

Risk Assessment completed by Lisa Robinson 9HT)

School Name: Redfield Edge Primary School Date of Risk Assessment: September 1<sup>st</sup> 2021

Description of Activity being risk assessed: - **Version 9** Following updated government guidance with regards schools opening in September 2021

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 the virus within the school.	All pupils staff and visitors	<p>Reduction of nonessential contact with Parents to remain throughout Term 1</p> <p>Parents/carers asked to stay outside of school building whenever possible and any general issues to be communicated by email or telephone.</p> <p>Face to face parent meetings to be pre-arranged and managed at a safe distance. When taking place in school, rooms should be well ventilated and parents asked to sanitize.</p>	<p>Shared with staff during INSET meeting (2<sup>nd</sup> September)</p> <p>Communication to parents – reminder in first newsletter.</p>	<p>LR</p> <p>LR</p>	<p>Wb / 6<sup>th</sup> September</p>	<p>Not yet</p>

		Children leaving earlier than planned will meet their parent in the school foyer.				
3. 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 (and is unwell) will be sent home and asked to take a test to ascertain if they have COVID-19. If positive, the child will need to isolate for 10 days.</p> <p>There will be no need for close contacts to isolate.</p> <p>All staff to wear PPE when giving first aid due to the close contact required. If a second opinion is needed regarding first aid, a member of SLT should be notified.</p>	<p>Walkie talkies to be charged and used in classes where only one adult to enable them to request help.</p> <p>HT/DHT to monitor numbers of suspected / positive cases. Office to maintain positive case records. School to contact Public Health if any concern.</p>	<p>Office to ensure walkie talkies charged.</p> <p>Staff to be updated in staff meetings.</p>	Weekly	Ongoing
4. 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
5. 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>	Ensure stocks of cleaning materials are maintained.	Office staff	Weekly	Ongoing

		<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>No sharing of equipment. Pupils to have that own resource pack for their use including pencil, whiteboard, pen, rubber.</p>	All equipment used in classrooms must be easily wipeable.	Teaching and support staff to manage class equipment.		
6.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
7.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

8.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
9.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	

10. Use of hand sanitizers	All pupils staff and visitors	<p>Providing/allowing the use of hand sanitizers 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>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>COSHH sheet and Risk Assessment</p> <p>Use of Hand sanitiser safety information given to children and staff</p>	CW/ Staff	Complete
11. 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
12. 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</p>	Caretaker/ Cleaning and Support Staff	Weekly	Ongoing

			disposed of carefully as contaminated waste.			
13.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			
14.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.		
15.Risk of infection from visitors	Office Staff	Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items.	Whilst placing the order contractors adviced on delivery procedures within school.	Office Staff	Ongoing	Complete

16.Deliveries to school		<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>	Ensure good supply of antibacterial wipes are in place for staff.			
17.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.	<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>		
18.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.	SBM, Caretaker	As necessary	Ongoing
19.Fire drill	All pupils and Staff	Fire drill procedures and fire safety notices	Discuss with children and complete drill as soon as possible to	HT	Termly	Ongoing

			<p>ensure safe evacuation in the event of a fire.</p> <p>Each group to have the fire drill procedures explained fully to them in their groups. This includes exits, expectations, where to line up.</p>			
20.SEN children		<p>Plans in place to deal with behavioural issues are reviewed by SENCO.</p> <p>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.</p>	SENDCO (JR) to monitor and continue to communicate with families weekly.	SENDCO	Weekly	Ongoing
21.Higher Risk Individuals	BAME and Equality 2010 Act	Equality policy in place	Conduct Equality Impact Assessment on Risk Assessment and Arrangements in place	<p>Disabled Access for Parents and Pupils</p> <p>Consultation with Parents</p> <p>Regular reviews with Vulnerable Staff</p>		
22.Mental Health risks associated with Covid measures and wider concerns to pandemic risks	All Staff, pupils and parents	<p>Mental Health and wellbeing surveys conducted termly.</p> <p>Thrive app information sent to staff</p>	<p>Wellbeing catch-ups with all staff on a regular basis.</p> <p>Team awareness and support to enable time out/listening</p>	Staff Meeting – HT/DHT	Weekly	Ongoing



			Reminder about use of Thrive App			
23. Transmission of asymptomatic Covid between Staff	All Staff, regular visitors/ contractors in school	<p>Introduction of staff Lateral Flow Tests for staff to voluntarily use a home test for Covid.</p> <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> <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>	<p>Online meeting with staff to go through instructions and requirements, discuss any concerns.</p> <p>Staff to ensure they have correct instructions. (v2)</p> <p>Office will follow up any results with a staff member that has not reported.</p> <p>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.</p> <p>Regular catch ups with Staff members to encourage initial and ongoing participation</p>	<p>Reminder to staff of ongoing requirements at INSET meeting 2<sup>nd</sup> September 21</p> <p>Review due end of September.</p>	Ongoing	Ongoing