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| <b>Task / Activity:</b> | <b>Schools - Covid-19</b> | <b>Return to school Risk Assessment</b> | <b>Ref:</b> |  |
|-------------------------|---------------------------|---|-------------|--|

*This risk assessment should be produced in conjunction with the current government guidance as highlighted below:*

[www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](http://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

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|---------------------|-------------------------|--|---------------------------------|
| Directorate:        | <b>Schools</b>          | Date of Assessment:  | <b>26.1.21 Reviewed 28.3.21</b> |
| Business Unit:      | Birkwood Primary School | Manager Responsible for Basic Activity:  | Mrs Julie Allen MBE             |
| Service / Function: | <b>Primary Schools</b>  | Lead Risk Assessor for Basic Activity:   | Mrs Gill Lawson                 |
| Location:           |                         | Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc) | Above, SLT and H & S Governor   |

| Likelihood of occurrence |          |            |
|--------------------------|----------|------------|
| Probable                 | Possible | Remote     |
| High (H)                 | H        | Medium (M) |
| H                        | M        | Low (L)    |
| M                        | L        | L          |

| Hazard             | Risks   | Control Measures   | Actions Required  | Person Responsible and Target Date |
|--------------------|---|--|---|------------------------------------|
| 1. School Premises | Initial Risk Level = Medium                                       |  | Risk Rating following Actions = Low   |                                    |
|                    | Personal injury<br>Fire<br>Legionella<br>Infection of coronavirus | <ul style="list-style-type: none"> <li>• Undertaken a workplace/pre-term inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place</li> <li>• Fire Risk Assessment to be reviewed and the Fire log-book is up to date</li> <li>• Legionella checks up to date</li> <li>• Risk Assessment reviewed regularly and revised in light of new guidance</li> <li>• Cleaning carried out in line with Covid-19 guidance issued (.gov.uk). Guidance updates shared with all relevant staff and Norse</li> <li>• Electrical, gas and ventilation systems check up to date</li> <li>• Increased thorough cleaning regime; revised from Sept 20 in line with contracted hours. Staff responsible for maintaining cleaning standards throughout the day. All surfaces to be cleaned at lunchtime. Deep clean at end of the day</li> <li>• Ensure good ventilations in all classrooms and office environments, whilst a comfortable teaching environment is maintained. Extra heaters may be used if required.</li> <li>• These can be achieved by:               <ul style="list-style-type: none"> <li>• <b>natural ventilation</b> – 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</li> <li>• <b>natural ventilation</b> – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Fire drill to be repeated termly – 11.03,</li> <li>• Legionella, fire and routine checks to continue as usual</li> </ul> | Peter Jones<br><br>Gill Lawson     |

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|                             |  | <ul style="list-style-type: none"> <li>• Only essential visitors/contractors in school</li> <li>• Limit parents/ carers into Reception</li> <li>• Visitor records in place to show Name, Company, Contact Number for track and trace purposes</li> <li>• Obtain Contractor's Covid-19 Risk Assessment</li> <li>• Allocated welfare facilities (where required) and increase of cleaning regime</li> </ul>  |  |                                    |
| <b>2. Infection Control</b> | <b>Initial Risk Level = High</b>   |  | <b>Risk Rating following Actions = Low</b> |                                    |
|                             | <p>Infection of coronavirus<br/>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p> | <ul style="list-style-type: none"> <li>• Ensure that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home</li> <li>• If symptoms suspected, test to be undertaken and self-isolate until results received</li> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for <b>at least 10 days</b> and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms</li> <li>• If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the <b>10 day</b> isolation period from the day they develop symptoms</li> </ul> |  | <p>Julie Allen<br/>Gill Lawson</p> |

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|  |  | <ul style="list-style-type: none"> <li>• Manage confirmed cases of coronavirus (COVID-19) amongst the school community. School should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</li> <li>• Contain any outbreak. Where school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must work with their local health protection team who will be able to advise if additional action is required.</li> <li>• Pupils, staff and other adults must not come into school if they are required to quarantine having recently visited countries outside of the common travel area <a href="https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive">https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive</a></li> <li>• First Aid procedure/policy updated (addendum) guidance issued to all staff</li> <li>• Additional signage placed around school, procedures communicated to ensure handwashing throughout the day</li> <li>• Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• Sanitising stations established in all learning areas with sanitiser that contains not less than 70% alcohol</li> <li>• Hands to be washed/sanitised on arrival at school, after breaks, when changing rooms and before/after eating</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Lidded bins placed in all learning areas and procedures established to monitor and empty regularly</li> </ul> |  |  |
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|  |  | <ul style="list-style-type: none"> <li>• Procedures for safe disposal communicated: PPE needs to be double bagged and left in a safe place for 72 hours, when disposable can take place in normal waste. Used PPE equipment to be placed in designated bags</li> <li>• Children advised to cough/sneeze into elbow</li> <li>• Cleaning frequently touched surfaces throughout the day using standard products (such as detergents and bleach)</li> <li>• Cleaning materials placed in all learning areas for regular cleaning of frequently touched surfaces eg desks and door handles</li> <li>• Young children, with complex needs, will be supervised to minimise the risk of ingestion when using sanitising stations. Wipes will be available as an alternative.</li> <li>• Follow advice given by Senior Public Health Adviser, Meigan Oxley and if necessary Public Health England</li> <li>• Staff/Parents/Carers advised of main symptoms and advice via Newsletter and phone enquiries</li> <li>• Enhanced cleaning procedures followed at lunchtime and the end of the day. Classroom based staff to ensure cleaning throughout the day of high contact points eg handles, desks</li> <li>• Minimised contact and mixing by altered classroom layouts and timetables for staggered entry to school and break times</li> <li>• Staggered entry to school with a range of entry points</li> <li>• Lunchtime arrangements staggered, see timetable</li> <li>• All school water bottles disposed of; children to bring own water bottles. Disposable cups to be provided for water fountains</li> <li>• Essential visitors to school must report to Reception as usual and their movement around school and interaction with others to be minimised. By appointment/arrangement only. Wearing of face coverings must be ensured</li> </ul> |  |  |
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|   |                                    | <ul style="list-style-type: none"> <li>• Entry by FS2 Daffodils reviewed through Reception and collect in Meeting Room to relieve numbers in Reception environment at the beginning and end of the day</li> <li>• Lunchtime has 4 sittings x 1/2hour in year group bubbles eg Y1, Y1/2, Y2 maintained</li> <li>• External agencies to wear masks in school. Also ensure social distancing and sanitize regularly</li> <li>• Any intervention groups to take place within individual bubbles</li> <li>• In the case of a positive case, the whole bubble will close</li> <li>• Only vulnerable and critical worker children to attend school, including in Nursery</li> </ul>  |  |  |
| <b>3. Asymptomatic Testing</b>                  | <b>Initial Risk Level = Medium</b> |   | <b>Risk Rating following Actions = Low</b> |  |
|   | Supress the virus                  | <p>Staff in school will continue to test with Lateral Flow Device tests twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>Pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices.</p> <p><b>Schools should follow the guidance set out for their setting:</b></p> <p><b>Primary schools, school based nurseries and maintained nursery schools</b></p> <p><u><a href="http://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a></u></p> |  |  |
| <b>4. PPE (including face masks/ coverings)</b> | <b>Initial Risk Level = Medium</b> |   | <b>Risk Rating following Actions = Low</b> |  |

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|  | <p>Spread of infection (coronavirus)</p> | <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. Staff may wear extra PPE if desired, but PPE is only required in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• Children whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way</li> <li>• If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then it is suggested that disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn</li> <li>• <b>It is <u>very important</u> to follow the COVID-19 Outbreak Control Plan for Schools</b> which is kept in the Covid-19 Key Documents File in JA's Office</li> <li>• Parents/Carers to wear masks in all areas of the school site (both inside and out), unless exempt</li> <li>• All staff to wear masks when in contact with any parent/carer/visitor inside and outside school building</li> <li>• All staff to wear face coverings whenever they are outside of their own classroom. Face coverings are optional when on playground duty</li> </ul> |  | <p>Julie Allen<br/>Donna White<br/>Ben Froggatt<br/>Gill Lawson</p> |
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|  |  | <ul style="list-style-type: none"> <li>• <b>Face visors or shields should not be worn as an alternative to face coverings.</b> They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering</li> <li>• Children must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children’s social care</u> provides more advice</li> <li>• Covid First Aid procedure advises staff to wear PPE when supporting a symptomatic pupil/colleague: Face mask, Gloves, Safety glasses/visor, apron may be required to be worn</li> <li>• If a child becomes ill with symptoms, the 1<sup>st</sup> base would be Mr Froggatt’s room, 2<sup>nd</sup> Base, Mrs Allen’s room, where the windows can be opened and access to Reception is with ease. Temperature taken, recorded and parent/carer informed. Protective wear must be worn and the parent/carer informed of symptoms, testing strongly advised where child/adult is symptomatic and reported back to school. Only adults living in the same household should be contacted to collect the child</li> <li>• Child to be reassured, kept at a safe 2m distance</li> <li>• Toilet access to be Visitor’s toilet area, cleaning team informed</li> <li>• Teachers to inform children of procedures. Disposable masks to be disposed of in lidded bins in classroom</li> <li>• Reminder to staff on use of PPE</li> <li>• PPE is available and staff instructed regarding appropriate use</li> </ul> | <ul style="list-style-type: none"> <li>• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> </ul> |  |
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| 5. Staff  | Initial Risk Level =<br>Medium                         |  | Risk Rating following Actions = Low |                                |
|-----------|--|--|-------------------------------------|--------------------------------|
|           | Infection /transmission of the coronavirus to adults   | Minimise mixing of staff around school including: <ul style="list-style-type: none"> <li>• Support staff will be in the same class every day</li> <li>• Staff lunch and break times staggered</li> <li>• A range of spaces provided to eat lunch – ICT room (Upper KS2), Cook it Room (Lower KS2), Staff Room (KS1). Shared staff spaces are set up and used to help staff to socially distance. Staff to ensure social distancing is adhered to in these areas</li> <li>• Staff meetings to take place via Teams/Zoom or outside in the MUGA, ensuring social distancing. Other meetings to take place in rooms appropriate for number of participants to social distance</li> <li>• Staff who are clinically extremely vulnerable will receive a confirmation letter from the NHS</li> <li>• Regular reviews of staffing will be carried out in case of absence, changes to guidance, advice from LA and Public Health etc.</li> <li>• Roles of clinically extremely vulnerable staff undertaken (individual Risk Assessments written and reviewed regularly)</li> </ul> |                                     | Julie Allen<br><br>Gill Lawson |
| 6. Pupils | Initial Risk Level =<br>High                           |  | Risk Rating following Actions = Low |                                |
|           | Infection /transmission of the coronavirus to children | Pupils reminded of social distancing and hygiene rules below at beginning of Spring 1<br><br>Reduce contact between people as much as possible e.g. only mix in a consistent group bubble including: <ul style="list-style-type: none"> <li>• Children will be treated as individual “Class Bubbles”</li> <li>• Children will remain as far as possible within their classroom bubble throughout the day</li> <li>• Children asked to limit the amount of equipment brought to school. Each child to be</li> </ul>   |                                     | Julie Allen<br><br>Gill Lawson |

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|   |                                       | <p>provided with their own resources, none to be shared</p> <ul style="list-style-type: none"> <li>• Essential equipment only, no mobile phones</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</li> </ul> <p>Ensure social distancing is adhered to as much as possible by:</p> <ul style="list-style-type: none"> <li>• Adults aiming to stay 2 metres away from children, minimise face to face contact and minimise time spent within 1 metre of children</li> <li>• Constant reminders re social distancing, where possible keep children in groups 2 metres away from each other, ideally side to side, rather than face to face</li> <li>• For younger children, the emphasis will be on separating groups and for older children, social distancing where possible</li> <li>• Frequent hand cleaning and good respiratory hygiene practices at regular times throughout the day eg before and after all playtimes, lunchtimes</li> <li>• Pupils allowed to wear extra clothing to allow windows to remain open during cold weather</li> </ul> |  |                            |
| <b>7. Clinically extremely Vulnerable and Clinically Vulnerable</b> | <b>Initial Risk Level = High</b>      |  | <b>Risk Rating following Actions = Low</b>   |                            |
|   | Increased susceptibility of infection | <ul style="list-style-type: none"> <li>• From 1 April 2021, if employees/pupils have been identified as clinically extremely vulnerable they will no longer be advised to shield</li> <li>• They should however continue to take extra precautions to protect themselves</li> <li>• It is important to continue to keep the number of social interactions that staff/pupils have low</li> </ul>  | The clinically extremely vulnerable will get priority access to vaccination against COVID-19 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation (JCVI). | Julie Allen<br>Gill Lawson |

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| Clinically Vulnerable staff  |   | <p>and try to limit the amount of time spent in settings where staff are unable to maintain social distancing</p> <ul style="list-style-type: none"> <li>Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission and individual risk assessments. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others</li> </ul> | AS, JP risk assessments reviewed  |   |
| New and Expectant Mothers  |   | <ul style="list-style-type: none"> <li>AB commenced Maternity Leave 27.3.21</li> </ul>  |   |   |
| <b>8. Pupils with education, health and care plans or on SEN support</b> | <b>Initial Risk Level = High</b>          |   | <b>Risk Rating following Actions = Low</b>  |   |
|  | Spread of infection (coronavirus)         | <ul style="list-style-type: none"> <li>Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine<br/>Teachers and BF to plan meeting children's needs in consultation with parents/carer</li> <li>Health care plans up to date</li> </ul>   | BF/GL to speak to parents/carers of children with medical conditions to ascertain extra measures required if unsure | <p>Julie Allen</p> <p>Gill Lawson</p> <p>Ben Froggatt</p> |
| <b>9. Lunchtimes</b>   | <b>Initial Risk Level = Medium</b>        |   | <b>Risk Rating following Actions = Low</b>  |   |
|  | Infection/transmission of the coronavirus | <p>Minimise contact between groups by:</p> <ul style="list-style-type: none"> <li>All classes eating dinner in the Hall, 4 sittings in extended year group Bubbles to ensure nutritious daily meal</li> </ul>   |   | <p>Julie Allen</p> <p>Gill Lawson</p>                     |

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|  |   | <ul style="list-style-type: none"> <li>• Lunchtime staggered times</li> <li>• FS2 to use main playground area for lunchtime play</li> <li>• One dinner lady allocated consistently to each class wherever possible</li> <li>• 1:1 support for SEND children, also to be consistent person wherever possible</li> <li>• Zones allocated for outdoor play; Dan from Active Learn to support</li> <li>• 3 marked Zones supervised by consistent staff</li> <li>• PE equipment provided for each class</li> </ul>  |  |  |
| <b>10. Classrooms</b>                  | <b>Initial Risk Level = High</b>          |  | <b>Risk Rating following Actions = Low</b> |  |
|  | Infection/transmission of the coronavirus | <p>Maximise social distancing opportunities by:</p> <ul style="list-style-type: none"> <li>• Arranging classrooms with forward facing desks and sit side to side, where appropriate for older year groups</li> <li>• Use of classroom seating plans to help with self-isolation measures</li> <li>• Remove unnecessary furniture to increase space</li> <li>• Reduce sharing of equipment/resources by having personalised equipment for staff and children</li> <li>• Sports equipment and iPads provided for each bubble - regular cleaning to be undertaken, frequently left out of reach for 48 hours (72 hours for plastics)</li> <li>• Supply of hand sanitizers, tissues, anti-bacterial spray, disposable cloths and wipes available in each classroom</li> <li>• Supply of hand sanitizers, tissues, anti-bacterial spray and wipes put on a regular order</li> <li>• Signage within each classroom to encourage infection control</li> </ul> |  | <p>Julie Allen</p> <p>Gill Lawson</p> <p>Class teachers</p> <p>Donna White</p> |
| <b>11. Curriculum/Extra curriculum</b> | <b>Initial Risk Level = Medium</b>        | Due to difficulties with social distancing, risk rating varies   | <b>Risk Rating following Actions =Low</b>  |  |



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|  |  | <ul style="list-style-type: none"> <li>• All staff to wear masks when in contact with any parent/carer/visitor to school (both inside and outside)</li> <li>• Parents/carers advised of procedures via phone calls, Twitter, updated website, Newsletter and e- mail</li> <li>• A member of staff is always on the gate at the beginning and end of the day to reinforce expectations such as wearing a face covering and adhering to social distancing</li> </ul> |  |  |
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### Manager's Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.

#### Related Documents:

First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Confidentiality Policy, Records Management Policy, GDPR Policy, Security Policy, Behaviour Policy, Staff Code of Conduct, Health & Safety Policy, Infection Control Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy

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| Manager's Signature  | <b>Mrs Julie Allen MBE</b>        |
| Date   | <b>26.1.21 / Reviewed 28.3.21</b> |
| Date of planned review (not to exceed 12 months)             | <b>June 2021</b>                  |
| Date of planned full re-assessment (not to exceed 24 months) |                                   |