p>	<p>Weekly</p> <p>Weekly</p>	<p>Ongoing</p> <p>Ongoing</p>
2. Spread of virus	All staff, pupils and visitors to the school	<p>Adults in school will wear face masks in <b>situations where social distancing between adults is not possible e.g. communal areas.</b> Masks will either be staff's own or disposable masks provided by the school. Any cloth masks 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> </ul>	<p>Order of PPE supplies from SGlos</p> <p>Ensure all pods have their own PPE supply box and it is regularly checked and topped up.</p> <p>SLT to remind staff regularly.</p>	<p>Office staff to order PPE and check stock levels.</p> <p>Support staff to check and top up daily.</p>	daily	Ongoing

		<ul style="list-style-type: none"> <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>Staff to ensure that cloth masks are washed and dried daily before use.</p> <p>Masks are to be worn correctly covering mouth and nose closely.</p>			
3. 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>	SLT and Headteacher updates sent out weekly by School Office.	Weekly	Ongoing
4. 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> <p>No face to face parent meetings.</p> <p>Children leaving earlier than planned will meet their parent in the school foyer.</p>	Reminder to parents sent 25/2/2021	Office	Completed	Yes

<p>5. Spread of the virus within the school. Pupil/Staff with Covid Symptoms</p>	<p>All pupils staff and visitors</p>	<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. E.g. a bumped head – child will sit in corner of classroom to recover rather than go to the office.</p> <p>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 e.g. 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>	<p>Weekly</p>	<p>Ongoing</p>
<p>6. Spread of the virus within the school. Pupil/Staff with Covid Symptoms</p>	<p>All pupils staff and visitors</p>	<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>Ongoing</p>	

		Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.				
7.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	
8.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 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>	Office , HT/DHT	Ongoing	All Staff
9.Spread of the virus within the school. Pupil/Staff	All pupils staff and visitors	Pods of pupils and named rota of adults with those pupils for whole day.	Positive tested adult or child sent home and isolates for <b>10 days</b>	Office contact all contacts that the positive result person has had in	Ongoing	Office

with Covid Symptoms				the last <b>2 days</b> to isolate for 10 days. (only in the Pod and any related adult/sibling contacts)		
10. Spread of the virus within the school.	All pupils staff and visitors	<p>Ventilation</p> <p>All Classrooms and offices have windows open a little throughout the day.</p> <p>Short 10-15 minute bursts of fully open windows throughout the day (hourly where possible) ensure thorough replenishment of air.</p> <p>Keep internal doors open.</p> <p>Allow time for movement breaks.</p>	Monitoring and reminding of staff	All Staff	Daily	Ongoing
11. Spread of the virus within the school.	All pupils staff and visitors	<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>Ensure stocks of cleaning materials are maintained.</p> <p>All equipment used in classrooms must be easily wipeable. E.g. Not lots of small parts.</p> <p>Ensure that no equipment is shared between pods. If resources are shared they need 72hr gap and to have a wipe down with antibac.</p>	Pupil packs made – all labelled and situated in personal spaces	Weekly	Ongoing

		<p>Weekly steam cleaning of sinks and toilets throughout school.</p> <p>No sharing of equipment. Pupils to have that own resource pack for their use including pencil, whiteboard, pen, rubber.</p>				
12.Spread of the Virus	EYFS pupils (less distancing and more tactile)	<p>Pupils are learning by making their own 'how I can be safe' posters.</p> <p>Reminders to parents and pupils to only bring coat, drink and lunch to school – to <b>limit items to essential items only.</b></p> <p><u>Carpet time</u></p> <p>Children are encouraged to keep enough space between each other to prevent touching.</p> <p><u>Outdoor Learning</u></p> <p>Outdoor area is accessible and used frequently as it provides good ventilation. Only resources that can be easily cleaned are kept in the outdoor learning area.</p> <p>All unnecessary items are removed from EYFS classroom e.g. soft furnishings, soft toys. Resources are cleaned on a weekly basis with child friendly disinfectant and left out overnight to dry.</p> <p>Children have their own named resource packs to use so they are not sharing equipment.</p>	No additional action required	EYFS Leaders and Teaching Assistants		Ongoing

13.Anxiety	EYFS pupils (less distancing and more tactile)	Children are not restricted in movement (like older children). They have lots of opportunities to move around to play and learn, rather than sitting at a table.	No additional action required	EYFS Leaders and Teaching Assistants	Starting from 11/1/2021	Ongoing
14.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: Head teacher, School Office, SLT</p>	Ensure latest scenario flow chart is available to all staff	SBM, HT/DHT	Immediately	Complete
15.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
16.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
17.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> </ul>	Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times		Ongoing	

		<ul style="list-style-type: none"> <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>				
18.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> <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>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>COSHH sheet and Risk Assessment</p> <p>Use of Hand sanitiser safety information given to children and staff</p>	CW/ Staff	Complete



		SDS will also help with potential reactions to the product.				
19.Potential contamination of buildings/equipment	School staff and cleaners	Cleaning staff have been made aware of the levels of cleaning required in each area and provided with PPE for each area.  Cleaning schedule updated  Steam cleaner equipment purchased to be used in deep clean and regularly weekly cleaning in toilet and washroom areas	Cleaning Checks	Caretaker, SBM	Weekly	Ongoing
20.Potential contamination of buildings/equipment	All pupils staff and visitors	Hand washing facilities are available including Anti-bacterial hand gel.  These are to be used after: <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>	Ensure that supplies are topped up daily at entrance and exit points from the school  PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste.	Caretaker/ Cleaning and Support Staff	Weekly	Ongoing
21.Social distancing	All pupils staff and visitors	Pupils to keep 2m away from each other as far as possible. Achieved through 4 pods. Two classes in a pod except for Reception class which is a pod itself.  All four pods have staggered starts and finish times .  Afterschool and Breakfast Clubs will operate with social distancing in place. Places will be limited to maximum 30 and children will keep within their pods.	Regular review of DfE and Local Council guidance.	HT/DHT & SBM	As per February Dfe guidance published	Ongoing

		Classes within pods do not mix to have buddy reading or singing.				
22.Social distancing	All pupils staff and visitors	<p>Assemblies take place over Teams so that the whole school is connected virtually.</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> <p><b>Interventions where an adult sits 1-2-1 with a pupil will have Perspex screens in use to reduce contacts.</b></p> <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>	No further Action required.			
23.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>	Review Schools' guidance on meal provision regularly with provider Integra.	SBM	As Guidance changes	Ongoing

		<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>				
24.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>No staff other than office staff allowed into the school office.</p> <p>No staff other than Headteacher allowed into Headteacher office.</p> <p>Face to Face meetings are kept to absolute necessary and where possible Teams is used for staff meetings or group discussions.</p>	<p>Regular reminders to staff of these restrictions.</p> <p>Signs up to remind staff.</p>	SLT and Office Staff	Weekly	Ongoing
25.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>	No further actions required			

		<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>				
26.Administering medication		<p>Staff should wash hands after dealing with pupil and complete any accident forms as usual.</p> <p>As much as possible reduce the amount of medication you agree to administer.</p>	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.		
27.Pregnancy		Possible complications for pregnancy. Implications for health of mother and unborn child.	Seek advice from GP/Midwife	<p>Individual risk assessment carried out for pregnant member of staff.</p> <p>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.</p>	As needed	

28.Social distancing-reducing the risk of transmission	All staff and Pupils	<p>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>2m distance marked by arrows in the corridor.</p> <p>Signs displayed to encourage staying 2m apart whilst moving around school. Photocopier room has 1 adult in at a time.</p> <p>Games explored with children to ensure distancing in place as much as possible.</p> <p>PPE boxes made up for each group – this is replenished daily if needed.</p> <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>	Regular reminders to staff of these measures and regulations.	SLT and HT, SBM to remind staff	Weekly	Ongoing
29.Risk of infection from visitors  Deliveries to school	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>Whilst placing the order contractors advised on delivery procedures within school.</p> <p>Ensure good supply of antibacterial wipes are in place for staff.</p> <p>Advise all visitors to wear a mask, hand sanitise and answer covid screening questions. Visitors will</p>	Office Staff	Ongoing	Complete

		<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>Covid screening questionnaire in Office for site visitors.</p> <p>'wear a mask' signs up.</p>	<p>have their temperature taken.</p> <p>Any un-necessary visits that can be postponed or done remotely to be cancelled.</p>			
30.Dealing with unwell children.		<p>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.</p>	<p>Reminders to parents/carers to not send poorly children to school</p> <p>Public health England poster guidance followed regarding childhood illness</p>	<p>Reminder to parents regarding unwell children and usual expectations which remain in place.</p> <p>Poster displayed in school office and distributed to all families.</p>		
31.Premises plant and equipment		<p>All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.</p>	<p>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.</p>	SBM, Caretaker	As necessary	Ongoing
32.Fire drill	All pupils and Staff	<p>Fire drill procedures and fire safety notices</p>	<p>Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.</p>	HT	Termly	Ongoing

			Each group to have the fire drill procedures explained fully to them in their groups. This includes exits, social distancing expectations, where to line up.			
33.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
34.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		
35.Increased risk of covid impact to Clinically Vulnerable and	Staff self identified as CEV and CV	Personal Staff Risk Assessment in place for 4 staff identified as CV.	Review the RA with each member of staff and put in place measures to reduce contacts with pupils.	SBM	By 12 <sup>th</sup> January	Outstanding

Clinically Extremely Vulnerable staff			Send out email to all staff with definitions of CV and CEV to ensure all staff self identify where possible.			
36. Mental Health risks associated with Covid measures and wider concerns to pandemic risks	All Staff, pupils and parents	Mental Health and wellbeing surveys conducted termly.  Thrive app information sent to staff	Wellbeing catch-ups with all staff on a regular basis.  Team awareness and support to enable time out/listening  Reminder about use of Thrive App	Staff Meeting – HT/DHT	Weekly	Ongoing
37. Transmission of asymptomatic Covid between Staff	All Staff, regular visitors/ contractors in school	Introduction of staff Lateral Flow Tests for staff to voluntarily use a home test for Covid.  <ul style="list-style-type: none"> <li>- Staff take test every Monday and Thursday</li> <li>- Staff report results to DfE and to school</li> <li>- Staff opt in voluntarily</li> <li>- Staff are provided with instruction leaflet and training video to ensure accurate testing and a test kit</li> <li>- School Office will keep records of staff tests (following GDPR)</li> <li>- For quality checking purposes a record of test lot and batch number will be recorded for each staff member. (staff sign to receive)</li> </ul>	Online meeting with staff to go through instructions and requirements, discuss any concerns.  Staff to ensure they have correct instructions. (v2)  Office will follow up any results with a staff member that has not reported.  If there are errors in testing or void test results these will be reported by Office to DfE and a replacement test done by staff member.	Staff Meeting Thurs 21 <sup>st</sup> January	Ongoing Starting w/c 25 <sup>th</sup> January	Complete



		<ul style="list-style-type: none"><li>- Tests will be available for all staff, kitchen staff and afterschool club provider.</li><li>- Any contractor or visitor that attends the site regularly will be offered the regular home test kit.</li><li>- Where a positive result or staff member shows covid symptoms usual guidance for self isolating and a NHS test is required.</li></ul>	Regular catch ups with Staff members to encourage initial and ongoing participation			
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